

Fern Ridge School District Board of Directors

Monday, March 16, 2026 The doors will open at 6:15pm

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

1. Call to Order: Public - 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.

2. Citizenship Award

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 (4) four 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.

5. **Monthly Items:**

5.A. Approval of Minutes - Board Action

6. **Business Office**

Presenter: Business
Manager, Quanah
Bennett

6.A. Enrollment Report

6.B. General Fund Revenue and Expenditure Report -
Board Action

7. **Reports:**

7.A. Contract Award for Fern Ridge Middle School
Interior Renovations

Presenter: Scott Rose

7.B. Elmira Elementary School Report

Presenter: Billie
Perrier

7.C. Fern Ridge Education Association

7.D. Student Representative(s) to the School Board
Report

Presenter: Rylee Rice
and Jake VanDamme

7.E. Superintendent's Report

8. **Discussion Items**

8.A. Comics and Graphic Novels Storytelling Elective
Curriculum

8.B. First Student Contract Renewal-Board Action

8.C. Athletic Director-Board Action

8.D. Allocate 100K for Irrigation-Board Action

8.E. Property behind Elmira Elementary for ball
fields - Board Action

8.F. Posting of official board agenda timeline-Board
action

8.G. First Reading of the Proposed 2026-2027
Calendar

8.H. First Reading of Proposed Policy Updates: **KG**
AR DELETE Use of District Properties, **KG**
AR REPLACE Community Use of District Facilities.

8.I. Second Reading of Proposed Policy Updates: **CB**
update Superintendent, **EBC NEW** Emergency Plan and
First Aid, **EBC/EBCA R delete** Emergency Procedures
and Disaster Plans, **EBCB update** Emergency
Procedure Drills and Instruction, **JECA**
update Admission of Resident Students, **JGA**
update Corporal Punishment, and **LBEA**
update Denial for Virtual Public Charter School
Student Enrollment.

9. **Personnel**

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

9.A.1. Resignation of Kailee Nienhaus, 1.0 FTE
Elementary Teacher at Elmira Elementary,

effective June 12, 2026, Resignation of Keeley Green, 1.0 FTE Elementary Teacher at Elmira Elementary, effective June 12, 2026, Resignation of Chloe Anderson, 1.0 FTE Elementary Teacher at Elmira Elementary, effective June 12, 2026.

9.B. Non-Licensed Personnel Report

10. Late Items/Closing Comments/Board Community Involvement

11. Upcoming Events

March 20: NO SCHOOL

March 23-27: Spring Break

April 2: End of 3rd Quarter

April 3: NO SCHOOL

April 14: 6:30pm First Budget Committee Meeting

Elmira Elementary:

March 17: 6pm PTA

April 9: 6:30pm Outdoor School Info Night

April 16: Parent Teacher Conferences

April 17: NO SCHOOL

Veneta Elementary:

March 11: 6pm Heart of the Community

April 4: 11am Easter Egg Hunt

April 13: 5:30pm PALS

April 16: Parent Teacher Conferences

April 17: NO SCHOOL

April 18: 4pm Auction

Fern Ridge Middle School:

March 19: Parent Teacher Conferences-evening only

April 8: 6pm Staff vs. Student Basketball Game

Elmira High School:

March 18: 9-12 Job/Career Fair

March 19: Parent Teacher Conferences-evening only

12. Adjournment



FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

REGULAR MEETING of the FERN RIDGE SCHOOL BOARD

February 23, 2026

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.

In attendance were Directors WC Grover, Kathleen Pizzola, Brian Kirkpatrick, Lisa McCann and Superintendent Gary Carpenter. Mark Gent attended via Zoom and conference call.

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

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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.

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CITIZENSHIP AWARD (Agenda Item 2): The February Citizenship Award was presented to Veneta Elementary School student Cameron James Brown-Pearson.

FLAG SALUTE (Agenda Item 3): Veneta Elementary School student Cameron Brown-Pearson 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 of the regular school board meeting on January 26th, 2026 were presented for approval.

Director McCann moved to approve the minutes from the regular meeting on January 26th, 2026, seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Grover, Kirkpatrick, Pizzola, McCann and Gent voting yes. 5-0.

BUSINESS OFFICE (Agenda Item 6):

6. A. Enrollment Report: Business Manager Quannah Bennett reviewed the enrollment report as of February 1st, 2026. Elmira Elementary has an average class size of 23.6 and Veneta Elementary is at 22.14. Total elementary enrollment is at 572. The middle school has 312 students enrolled. The high school has 359. Overall our in-district enrollment is 1,243 which is 41 below our budgeted number. There was a time of discussion about the size of classrooms in the Middle School.

6. B. General Fund Revenue and Expenditure Report: Business Manager Quannah Bennett reviewed the general fund revenue and expenditure report as of January 31, 2026. The district has received 76% of our budgeted revenue and has spent 43% of our budgeted expenses, which is very close to the same at this time last year. Director McCann asked about transportation fees and earnings on investments. She requested to see the numbers from the interest of the bank accounts. There was a time of discussion on the previous years underspending and how this year is in comparison.

Director Kirkpatrick moved to approve the general fund and expenditure report for January 31, 2026, seconded by Director McCann. There was no discussion. The motion carried with Directors Grover, Kirkpatrick, Pizzola, McCann and Gent voting yes. 5-0.

6. C. Resolution 25-26/03 – Approve the 2024-2025 Audit Report & GASB 54: Business Manager Quannah Bennett presented the resolution for the audit and answered questions.

Director McCann moved to approve Resolution 25-26/03 2024-25 Audit Report & GASB 54, seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Grover, Kirkpatrick, Pizzola, McCann and Gent voting yes. 5-0.

6. D. First Student Inc. Contract Renewal: The contract renewal was presented for review or approval. It was discussed that it will go on the March work session.

Director McCann moved to table the approval for the First Student Contract to March , seconded by Director Pizzola. There was no discussion. The motion carried with Directors Grover, Kirkpatrick, Pizzola, McCann and Gent voting yes. 5-0.

REPORTS (Agenda Item 7):

7. A. West Lane Charter Presentation: Director Darci Stuller presented slides to highlight West Lane Charter School's programs and initiatives.

7. B. Outdoor School Committee Planning: Outdoor School Directors Mrs. Pebworth, Mrs. Moeller and Mrs. Vandercar presented slides and answered questions regarding the updated plans for 2026 Outdoor School. There will be a fundraiser on March 19. An invitation was extended to the board members to attend during the week of Outdoor School.

7. C. Fern Ridge Education Association: Certified Union President, Jennifer Snider presented appreciations for each school building and their activities. She announced the Papas Pizza

fundraiser to help fund the scholarship amount from OSEA and FREA. Then DesiRae Wright-Rendon described the Legislative session updates and two bills that effect schools and education.

7. D. Student Representatives: Student representatives Riley Rice and Jake VanDamme gave the updates on all three winter sports concluding. They announced that boys basketball made it to the playoffs and named the five wrestlers that made it to State competition as well. Outdoor School held interviews for counselors and training will begin.

7. E. Director of K-12 Programs: Director Marshall gave a brief update of some of the upcoming professional development that teachers are participating in.

7. F. Superintendent's Report

- Requested 100k to dedicate for irrigation improvements ahead of Bond dollar remainder distributions. It was recommended for the board to decide at the March meeting.
- Shared the plan that with phase II of the mechanical improvements of the heating and cooling system, Elmira Elementary will have the controls replaced to match the Middle and High School.
- The facilities use form has been updated and simplified. It was recommended that the board approves it in March.
- Requesting approval to turn the property behind Elmira Elementary into athletic fields at the March meeting.

DISCUSSION ITEMS (Agenda Item 8):

8. A. District Athletic Director Update: Superintendent Carpenter explained the request to investigate different possibilities for an Athletic Director expansion or to remain the same. It was requested the board make a decision to move forward with one of the options or to continue as is by the March meeting.

8. B. K-2 / 3-5 Reconfiguration Update: Superintendent Carpenter presented the draft webpage that will supply information to the community about the elementary school reconfiguration. It was stated the page will go live this week. There was a time of discussion around the details of this reconfiguration and the plan to share information in a community forum.

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

DBEA (1) update Budget Committee; this policy was presented to be *approved as amended* since it was previously approved at the January meeting. There was a question after its approval, during the January meeting, that was then presented to OSBA and the change was noted for this amendment. There was a time of clarification to support moving forward with a motion to approve.

Director Kirkpatrick moved to approve as amended Policy DBEA Budget Committee, seconded by Director Pizzola. There was no discussion. The motion carried with Directors Grover, Kirkpatrick, Pizzola, McCann and Gent voting yes. 5-0.

CB update Superintendent, **EBC NEW** Emergency Plan and First Aid, **EBC/EBCA R delete** Emergency Procedures and Disaster Plans, **EBCB update** Emergency Procedure Drills and Instruction, **JECA update** Admission of Resident Students, **JGA update** Corporal Punishment, and **LBEA update** Denial for Virtual Public Charter School Student Enrollment.

8. D. Second Reading of Proposed Policy Updates: A second reading was held on the following proposed administrative rule and policy updates:

JHFE/GBNAB replace-Suspected Abuse of a Child Reporting Requirements**,
JHFE/GBNAB-AR (1) replace-Reporting of Suspected Abuse of a Child,
JHFF/GBNAA update-Suspected Sexual Conduct with Students and Reporting Requirements,
GBNAA/JHFF update-Suspected Sexual Conduct with Students and Reporting Requirements,
JOA update-Directory Information**,
IGBAB/JO-AR update-Education Records/Records of Students with Disabilities,
JO/IGBAB-AR update-Education Records/Records of Students with Disabilities,
GBNAB/JHFE update-Suspected Abuse of a Child Reporting Requirements**,
GBNAB/JHFE-AR(1) update-Reporting of Suspected Abuse of a Child,
JHCC delete-Communicable Diseases - Students,
JHCC-AR delete-Communicable Diseases – Students.

There was a motion to approve all of the policies together.

Director Pizzola moved to approve the policies of the second reading in 8.D., seconded by Director Kirkpatrick.

Director McCann began discussing recommendations and asking questions in regards to the content of the policies. There was a time of discussion on the process of having a first and second reading for policies, getting questions or concerns in before the second reading so research and answers can be acquired to inform the vote. Director McCann wanted to table the approval and made a motion.

Director McCann moved to table the approval for the second reading of the policies, there was no second. The motion failed.

The motion to approve the policies of the second reading in 8.D. moved to vote.

The motion carried with Directors Grover, Kirkpatrick, Pizzola, and Gent voting yes and McCann voting no. 4-1.

PERSONNEL (Agenda Item 9):

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

9. A.1. Resignation of Teri Moen-Gay, Special Education Teacher at Elmira High School, effective June 12th, 2026.

Director Pizzola moved to approve the licensed resignations, new hires, transfers, other as proposed, seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

- 9. A.2. Resolution 25-26/04 Administrator Three-Year Contract Extension,
- 9. A.3. Resolution 25-26/05 Retired/Temporary Terminal Contract,
- 9. A.4. Resolution 25-26/06 Probationary Administrators Contract Renewal,
- 9. A.5. Resolution 25-26/07 Probationary Teacher Contract Renewal,
- 9. A.6. Resolution 25-26/08 Teacher Contract Extension,
- 9. A.7. Resolution 25-26/09 Administrator Contract Extension.

Director Pizzola moved to approve all 9.A. contracts, seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover voting yes and McCann voting no. 4-1.

Director McCann asked to change her vote on **9.A.2 – 9.A.7.**
Director McCann changed her vote to aye. 5-0

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

Resignations/Retirements

1. Resignation of Cody Brock, YTP Coordinator/Leadership at Elmira High School, effective February 27th, 2026.

1.

New Hires/Transfers

1. None at this time.

Other

1. None at this time.

Coaches

None at this time.

9. B. 1. Renew District Office Group for 2026-2027: Quanah Bennett, Leiisa Boytz, Amy Hand, Paul Lambert, Dan Prutzman, and Brie Scriber.

Director Pizzola moved to approve the renewal of the district office group 9. B. 1., seconded by Director McCann. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, McCann and Grover voting yes. 5-0.

LATE ITEMS/CLOSING COMMENTS/BOARD COMMUNITY INVOLVEMENT (Agenda Item 10):

- Director Gent would like to look at more alternatives to the K-2 / 3-5 Reconfiguration. There was a time of discussion to summarize the solutions that have been investigated.
- Director McCann spoke about the Elmira High School CTE tour.

UPCOMING EVENTS (Agenda Item 11):

February 17: 100th Day of School !
March 20: NO SCHOOL
March 23-27: Spring Break

Elmira Elementary:

March 5: 5:30pm Kindergarten Information Night
March 17: 6pm PTA

Veneta Elementary:

March 4: 5:30pm Kindergarten Information Night
March 9: 5:30pm PALS
March 11: 6pm Heart of the Community

Fern Ridge Middle School:

March 19: Parent Teacher Conferences-evening only

Elmira High School:

March 19: Parent Teacher Conferences-evening only

EXECUTIVE SESSION (Agenda Item 12): 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.

ADJOURNMENT (Agenda Item 13): Board Chair Grover adjourned the meeting at 9:45 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	28													28
EES Teacher 2		19												19
EES Teacher 3		10	12											22
EES Teacher 4			24											24
EES Teacher 5				24										24
EES Teacher 6				10	13									23
EES Teacher 7					25									25
EES Teacher 8					25									25
EES Teacher 9						24								24
EES Teacher 10						22								22
Elmira Elementary	28	29	36	34	63	46								236
VES Teacher 1	16													16
VES Teacher 2	21													21
VES Teacher 3	9	12												21
VES Teacher 4		22												22
VES Teacher 5		22												22
VES Teacher 6			19											19
VES Teacher 7			19											19
VES Teacher 8				20										20
VES Teacher 9				20										20
VES Teacher 10				23										23
VES Teacher 11					23									23
VES Teacher 12					24									24
VES Teacher 13						29								29
VES Teacher 14						31								31
Veneta Elementary	46	56	38	63	47	60								310
Total Elementary	74	85	74	97	110	106								546
Fern Ridge Middle School							103	95	107					305
FRMS Options														-
Elmira High School										99	77	95	79	350
EHS Options												9		9
EE Bridges (K-2)	2	1	3	1										7
EE Bridges (3-5)				5	3									8
VES (Structured Learning)			3	1	3	2								9
Home Tutor														-
FRMS Bridges (6-8)							1	1	4					6
Total In-District Enrollment	76	86	80	104	116	108	104	96	111	99	77	95	88	1,240
	<i>Change from Adopted Budget (based on ADMr of 1,284) (44)</i>													
Out of District Placements	1		2	2		2	1	1	1	2	2		4	18
	<i>Change from Adopted Budget (based on ADMr of 22) (4)</i>													
Total West Lane Charter										11	29	31	26	97
FRSD Attending WLC										4	17	16	15	52
	<i>Change from Adopted Budget (based on ADMr of 70) 27</i>													
Total District/ Out of District /Charter School Enrollment														1,355
	<i>Change from Adopted Budget (based on ADMr of 1376) (21)</i>													

23.60

22.14


FERN RIDGE SCHOOL DISTRICT 28J
 General Fund Revenue and Expenditures

February 28, 2026	ADOPTED 25-26 BUDGET	2025-2026												TOTAL YTD	REMAINING BALANCE	
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE			
Beginning Fund Balance	3,342,741	-	-						5,511,992						5,511,992	(2,169,251)
OPERATING REVENUE:																
PROPERTY TAXES	5,750,283	9,846	13,713	9,744	10,239	3,976,087	1,355,868	78,233	43,764						5,497,494	252,789
TRANSPORTATION FEES	2,100	-	-	-	-	-	-	-	-						-	2,100
EARNINGS ON INVESTMENTS	342,641	34,045	30,812	30,343	29,620	26,389	39,656	39,008	32,956						262,829	79,812
EXTRACURRICULAR ACTIVITIES	4,626	-	-	-	-	-	-	-	-						-	4,626
RENTALS/DONATIONS/LEASES / PY REV / GRANT FEES / MIS	147,154	6,348	4,861	(1,644)	12,373	5,287	6,240	5,491	6,794						45,751	101,403
COUNTY SCHOOL FUND / ESD	188,000	-	-	-	-	-	136,869	-	-						136,869	51,131
OTHER INTERMEDIATE SOURCES	5,500	-	1,725	-	-	2,223	-	-	2,121						6,069	(569)
STATE SCHOOL FUND	12,751,881	2,272,642	1,096,497	1,102,540	1,087,631	1,093,109	1,071,724	1,098,395	1,105,485						9,928,022	2,823,859
COMMON SCHOOL FUND	199,740	-	-	-	-	-	-	-	119,677						119,677	80,063
STATE MANAGED COUNTY TIMBER	-	-	37,030	-	-	-	10,033	-	41,720						88,783	(88,783)
RESTRICTED GRANTS-IN-AID	-	-	-	-	-	-	-	-	-						-	-
RESTRICTED FR FED/GOV ST	-	-	-	-	-	-	-	-	-						-	-
FEDERAL FOREST FEES	58,620	-	-	-	-	106,950	-	-	-						106,950	(48,330)
INTERFUND TRANSFERS	7,360	-	7,360	-	-	-	-	-	-						7,360	-
SALE OF FIXED ASSETS	-	-	-	-	-	-	-	-	-						-	-
TOTAL OPERATING REVENUE	19,457,905	2,322,880	1,191,998	1,140,982	1,139,864	5,220,079	2,610,358	1,221,127	1,352,517	-	-	-	-	-	16,199,804	3,258,101

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

22,800,646

83%

21,711,796

OPERATING EXPENDITURES:																
SALARIES	8,442,595	159,578	181,552	661,573	678,257	684,051	663,968	668,805	685,858						4,383,642	4,058,953
BENEFITS	6,558,782	107,516	125,623	486,372	481,372	493,871	474,651	479,082	486,776						3,135,263	3,423,519
PURCHASED SERVICES	4,343,999	151,940	99,074	58,725	385,239	341,971	297,923	485,978	388,011						2,208,862	2,135,137
SUPPLIES & MATERIALS	477,310	52,532	64,401	32,362	19,104	14,250	14,585	61,191	10,291						268,715	208,595
CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-						-	-
OTHER	292,515	280,772	11,860	(95)	2,551	2,343	935	628	250						299,243	(6,728)
TOTAL OPERATING EXPENDITURES	20,115,201	752,338	482,510	1,238,937	1,566,521	1,536,486	1,452,062	1,695,684	1,571,186	-	-	-	-	-	10,295,724	9,819,477

51%

NON-OPERATING EXPENDITURES																
INTERFUND TRANSFERS	533,500	-	525,000	-	-	-	-	-	860,000	-	-	5,220			525,000	8,500
CONTINGENCY	2,151,945	-	-	-	-	-	-	-	-	-	-	-			-	2,151,945
TOTAL NON-OPERATING EXPENDITURES	2,685,445	-	525,000	-	-	-	-	-	860,000	-	-	5,220	-	-	525,000	2,160,445

TOTAL BUDGETED EXPENDITURES

22,800,646

10,820,724



Recommendation for award of interior renovations at FRMS (spring/summer 2026)

Request:

To award the above referenced project to GBC Construction, LLC for \$1,733,000.

Rationale:

This project includes work at Fern Ridge Middle School and is comprised of renovations to the science classrooms and support spaces, main restrooms off library, music rooms, maker lab, and special education and associated surrounding surfaces and systems. The Fern Ridge School District publicly advertised this project on 2/24/26. The design package was generated by Rowell Brokaw Architects.

A pre-bid walk was conducted on 3/2/26. Sixteen contractors attended, eight of them general contractors.

Bids were received and opened on 3/12/26.

Four bids were received:

GBC Construction, LLC at \$1,733,000 (located in Corvallis, OR)

First Cascade at \$1,799,000

Ordell Construction at \$1,849,42

Wildish Building Company at \$1,899,900

All bids were found to be responsive to all bid criteria. With only an 8.8% differential top to bottom, R&C has confidence that the bids received were aligned with the bid documents as provided.

The architect's estimate for this work was \$2,900,000. While there is a reduction in general construction on the market, which is creating strong competition, AND most issues regarding tariffs have subsided, those would only explain some of the low bidding. R&C believes the architect's estimate was not reflective of the current market. Very little of the early design was reduced as a result of the schematic level design estimate, so the project remained intact.

Funding / Schedule:

Funding for this work comes from the project budget for Work Package #2 – Classroom and Restroom Renovations (Multi-Site) and is the second phase of a two-summer project. This work will start in May 2026 in the maker lab and special education spaces and then move to the rest of the remodel once school is out. The first phase was the renovations to science and restrooms at EHS and to the gymnasium and restrooms at Veneta. The overall project budget was approved by the Board of Directors in the summer of 2024. This is the last of the planned work under this work package budget.

Recommendation:

The Board of Directors approves the award to GBC Construction, LLC for the 2026 FRMS Interior Renovations Project for a total of \$1,733,000.

Board Meeting: March 16, 2026

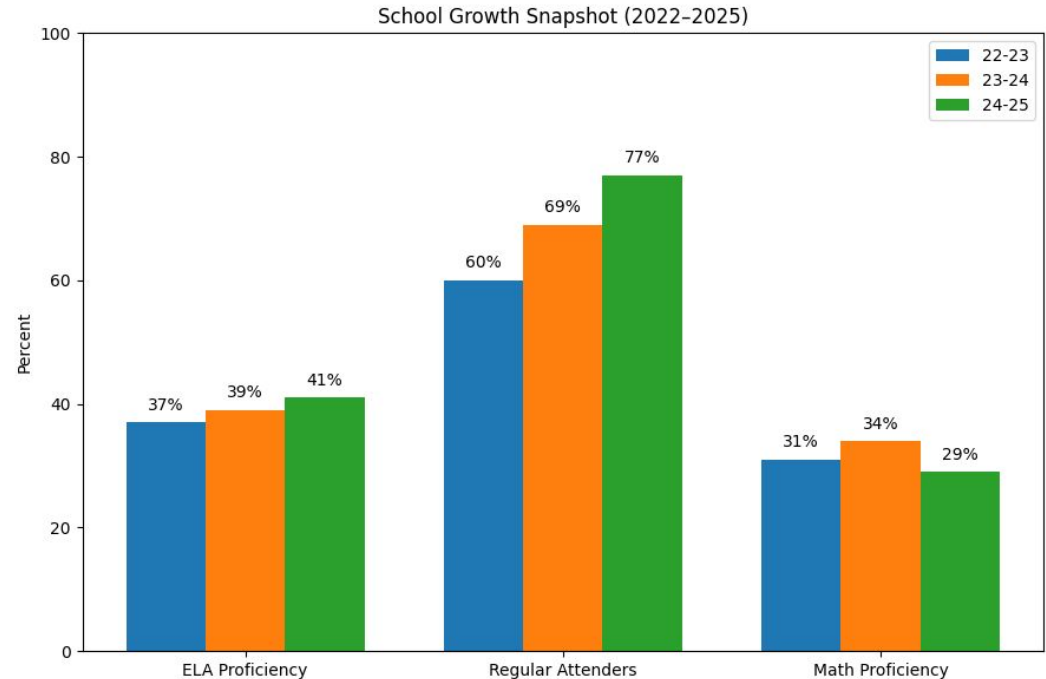
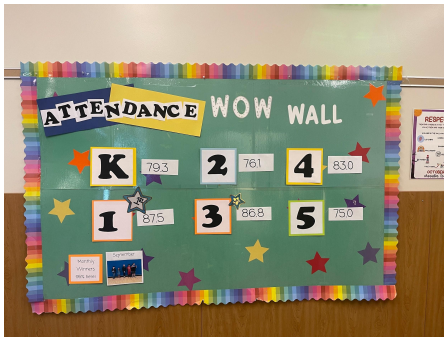
Elmira Elementary School

Our Vision: Provide excellence for every student so that each will reach their greatest potential.



Our Data

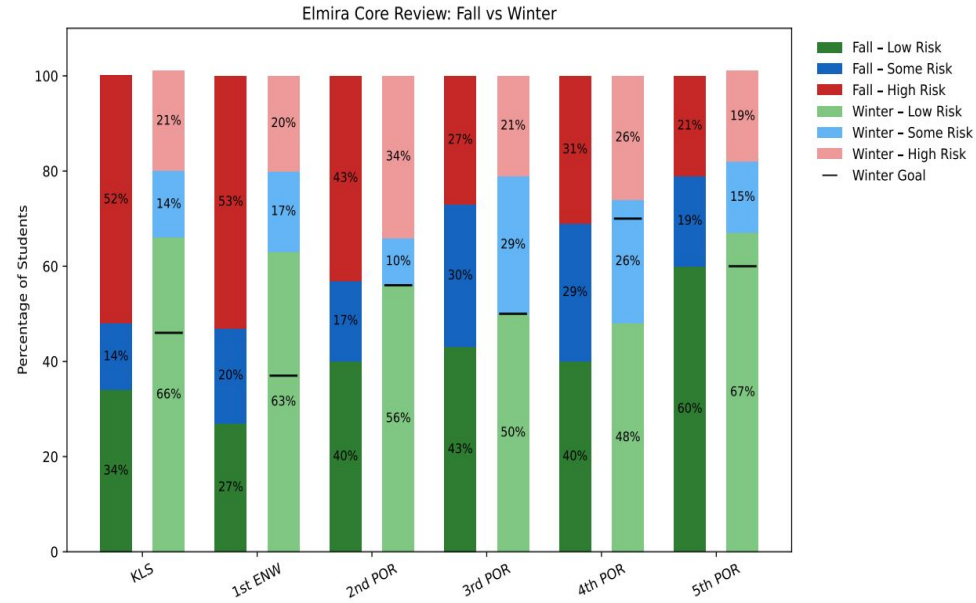
This data comes from the Oregon Department of Education's At-a-Glance School Report Card. While data helps tell part of our story, the real work behind these results happens every day in our classrooms. At Elmira Elementary, our work is grounded in three core ideas: **relationships, rigor, and relevance.**



High Expectations for Literacy

At Elmira Elementary, we maintain high expectations for literacy instruction and student growth by focusing on strong instructional practices and ongoing professional learning.

- Core Review Meetings to review instruction and student progress
- Regular Classroom Walkthroughs to support consistent instruction
- Ongoing Professional Development for staff
- ORTi framework to guide intervention and support
- LETRS Training focused on the science of reading
- ECRI for explicit, structured reading instruction



*Data from STAR Benchmark Testing

blue


into

because

small

Irregular Word Reading

You're going to learn to read new words using *say-it, spell-it, say-it*.

 *Signal for *say-it, spell-it, say-it*

1. Touch to the left of the word.
My turn. The word is... Slide finger under the word [word].
2. Touch to the left of the word.
Your turn. Word? Slide finger under the word for the students to respond.
3. Touch to the left of the word.
Spell [word]. Tap under each letter as students spell the word.
4. Touch to the left of the word.
Word? Slide finger under the word for the students to respond.
5. Repeat steps 1 through 4 for the remaining words.



Correcting Student Errors

- **Word Error: My turn. This word is [word]. Your turn. Everyone, word? Let's start again.** Re-present the missed word using steps 1 through 4 above. Continue presenting the remaining words.
- **Spelling Error: My turn. This letter is [spelling]. Your turn. Everyone, letter? Let's start again.** Re-present the missed word using steps 1 through 4 above. Continue presenting the remaining words.

blue	into	because	small
or	other	small	because
other	into	blue	or
carry	eight	give	our

Irregular Word Reading (continued)

You're going to practice reading words. When I point to a word, say the word in your head. When I slide my finger, read the word out loud. I'll show you how to read the first two words.

- My turn.** Use the signal for each word.* Model until students are successful with the routine.
- Your turn.** Go back to the first word on the chart. Use the signal for each word.*
- Let's do some individual turns.** I will touch next to a word; everyone will say the word in their head. I will call one student's name and only that student will say the word out loud. Call on two to three students.



*Signal for each word

- Touch to the left of the word. **Word?**
- Wait 2 seconds for students to think.
- Slide finger under the word.



Correcting Student Errors

- Follow the *say-it, spell-it, say-it* steps 1 through 4 for each missed word.
- Back up two words and use the signal for each word* to continue presenting the words on the chart.

tree



e _ e ea ee
 e _ y
 _ ie _ _ ey

e	_ay	ee	ch
ea	k	_ie_	n
ee	z	ea	_ay
ie	ch	e	s

Sound-Spelling Review: Advanced

You're going to practice saying sounds.

When I point to a spelling, say the sound in your head. When I tap, say the sound out loud. I'll show you how to say the sounds for the first two spellings.

1. **My turn.** Use the signal for each sound-spelling.* Model until students are successful with the routine.
2. **Your turn.** Go back to the first sound-spelling on the chart. Use the signal for each sound-spelling.*
3. **Let's do some individual turns.** I will touch next to a sound-spelling; everyone will say the sound in their head. I will call one student's name and only that student will say the sound out loud. Call on two to three students.



*Signal for each sound-spelling

1. Touch to the left of the sound-spelling.
2. Wait 2 seconds for students to think.
3. Tap finger(s) under the sound-spelling (use one finger for each of the letters in the spelling).



Correcting Student Errors


1. **My turn.** Follow the signal for each sound-spelling* and re-present the missed sound-spelling.
2. **Your turn.** Follow the signal for each sound-spelling* and re-present the missed sound-spelling.
3. Back up two sound-spellings and continue presenting the sounds on the chart.

re-	un-	pre-	-ed
un-	pre-	re-	-ing

Affix Review

You're going to practice reading and saying the meaning of affixes. When I slide my finger, read the affix out loud. When I slide my finger again, say the meaning out loud. I'll show you how to read and say the meaning for the first two affixes.

- My turn.** Use the signal for each affix.* Model until students are successful with the routine.
- Your turn.** Go back to the first affix on the chart. Use the signal for each affix.*
- Let's do some individual turns.** I will touch next to a prefix or suffix; everyone will read and say the meaning in their head. I will call one student's name and only that student will read and say the meaning out loud. Call on two to three students.

 *Signal for each affix

- Prefix:** Touch to the left of the prefix.
- Prefix?**
 - Suffix:** Touch to the left of the suffix.
 - Suffix?**
 - Wait 1 second for students to think.
 - Slide finger under the affix.
 - Touch again to the left of the affix.
- Meaning?**
 - Wait 2 seconds for the students to think.
 - Slide finger under the affix.



Correcting Student Errors

- My turn.** Follow the signal for each affix and re-present the missed affix.
- Your turn.** Follow the signal for each affix* and re-present the missed affix.
- Back up two affixes and continue presenting the sounds on the chart.

Multi-Tier system of Support (MTSS)

At Elmira Elementary, we use a Multi-Tiered System of Supports to ensure all students receive the academic and social-emotional support they need.

Tier 1 – Universal Supports

- PBIS school wide expectations
- Morning Meetings to build community
- Strong use of core curriculum with fidelity

Tier 2 & Tier 3 – Targeted and Intensive Supports

Student Support Meetings (Monthly)

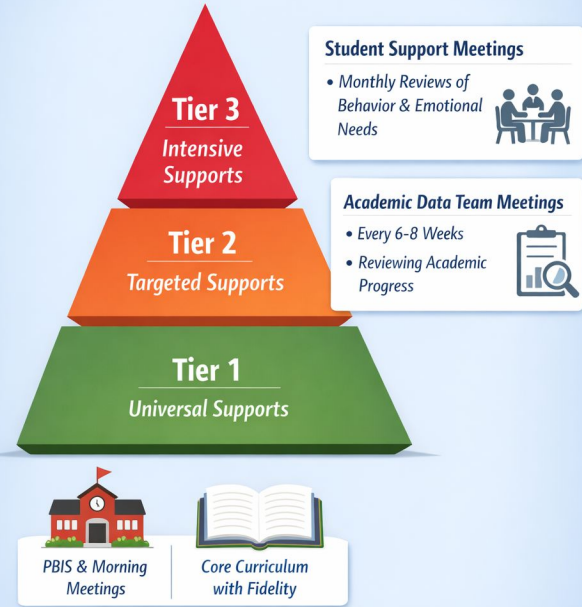
Our behavior specialist, counselor, classroom teachers, and principal meet monthly to review student data, including minor and major referrals. These meetings help us strengthen Tier 1 supports while identifying students who may need Tier 2 or Tier 3 interventions. We also discuss ways to support students emotionally, including counseling services and connections with our Family Resource Coordinator.

Academic Data Team Meetings (Every 6–8 Weeks)

The Title teacher, classroom teachers, special education teacher, and principal meet to review academic data. This time is used to monitor Tier 2 supports and determine if students need additional Tier 3 interventions.

Multi-Tiered System of Supports (MTSS)

Supporting Academic & Social-Emotional Success



Providing the Right Support at the Right Time.

Fun & Relationships

We believe strong relationships help students feel connected, safe, and ready to learn.

- Weekly school wide morning meetings (The Eagle's Nest) to build community
- Field trips and assemblies that connect learning to real-world experiences
- Schoolwide activities such as IditaRead that build excitement around learning
- Family engagement nights and community events
- Schoolwide celebrations that recognize effort, growth, and positive behavior



Thank you for
supporting our kids!

School Board Members
Community Members
School Staff
Parents
PTA and Volunteers

Questions?



Fern Ridge Education Association (FREA)

School Board Meeting
March 16, 2026



FREA's Appreciations

EES

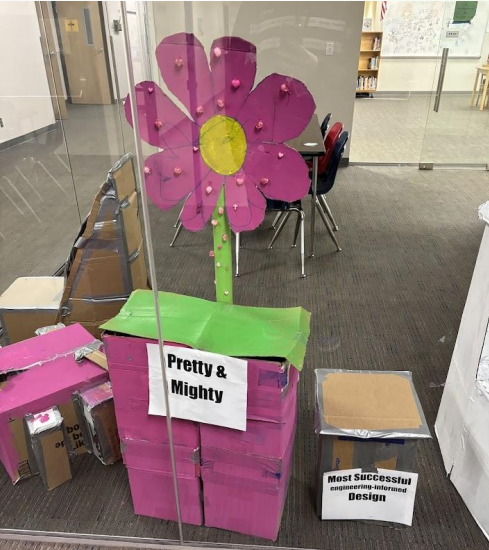
VES



FREA's Appreciations

FRMS

EHS



Papa's Pizza Fundraiser

OSEA and FREA collaboration

Working together to raise money for student scholarships!

All day this Wednesday, March 18th!

Bring the flyer, or mention it!

Please help spread the word, and we hope to see you there!

[Papa's Pizza Fundraiser March 18th.pdf](#)



Legislative Update and OEA RA

Legislative Update:

- SB 1507 (decoupling from federal tax code) – PASSED
 - OR legislature started with a \$900 million budgetary gap due to federal HR 1 and ended the session with only a \$130 million gap.
 - This will help keep money in the budget which will ensure funding to schools.
- OEA RA: April 17-18
 - Local unions send representatives to vote on legislative agendas for the next year, business items (what OEA will spend money on), and hold elections for different offices in OEA.
 - FREA due to high membership percentage (90-95%) is able to send two (2) representatives.



FORM 400

CURRICULUM PROPOSAL

Fern Ridge School District 28J

1. Name of Course or Activity Comics & Graphic Novels Storytelling
School FRMS Department Elective
2. Check One: Change in old course New Course
3. Implementation Dates: Begin Fall 2026 End _____
(if short term)
4. Target Group: 7th/8th grade elective
5. Course Description: Attach the completed "Planned Course Statement".
6. Rationale: (What problem or need will this proposal resolve? How will this goals be accomplished? Use additional pages if necessary.)

See attachment.

7. Budget Estimate:

	Amount	Explanation
Personnel	_____	<u>At this time no</u>
Supplies	_____	<u>budgetary needs have been</u>
Equipment	_____	<u>identified. If they do</u>
Travel	_____	<u>exist, FRMS has a fund</u>
Other	_____	<u>for elective supplies.</u>
Total:	_____	

Initiator(s) Carra Piccolo Position Science Teacher
School Fern Ridge Middle School Date 2-25-26

FORM 401

SIGNATURES REQUIRED FOR A PROPOSED CHANGE IN THE CURRICULUM

Fern Ridge School District

PROPOSAL IDENTIFICATION: Comics and Graphic Novels Elective

INITIATOR: G. Piccolo

1. Submitted to: Michelle Marshall Date: _____
(Curriculum Associate)

Signature: Michelle Marshall Date: 3/5/26

2. Submitted to: Olivia Johnson Date: 2/25/26
(Supervising Administrator)

Signature: _____ Date: _____

3. Submitted to: _____ Date: _____
(Curriculum Council Chairperson)

Recommendations of the Curriculum Council: Approved pending
Supt. approval & School Board approval

Signature: Michelle Marshall Date: 3/5/26

4. Submitted to: Gary Carpenter
(Superintendent)

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

Explanation: _____

Signature: [Signature] Date: 3-6-26

Proposed Elective: Comics & Graphic Novel Storytelling

Instructor: Garren Piccolo

Length: One Semester (50 minutes daily except on Wednesday's)

Course Overview

Comics & Graphic Novel Storytelling is a semester-long elective in which students explore comics as a literary and artistic medium. Students will analyze graphic novels, examine how visual and written elements work together to communicate meaning, and create their own original comic projects.

The course integrates reading comprehension, narrative writing, visual literacy, and creative expression. Students of all artistic ability levels are supported, with emphasis placed on storytelling clarity, revision, and creative growth.

Scope & Sequence (18 Weeks)

Unit 1: The Power of Comics (Weeks 1–3)

- What defines comics as sequential art
- Panels, gutters, pacing, and visual flow
- Showing vs. telling
- Creating short silent comics

Unit 2: History & Genres of Comics (Weeks 4–6)

- Early comic strips and superhero era

Standards Alignment (Prioritized Content Standards)

This elective supports key Oregon middle school standards in English Language Arts and Visual Arts.

English Language Arts (Oregon ELA Standards – Grade 7)

- **Reading Literature (RL.7.1, RL.7.3, RL.7.5)**
Analyze textual evidence, character development, and structure.
- **Writing (W.7.3, W.7.4, W.7.5)**
Write narratives with clear structure, develop real or imagined experiences, revise writing with peer feedback.
- **Speaking & Listening (SL.7.1)**
Engage effectively in collaborative discussions and peer critiques.
- **Language (L.7.1–3)**
Demonstrate command of conventions in dialogue and narrative writing.

Visual Arts (Oregon Arts Standards – Middle School)

- **Creating**
Generate and conceptualize artistic ideas and work.
- **Presenting**
Develop and refine artistic techniques and work for presentation.
- **Responding**
Analyze and interpret artistic works.
- **Connecting**
Relate artistic ideas to personal meaning and cultural context.

Funds will be used for:

- Drawing paper and copy paper
- Fine-tip black pens and pencils
- Printing of final drafts
- Optional class anthology printing

No specialized equipment is required.

**AMENDMENT AND EXTENSION OF TRANSPORTATION AGREEMENT BETWEEN FERN
RIDGE SCHOOL DISTRICT NO. 28J
AND FIRST STUDENT, INC.**

THIS AMENDMENT is made and entered into as of the 9th day of February 2026 by and between Fern Ridge School District No. 28J with principle offices at 8883.4 Territorial Road, Elmira, OR 97437 (“District”) and First Student, Inc. with its national headquarters at 191 Rosa Parks Street, 8th Floor, Cincinnati, OH 45202 and local business offices for purposes of this Agreement located at 8860 Territorial Road, Elmira, OR 97437 (“Contractor” and, collectively, the “Parties”).

WHEREAS, the parties entered into that certain Transportation Agreement dated June 14, 2016 (hereinafter the “Agreement”); and

WHEREAS, the parties desire to further extend the term of the Agreement and amend certain portions thereof;

NOW, THEREFORE, the parties mutually agree as follows:

1. **TERM.** The term of the Agreement shall extend for one (5) additional years commencing July 1, 2026 and continuing through June 30, 2031; thereafter this agreement may be extended on a year to year basis by mutual agreement of the parties. Either party may terminate this agreement for convenience upon not less than 180 days’ notice as of the end of the then current contract year.
2. **COMPENSATION** Commencing July 1, 2026, the rates of compensation payable hereunder during the ensuing Contract Year shall be set forth in Exhibit “A” and are based on current number of routes.

Contractor will submit to District a monthly invoice for its services rendered during the prior month. District shall pay all undisputed amounts due to the Contractor on or before the 10th business day following the date on which the invoice has been submitted.

If any portion of the billed service in the invoice is disputed by District or the District seeks a revised invoice, District shall deliver written notice specifying the disputed amount or requested revisions to the Contractor within five (5) business days of receipt of the statement by District. In the absence of District timely providing said written notice, District waives any right to dispute said invoice or reject the invoice in the future. All disputes shall be resolved pursuant to the Dispute Resolution clause of this Agreement.

3. **VIDEO FOOTAGE** First Student will supply the district with videos they are in possession of when requested, and the district will in turn comply with FERPA regulations on this issue when parents make a request to view them. First Student will not share the videos directly with anyone other than the District.

FERPA permits parents to inspect educational records, and education records are defined as those both (1) directly related to a student, and (2) maintained by the school OR A PARTY acting for the school. See [34 CFR 99.3\(a\)\(2\)](#)

4. **NOTICE TO PARTIES** All notices to be given by the parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail.

Notices to District shall be addressed to:

Gary Carpenter
88834 Territorial Road
Elmira, OR 97437

Notices to CONTRACTOR shall be addressed to:

Kim Worster
First Student, Inc.
201 NE Park Plaza Drive
Suite 246
Vancouver, WA 98684

With a copy to:

General Counsel
First Student, Inc.
191 Rosa Parks Street
8th Floor
Cincinnati, OH 45202

Except as amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Agreement has been signed and executed in duplicate on behalf of the parties hereto by persons duly authorized on the day and year first written above.

FOR THE DISTRICT

By: _____

Title: _____

ATTEST:

By: _____

FIRST STUDENT, INC.

By: _____

Title: _____

ATTEST:

By: _____

EXHIBIT A

Rates

FERN RIDGE SCHOOL DISTRICT #28J					
Transportation Rates					
July 1, 2026 - June 30, 2031					
<i>2026-2031 Extension</i>					
School Year	26/27	27/28	28/29	29/30	30/31
Rate Increase %	3.90%	3.90%	3.20%	3.20%	3.20%
HOME-TO-SCHOOL					
60-78 Passenger					
65 Mile Base Rate (per route, per day)	424.88	441.45	455.58	470.16	485.21
Excess Mileage Rate (per Mile)	2.45	2.55	2.63	2.71	2.80
SPED ROUTES					
10-30 Passenger With Lift					
65 Mile Base Rate (per route, per day)	424.88	441.45	455.58	470.16	485.21
Excess Mileage Rate (per Mile)	1.52	1.58	1.63	1.68	1.73
Bus Monitor Rates Per Hour	24.34	25.29	26.10	26.94	27.80
10-30 Passenger Without Lift					
65 Mile Base Rate (per route, per day)	424.88	441.45	455.58	470.16	485.21
Excess Mileage Rate (per Mile)	1.52	1.58	1.63	1.68	1.73
Bus Monitor Rates Per Hour	24.34	25.29	26.10	26.94	27.80
VAN ROUTES					
Type 10 Vans					
65 Mile Base Rate (per route, per day)	347.23	360.77	372.31	384.22	396.52
Excess Mileage Rate (per Mile)	1.56	1.62	1.67	1.72	1.78
NON HOME-TO-SCHOOL					
Activity Trips					
Driving Rate per Hour	30.28	31.46	32.47	33.51	34.58
Standby Rate per Hour	30.28	31.46	32.47	33.51	34.58
Weekend Rate (per hour)	45.40	47.17	48.68	50.24	51.85
Other					
Mechanic Rate Per Hour	63.76	66.25	68.37	70.56	72.82
Parts, Markup Over Cost	10%	10%	10%	10%	10%
District Bus Driver Training Fee - Per 2 Hour session	57.23	59.46	61.36	63.32	65.35
Classroom per 2 hour session	57.23	59.46	61.36	63.32	65.35
Behind the Wheel - Per 2 hour session	57.23	59.46	61.36	63.32	65.35
Min Transportation Days					
Per bus per day for each day less than 175	247.43	257.08	265.31	273.80	282.56
Per bus per day for each route less than 16	189.39	196.78	203.08	209.58	216.29

Athletic Director 26-27 Scenarios

Scenario	Additional Cost to 26-27 Budget	Notes
A. Stay with current model: Teacher that is .64 Teacher, .36 A.D. + a supervision Stipend and 10 days in summer	NOTHING ADDITIONAL. CURRENT COST IS .36 FTE + \$5497 FOR SUPERVISION, AND 10 EXTRA DAYS (SUMMER)	EHS Admin are also assigned to support (admin from all buildings for football). In particular in the Fall as we often have weeks with 4/5 nights of supervision
B. Move to a full-time A.D. at EHS for programs 9-12	80-110 k (APPROX, - extra days cost above) Additional cost of a 1.0 teacher. Fully loaded, this includes salary, insurance, PERS and other payroll costs. Extra days would go away, supervision stipend stays	Either: Emmy would return to the classroom and we would post/hire the AD job, or Emmy would move to the AD job, and we would post hire a 1.0 ELA job at EHS. This would not only add AD time, but would add .36 FTE (2 classes a semester) to EHS master schedule.
C. Move to full-time A.D. at EHS for programs 9-12 but include in the job description the requirement of supporting and assisting all outside district athletic programs in grades 7-8, or 6-8.	SAME AS ABOVE	Will be some challenges, but I think this model is “do-able” if we are moving it to full-time. It is also not an un-common model used in other districts.
D. District wide K-12 Athletic Director	SAME AS ABOVE	I see challenges with this model. Not only in terms of workload, but in terms of what oversight they would actually have, trying to manage and direct various programs that all have their own ideas and philosophies (that are very different), while managing coaches and a budget that we have no authority or oversight of.
E. Create a M.S. and an Elementary school A.D. Stipend	6-10K (Depending on salary of each)	Would need to work with FREA to get this position in the contract. Would offer some level of support to act as a liaison between outside athletic organizations, and FRSD. Would be a “go-to” person to help problem solve.

OVERALL THOUGHTS:

1. While our overall budget is looking good, there is no plan to add any personnel in 26-27. If directed to add this position, the board would be saying that when looking at all the “needs” of the district, more time for an A.D. is the most important.
2. If Option B,C or D above is the route the board wants to go, there will also be an add of .36 to the staffing level at EHS. So, AD would increase by .64, and core instruction would increase by .34
3. If I were to rank the options above, I would recommend/prefer we stay with our current level of staffing, while continuing to work on ways to improve the experience for our student athletes. In ranking the other options, I would say if the board wants a change, I would next recommend Option C, and that my least desirable model would be option D.



Fern Ridge School District 2026-2027 Public Staff Calendar

Proposed: 3-16-26

Student: 17

JULY 2026				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

AUGUST 2026				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

12: Kindergarten Registration
18-20: Registration

SEPTEMBER 2026				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

8: First Day - Grades 1-5, 6,9 Report
9: Grades 1-5, 7-12 Report
10: Grades 1-12 Report
14: Kindergarten Reports

Elementary Student: 21

Elementary Student: 14

OCTOBER 2026				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

9: No School - State In-Service Day
15: MS/HS Parent Teacher Conf. (Evening Only)
16: MS/HS No School
Parent Teacher Conferences (a.m. only)

NOVEMBER 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

5: End of 1st Qtr
6: No School-Teacher Workday
11: No School - Veterans Day
23-24: Elem. No School - Parent Teacher Conf.
25-27: No School - Thanksgiving Break

Student: 14

DECEMBER 2026				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

21-31: No School - Winter Recess

Student: 18

JANUARY 2027				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1: No School (New Year's)
18: No School - MLK Jr Holiday
28: End of 2nd Quarter / 1st Semester
29: No School - Teacher Workday

Student: 19

FEBRUARY 2027				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

15: No School - President's Day

Student: 17

MARCH 2027				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

18: MS/HS Parent-Teacher Conferences (Evening Only)
19: No School - Elem. Work Sample Day- MS/HS Conf. Exchange Day
22-26: No School - Spring Break

Elementary Student: 20

APRIL 2027				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

8: End of 3rd Quarter
9: No School - Teacher Workday
15: Elem. Parent-Teacher Conf. (Evening)
16: Elem. No-School-Parent-Teacher Conf.

Student: 19

MAY 2027				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

28: No School - Work Sample Day (Elem./Sec)
31: No School - Memorial Day Holiday

Student: 13

JUNE 2027				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

9: Potential Make up day for Seniors
16: No Early Release
17: Last Day of School - Early Release
18-24: Potential Make up Days (Grade K-11)

- Kindergarten Registration
- Registration
- First & Last Day of School
- Parent-Teacher Conference

- End of Quarter
- Potential Make Up Days (Grades K-11)
- Potential Make Up Day (Grade 12)

- No School
- Parent Teacher Conf.
- Potential Make Up Days

Primary Student Days: 172
Secondary Student Days: 174

Use of District Properties

Availability of Buildings and Fields and Equipment

The district's administrative practice is to make schools and fields available for student use under the direct supervision of responsible adult(s) as the highest priority. School property use should be accomplished while not violating district or OSAA policies, not interrupting school programs or classes, not harming district facilities, and maintaining safe and secure environments for students, staff, and the public.

In addition, the district is vested in supporting community activities of a civic and recreational nature that are deemed appropriate. Use of facilities for partisan, political, or sectarian purposes may be granted with the superintendent's or Board's approval. However, the district reserves the right to grant, deny, or revoke facility use permission at its sole discretion. The priority system, I-IV established access priority and classification identification to district facilities and fee structure:

Priority I – District Activities:

1. School Cleaning/Maintenance Schedule – No fees;
2. School-sponsored activities for registered students – No fees unless there is damage or facility, grounds are not cleaned appropriately;
3. District-sponsored activities – No fees;
4. School-sponsored activities for parents – No fees unless facility needs cleaning after event;
5. School-sponsored organizations and groups – No fees unless there is damage or cleaning outside of regular schedule.
6. Programs and activities for all school-age children made up of Fern Ridge School District 28J residents. The programs and activities will be designed to improve competitive athletics at all school levels. Participants will be sponsored by district approved non-profit community organizations and a district approved adult supervisor.

No fees will be charged unless there is damage or cleaning outside of regular maintenance schedules.

Example of organizations - T.S.P., Kidsports, Babe Ruth, ASA, YMCA, USAA, Pop Warner.

Sponsorship - Means the sponsoring entity is directly involved in coordinating, funding, planning and operating the activity. Liability and medical insurance is required. Liability insurance must designate the Fern Ridge School District as an additional insured.

Conditions: Priority I events must be open to the general public with no contributions solicited for individual staff or private gain. Failure to secure building or setting-off the security system may lead to a fee being assessed for security response.

Priority II – Recreational and Educational Programs Involving students:

1. Building/Classroom rental fees may be assessed if admission or participation fees are charged for the event or participation;
2. Facility utility costs may be assessed if admission or participation fees are charged for membership or event. District must recover utility costs including HVAC operation costs;
3. An assessment may be made contingent on refuse removal, cleaning;
4. Staff Costs:
 - a. May be assessed if event takes place after regular school hours even if custodian is on duty;
 - b. May be assessed if weekend event or keys and security system access is required as a FRSD qualified staff member must open, perform use audit and close facility;
 - c. May be assessed if kitchen staff are required to be present.

Conditions: Fundraisers for school club purposes may be charged a utility fees and Class II fees if held in or on school premises. Staff sponsored or led classes, sports camps open gyms, workshops, and tournaments may be charged use fees and utility fees and/or the greater of 10 percent of the participation fees. Proof of insurance is required. Staff costs will be recaptured at a rate of 1.5 hour of regular payroll costs for custodial, supervision, food service and maintenance service as well as 3 hour call if alarm system is engaged.

Priority III - Adult and Non-Student Programs

- Building rental fees assessed for building equipment and field(s) use per district’s identified rental rates;
- Utility costs will be assessed for prorated use for rooms, HVAC, outdoor lights, water and maintenance;
- Staff costs will be recaptured at a rate of 1.5 hour of regular payroll costs for custodial, supervision, food service and maintenance service as well as 3 hour call if alarm system is engaged.

Conditions: Adult and non-student events that service as fundraisers in total support of school programs may be administered similar to Priority II requests. Proof of insurance and additional insurance is required. Non-profit organizations will have priority over for-profit organizations. Student organization will have priority over adult organizations.

Priority IV - Miscellaneous: Out-of-district organizations for profit organizations, income generating activities (programs) for individual sponsor or facilitator, etc.

- The use of school facilities and equipment by any organization or individual operating for private gain, or any purpose involving private gain, may be permitted only upon payment of the greater of district fees or 10 percent of participant charges as determined by the district.

Rental Application Process:

A Facility Use Application Form (available at each school or from the reception desk at the district office, 88834 Territorial Road) must be appropriately completed by the requesting group, department, or individual for all activities in all classifications except Priority I. A-D.

1. Pick up Facility Use Application Form at school or reception desk at the district office;
2. Fill out all portions applicable to your request and sign, complete with your address and phone number;
3. Provide insurance binder and attach to Facility Use Application Form;
4. Return signed request with date(s) and time(s) requested, with proof of insurance, to the district office - Attention: Facilities/Maintenance Manager;
5. Request will be reviewed by the Facilities/Maintenance Manager and appropriate fees or assessment noted. The Facilities/Maintenance Manager or designee will contact the appropriate principal and determine facility availability. If approval is given, the Facility Use Application Form is signed and returned to the applicant with a copy being forwarded to the building principal and business manager;
6. Use of facilities are usually not allowed until a fully executed copy of the application form, proof of insurance and appropriate administrative approvals have been made;
7. Use of indoor facilities may require that a district employee be on duty during the event. The use will be charged for having a district employee work outside of their regular scheduled time. Should the district not be able to schedule a district employee, the Facility Use Application Form will be denied.
8. The district reserves the right to insist on the presence of law enforcement officer should the vent or crowd call for such presence. When the district makes such a recommendation the cost of such coverage will be added to the costs and must be deposited prior to the event.

FERN RIDGE SCHOOL DISTRICT 28J
Rental/Facilities Use Request

APPLICANT: YOU MUST ATTACH A CERTIFICATE OF LIABILITY INSURANCE TO THIS APPLICATION

Full Name _____ Organization Name _____

Address _____

Street _____ City _____ Zip _____
Phone Number Home _____ Phone Number Work _____

Billing Address _____

If Different From Above

School/Facility Requested _____

Room/Area Requested _____

Other Equipment/Facilities Requested _____

	<u>Specify Dates</u>	<u>Day of Week</u>	<u>Time of Day</u>	<u>Specify Weekly, Monthly,</u>
Starts	_____	_____	_____ am/pm to _____ am/pm	<u>etc.</u>
Ends	_____	_____	_____ am/pm to _____ am/pm	_____

Purpose for which facility is to be used _____

Supervisor in charge of activity _____

Name _____
Street _____ City _____ Zip _____ Phone _____

Admission charge or fee paid by participants or spectators G Yes G No

Estimated number of participants _____ Estimated number of spectators _____

I have read the fees and charges information on the revers side of this form and agree to be charged accordingly. I agree to be responsible for the safekeeping of the facilities used for this activity and for payment of all charges. I further agree that the district property will be used in accordance with the policy adopted by the Fern Ridge Board. Lessee hereby expressly covenants and agrees to indemnify lessor, its Board of directors, and all other of its officers against all claims and demands for damage for injury to any person or property occurring on the leased property or elsewhere, or any virtue of any act or thing done on the leased property or elsewhere either by the lessee or any other person. Users of district property shall comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

SIGNED _____ DATE _____

Applicant

Liability Insurance is required. A Certificate of Liability Insurance must be provided prior to the use of the facility.

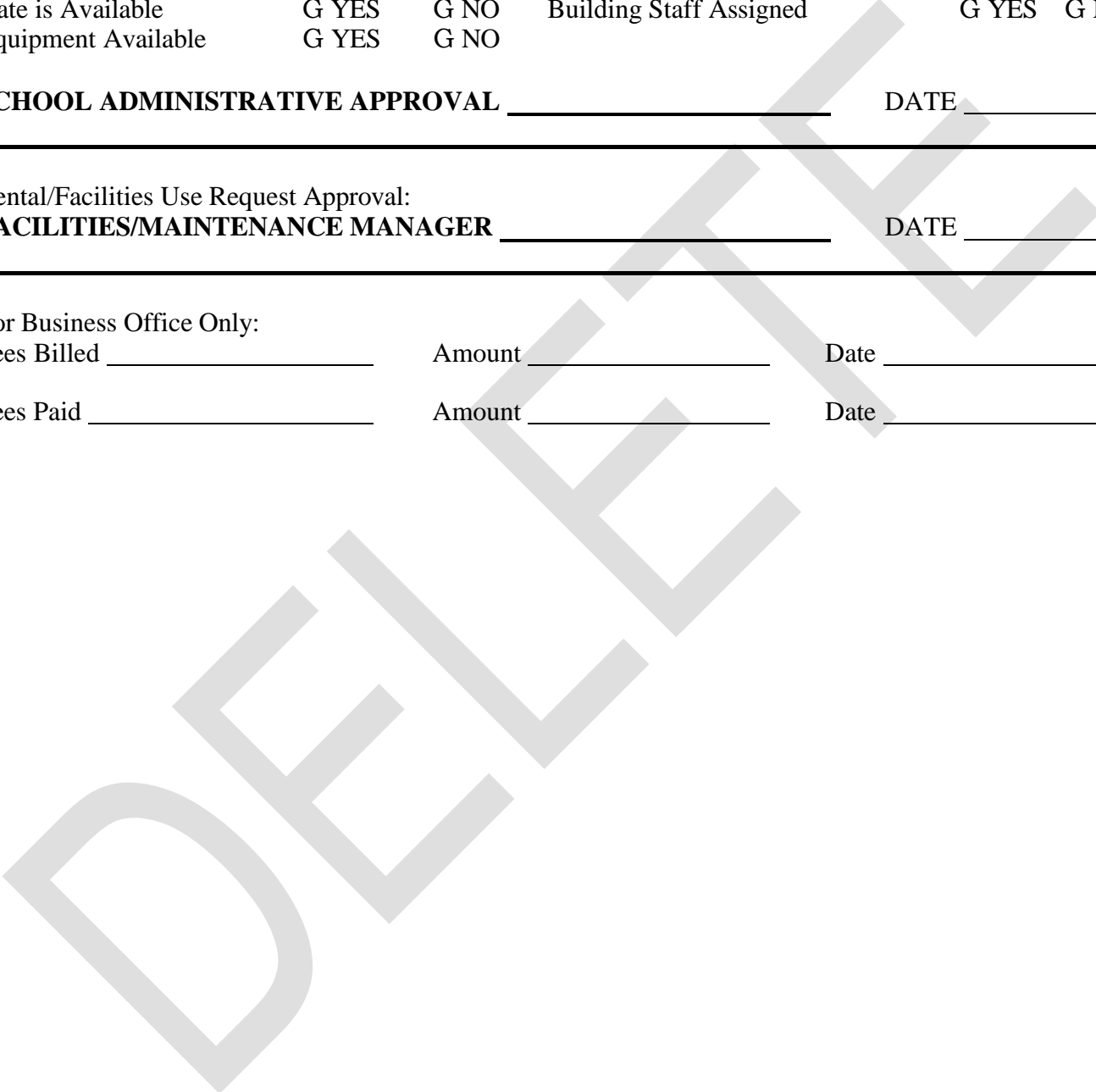
Proof of Insurance Provided	G YES	G NO	Room Arrangement Discussed	G YES	G NO
Date is Available	G YES	G NO	Building Staff Assigned	G YES	G NO
Equipment Available	G YES	G NO			

SCHOOL ADMINISTRATIVE APPROVAL _____ DATE _____

Rental/Facilities Use Request Approval:
FACILITIES/MAINTENANCE MANAGER _____ DATE _____

For Business Office Only:
Fees Billed _____ Amount _____ Date _____

Fees Paid _____ Amount _____ Date _____



General Rules:

1. Groups will not be admitted until their scheduled time and the designated adult supervisor is present;
2. Access to district facilities is to compliment and is secondary to district maintenance schedule;
3. Equal opportunity will be given under the open forum concept and equal access laws for use of facilities with priority given to Priority I through Priority IV respectively;
4. Organizations using facilities need to have an adult supervisor. The district is not responsible for supervising students other than during normal school hours. A fee will be assessed if school staff has to supervise students;
5. Security codes and keys are not to be given by anyone to persons not on district staff inclusive of family members for their private use of facilities or unless approved by Facilities/Maintenance Manager;
6. The use of alcoholic beverages or illegal drugs in any form is prohibited and usage would mean future loss of opportunity to use facilities. Use of tobacco products is prohibited on school property;
7. Deposits are due at the time the use permit is approved. Billings are done at the close of the month and are due within 10 business days or interest will be assessed. Payments are to be made to the district;
8. A detailed copy of the district policy and administrative rule is available upon request to the district office;
9. All users of district facilities shall comply with all restrictions placed on the facility by the fire marshal;
10. All users of district facilities must comply with all federal and state regulations related to equal opportunity and discrimination;
11. Billing for custodial, maintenance or supervision may be required for use of facilities. Custodian and maintenance charges are to be assessed at 1.5 regular hourly rate plus respective benefits per hour and there is a three hour minimum. Billing for food personnel is 1.5 the regular hourly rate plus respective benefits per hour and there is a two hour minimum;
12. Users will be billed repair/replacement costs for damages incurred during use of facilities;
13. District may require the employment of a law enforcement officer. The rate is fixed by Lane County and is to be paid at the time the use permit is approved;
14. Deposit: The district reserves the right to ask for a deposit as a condition of rental/use in order to offset potential costs that may result as a consequence of the use of district equipment or facilities. Said deposit should be of reasonable amount based on the potential costs generated by the size of event, the amount of room filed or equipment use, the use of utilities and electricity, trash removal

and the potential for calling out employees after regular hours. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, would be returned to the applicants. If costs in excess of the deposit are incurred the lessee is responsible for their payment;

15. The district is to access additional fees for energy charges, water charges, custodial supplies, garbage collection or additional cleanup. Facilities will be rented without heat or cooling unless provisions for payment are made in advance;
16. Playing fields are rented ‘as is.’ If preparation work is required, labor and materials may be charged. The district’s prior approval is required prior to any preparation work done on district fields;
17. Applicant is to order and pay for portable lavatory units. The district is not responsible for any damage done to portable lavatories;
18. Parking lot fees will not be assessed without district prior approval;
19. There will be no camping, open fires, vending, or RV camping on district property without the district’s prior approval;
20. The district may assess a percentage of fundraising proceeds in lieu of fees for groups utilizing district property for fundraising for their group or organization;
21. Any dangerous weapon brought onto district premises, possessed, concealed, or used by an unauthorized individual will result in prosecution to the full extent of the law (federal and state) and the person being informed that they are not to trespass on district property.

FEES AND CHARGES

Usual fees – See Priority I-IV descriptions. Fees may apply even if not shown here:

	Class I and Class II*	Class III	Class IV (10%+)
Classrooms	NC	\$ 2.00/hr	\$ 8.00/hr
Computer Lab	NC	\$20.00/hr	\$40.00/hr
Science Lab	NC	\$15.00/hr	\$30.00/hr
Cafeterias/Commons	NC	\$10.00/hr	\$20.00/hr
Media Center	NC	\$ 4.00/hr	\$10.00/hr
Kitchens	Staff	\$15.00/hr +	\$40.00/hr +
Auditorium	NC	\$10.00/hr	\$20.00/hr
Elementary Gym	NC	\$20.00/hr	\$30.00/hr
Middle School Gym	NC	\$25.00/hr	\$35.00/hr
High School Gym	NC	\$35.00/hr	\$50.00/hr
Fields	NC	\$10.00/hr	\$20.00/hr
Football Field	NC	\$20.00/hr	\$35.00/hr
Baseball Field	NC	\$20.00/hr	\$35.00/hr
Softball Field	NC	\$10.00/hr	\$20.00/hr
EHS Track and Field	NC	\$20.00/hr	\$35.00/hr

* Fees may apply if admission or participation fee is assessed. District to recover utility costs.

Other fees:

HVAC (heating and air conditioning)

EHS	\$25.00/hr
Middle School	\$16.00/hr
Elementary	\$10.00/hr

Electricity

Classroom	\$ 1.00/hr
Computer Lab	\$ 5.00/hr
Science Lab	\$ 1.50/hr
Cafeteria	\$ 1.50/hr
Commons	\$ 1.00/hr
Gym - High School	\$ 2.00/hr
Gym - Middle School	\$ 2.00/hr
Gym-Elementary	\$ 1.00/hr
Kitchen (lights only)	\$ 2.00/hr
Kitchen (lights and equipment)	\$ 6.00/hr
Auditorium	\$ 4.00/hr
Football Field	\$22.00/hr
Baseball Field	\$22.00/hr
Other Utilities (garbage, water, sewer, paper products, cleaning supplies)	\$ 2.00/hr
Key Deposit – \$15.00	
Equipment Rental Fees – Tables \$5.50 each Chairs \$0.50 each	

- Priority I – School district Activities
- Priority II – Recreational and Educational Programs Involving FRSD Students
- Priority III – Adult and Non-Student Programs
- Priority IV – Miscellaneous: Out-of-district organizations for profit organizations, income generating activities (programs) for individual sponsor or facilitator, etc.

DELETED

OSBA Model Sample Policy

Code: KG-AR
Revised/Reviewed:

Community Use of District Facilities (Procedure and Fee Schedule)

Availability of Buildings and Fields and Equipment

The district's administrative practice is to make schools and fields available for student use under the direct supervision of responsible adult(s) as the highest priority. School property use should be accomplished while not violating district or OSAA policies, not interrupting school programs or classes, not harming district facilities, and maintaining safe and secure environments for students, staff, and the public.

In addition, the district is vested in supporting community activities of a civic and recreational nature that are deemed appropriate. Use of facilities for partisan, political, or sectarian purposes may be granted with the superintendent's or Board's approval. However, the district reserves the right to grant, deny, or revoke facility use permission at its sole discretion. The priority system, I-IV established access priority and classification identification to district facilities and fee structure:

Priority I – District Activities:

1. School Cleaning/Maintenance Schedule – No fees;
2. School-sponsored activities for registered students – No fees unless there is damage or facility, grounds are not cleaned appropriately;
3. District-sponsored activities – No fees;
4. School-sponsored activities for parents – No fees unless facility needs cleaning after event;
5. School-sponsored organizations and groups – No fees unless there is damage or cleaning outside of regular schedule.
6. Programs and activities for all school-age children made up of Fern Ridge School District 28J residents. The programs and activities will be designed to improve competitive athletics at all school levels. Participants will be sponsored by district approved non-profit community organizations and a district approved adult supervisor.

No fees will be charged unless there is damage or cleaning outside of regular maintenance schedules.

Example of organizations - T.S.P., Kidsports, Babe Ruth, ASA, YMCA, USAA, Pop Warner.

Sponsorship - Means the sponsoring entity is directly involved in coordinating, funding, planning and operating the activity. Liability insurance is required. Liability insurance must designate the Fern Ridge School District as an additional certificate holder.

Conditions: Priority I events must be open to the general public with no contributions solicited for individual staff or private gain. Failure to secure building or setting-off the security system may lead to a fee being assessed for security response.

Priority II – Recreational and Educational Programs Involving FRSD students:

1. Building/Classroom rental fees may be assessed if admission or participation fees are charged for the event or participation;
2. A cleaning fee may be made contingent on refuse removal, cleaning;
3. Staff Costs:
 - a. May be assessed if event takes place after regular school hours and staff is needed;
 - b. May be assessed if weekend event or keys and security system access is required as a FRSD qualified staff member must open, perform use audit and close facility;
 - c. May be assessed if kitchen staff are required to be present.

Conditions: Fundraisers for school club purposes may be charged a Class II fees if held in or on school premises. Staff sponsored or led classes, sports camps open gyms, workshops, and tournaments may be charged use fees and utility fees and/or the greater of 10 percent of the participation fees. Proof of insurance is required. Staff costs will be recaptured at a rate of 1.5 hour of regular payroll costs for custodial, supervision, food service and maintenance service with a 2 hour minimum.

Priority III - Adult and Non-Student Programs

- Building rental fees assessed for building equipment and field(s) use per district’s identified rental rates;
- Staff costs will be recaptured at a rate of 1.5 hour of regular payroll costs for custodial, supervision, food service and maintenance service with a two hour minimum.

Conditions: Adult and non-student events that service as fundraisers in total support of school programs may be administered similar to Priority II requests. Proof of insurance is required. Non-profit organizations will have priority over for-profit organizations. Student organization will have priority over adult organizations.

Priority IV - Miscellaneous: Out-of-district organizations for profit organizations, income generating activities (programs) for individual sponsor or facilitator, etc. ^(continued)

- The use of school facilities and equipment by any organization or individual operating for private gain, or any purpose involving private gain, may be permitted only upon payment of the greater of district fees or 10 percent of participant charges as determined by the district.

Rental Application Process:

A Facility Use Application Form (available at each school or from the reception desk at the district office, 88834 Territorial Road) must be appropriately completed by the requesting group, department, or individual for all activities in all classifications except Priority I. A-D.

1. Pick up Facility Use Application Form at school, the district office, or online.
2. Fill out all portions applicable to your request and sign, complete with your address and phone number;
3. Provide insurance binder and attach to Facility Use Application Form;
4. Return signed request with date(s) and time(s) requested, with proof of insurance, to the district office - Attention: Facilities/Maintenance Manager;
5. Request will be reviewed by the Facilities/Maintenance Manager and Building Administrator. Appropriate fees will be noted. The Facilities/Maintenance Manager or designee will contact the appropriate principal and determine facility availability. If approval is given, the Facility Use Application Form is signed and returned to the applicant with a copy being forwarded to the building principal and business manager;
6. Use of facilities are usually not allowed until a fully executed copy of the application form, proof of insurance and appropriate administrative approvals have been made;
7. Use of indoor facilities may require that a district employee be on duty during the event. The use will be charged for having a district employee work outside of their regular scheduled time. Should the district not be able to schedule a district employee, the Facility Use Application Form will be denied.
8. The district reserves the right to insist on the presence of law enforcement officer should the event or crowd call for such presence. When the district makes such a recommendation the cost of such coverage will be added to the costs and must be deposited prior to the event.

FERN RIDGE SCHOOL DISTRICT 28J
Rental/Facilities Use Request

Date Submitted: _____
(Must be submitted ten (10) days in advance of activity)

APPLICANT MUST ATTACH A CERTIFICATE OF LIABILITY INSURANCE TO THIS APPLICATION

Name/Organization _____

Address _____

Street

City

Zip

Phone Number Home _____ Phone Number Work _____

Billing Address (If different from above) _____

School/Facility Requested _____

Room/Area Requested _____

Other Equipment/Facilities Requested _____

Dates Start/End

Day(s) of the Week

Times

Specify: One-time, Weekly, Monthly, etc.

Starts _____ am/pm to _____ am/pm _____

Ends _____ am/pm to _____ am/pm _____

Purpose of facility use: _____

Supervisor in charge: _____ Phone: _____ Cleanup Supervisor (If different): _____ Phone: _____

Admission charge or fee paid by participants or spectators Yes No

Estimated number of participants _____ Estimated number of spectators _____

I have read the fees and charges information on the reverse side of this form and agree to be charged accordingly. I agree to be responsible for the safekeeping of the facilities used for this activity and for payment of all charges. I further agree that the district property will be used in accordance with the policy adopted by the Fern Ridge Board. Lessee hereby expressly covenants and agrees to indemnify lessor, its Board of directors, and all other of its officers against all claims and demands for damage for injury to any person or property occurring on the leased property or elsewhere, or any virtue of any act or thing done on the leased property or elsewhere either by the lessee or any other person. Users of district property shall comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

SIGNED _____ DATE _____

Liability Insurance is required. A Certificate of Liability Insurance must be provided prior to the use of the facility.

Proof of Insurance Provided Yes No Room Arrangement Discussed Yes No
Date is Available Yes No Building Staff Assigned Yes No
Equipment Available Yes No

SCHOOL ADMINISTRATOR APPROVAL _____ DATE _____

FACILITIES/MAINTENANCE MANAGER _____ DATE _____

For Business Office Only:

Fees Billed: _____ Amount: _____ Date: _____ Fees Paid: _____ Amount: _____ Date: _____

FEES AND CHARGES

Area/Location	Priority I & II	Priority III	Priority IV
Classroom	No Fee	\$15.00 / Hour	\$20.00 / Hour
Library	No Fee	\$15.00 / Hour	\$20.00 / Hour
Computer Lab	No Fee	\$25.00 / Hour	\$30.00 / Hour
Cafeteria	No Fee	\$15.00 / Hour	\$20.00 / Hour
Kitchen	No Fee	\$20.00 / Hour	\$40.00 / Hour
Theater (EHS Only)	No Fee	\$15.00 / Hour	\$20.00 / Hour
Gymnasium	No Fee	\$25.00 / Hour	\$30.00 / Hour
Grass Field	No Fee	\$20.00 / Hour	\$30.00 / Hour
*Athletic Complex (level 1)	No Fee	\$25.00 / Hour	\$35.00 / Hour
*Athletic Complex (level 2)	No Fee	\$50.00 / Hour	\$60.00 / Hour
*Athletic Complex (level 3)	No Fee	\$75.00 / Hour	\$100.00 / Hour
*Athletic Complex (level 4)	\$20.00 per event	\$100.00 / Hour	\$200.00 / Hour
*Athletic Complex (level 5)	\$40.00 per event	\$150.00 / Hour	\$250.00 / Hour
Equipment Rentals			
Tables	\$5.50/per table		
Chairs	\$0.50/per chair		

- * Athletic complex (level 1) - Only includes the use of the track. No equipment, restroom, etc. will be provided. Throws area is a separate charge.
- * Athletic Complex (level 2) – Includes use of the turf field. No equipment, restrooms, scoreboard, etc. will be provided.
- * Athletic Complex (level 3) – Includes use of the track/turf facility and **includes** one gender neutral restroom, scoreboard access, and game equipment
- * Athletic Complex (level 4) – Includes all of level 3 **plus** access to both larger restrooms.
- * Athletic Complex (level 5) – Includes all of level 4 **plus** exclusive access to the facility during your event. The space will not be open to the public.

Additional Fees (if applicable):

Supervision: Costs vary on specific needs and contractual rates. Determined upon application approval

Special requests: Costs determined based on request

Custodial Clean-up: Costs vary based on availability and contractual rates. Determined upon approval.

Priority System Use of Facilities:

Priority I – School District Activities

Priority II – Recreational and Educational Programs involving mostly FRSD Students

Priority III – Adult and Non-Student Recreational and Educational Activities

Priority IV – Miscellaneous: Income generating, profit activities/programs for individual sponsor, facility or organization

Facility Use Expectations

Thank you for your interest in utilizing the facilities at Fern Ridge School District. I hope that your experience was positive and that you will consider us again in the future. To help ensure that our schools are ready for students, there are a few cleaning expectations associated with facility use.

Gym

- Sweep, clean, close bleachers
- Chairs and score table put away
- Sports equipment put away (nets, posts, pads, balls, etc.)
- Sweep (dust mop) gym floor
- All garbage taken out to dumpster
- Cans/bottles in recycle bins

Fields

- Sports Equipment put away (nets, balls, pads, etc.)
- All garbage taken to dumpster
- Fields picked up (water bottles, clothing, etc)

Restrooms/ Locker Rooms

- Pick up trash on floor - sweep/spot mop if needed
- Quick check of sink and stalls - wipe down if needed
- Ensure that Showers are turned off

Hallways / Commons

- Pick up trash
- Cans/bottles in recycle bins
- All garbage taken to the dumpster
- Sweep/Spot mop if needed

Classrooms (Including Theater / Cafeteria)

- All garbage taken out to dumpster
- Cans/bottles in recycle bins
- Chairs, tables, desks put back the way they were found

There will be a cleaning cart at each school that will have the following supplies:

- Gloves
- Broom/Dustpan
- Garbage Bags
- Paper Towels
- Spray Cleaner
- Mop/Mop Bucket (with solution)

Signature: _____

Date: _____

Print Name:

General Rules

1. Groups will not be admitted until their scheduled time and the designated adult supervisor is present;
2. Access to district facilities is to compliment and is secondary to district maintenance schedule;
3. Equal opportunity will be given under the open forum concept and equal access laws for use of facilities with priority given to Priority I through Priority IV respectively;
4. Organizations using facilities need to have an adult supervisor. The district is not responsible for supervising students other than during normal school hours. A fee will be assessed if school staff has to supervise students;
5. Security codes and keys are not to be given by anyone to persons not on district staff inclusive of family members for their private use of facilities or unless approved by Facilities/Maintenance Manager;
6. The use of alcoholic beverages or illegal drugs in any form is prohibited and usage would mean future loss of opportunity to use facilities. Use of tobacco products is prohibited on school property;
7. Deposits are due at the time the use permit is approved. Billings are done at the close of the month and are due within 10 business days or interest will be assessed. Payments are to be made to the district;
8. A detailed copy of the district policy and administrative rule is available upon request to the district office;
9. All users of district facilities shall comply with all restrictions placed on the facility by the fire marshal;
10. All users of district facilities must comply with all federal and state regulations related to equal opportunity and discrimination;
11. Billing for custodial, maintenance or supervision may be required for use of facilities. Staff costs may be charged up to a rate of 1.5 hour of regular payroll costs for custodial, supervision, food service, and/or maintenance service as well as 3-hour call if alarm system is engaged.;
12. Users will be billed repair/replacement costs for damages incurred during use of facilities;
13. District may require the employment of a law enforcement officer. The rate is fixed by Lane County and is to be paid at the time the use permit is approved;
14. Deposit: The district reserves the right to ask for a deposit as a condition of rental/use in order to offset potential costs that may result as a consequence of the use of district equipment or facilities. Said deposit should be of reasonable amount based on the potential costs generated by the size of event, the amount of room filed or equipment use, the use of utilities and electricity, trash removal and the potential for calling out employees after regular hours. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, would be returned to the applicants. If costs in excess of the deposit are incurred the lessee is responsible for their payment;
15. The district is to access additional fees for energy charges, water charges, custodial supplies, garbage collection or additional cleanup. Facilities will be rented without heat or cooling unless provisions for payment are made in advance;
16. Playing fields are rented “as is.” If preparation work is required, labor and materials may be charged. The district’s prior approval is required prior to any preparation work done on district fields;
17. If needed, applicant is to order and pay for portable restroom units. The district is not responsible for any damage done to portable restrooms;
18. Parking lot fees will not be assessed without district prior approval;
19. There will be no camping, open fires, vending, or RV camping on district property without the district’s prior approval;
20. The district may assess a percentage of fundraising proceeds in lieu of fees for groups utilizing district property for fundraising for their group or organization;
21. Any dangerous weapon brought onto district premises, possessed, concealed, or used by an unauthorized individual will result in prosecution to the full extent of the law (federal and state) and the person being informed that they are not to trespass on district property.

OSBA Model Sample Policy

Code: CB
Adopted:

Superintendent {Highly recommended policy.}

The superintendent¹ is designated as the district’s chief executive officer. Under the Board’s direction, the superintendent exercises general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board’s policies and is accountable to the Board for that management. The Board may not direct the superintendent to take any action that conflicts with a local, state or federal law² that applies to school districts³.

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)
[ORS 332.515](#)

[OAR 581-022-2405](#)
[OAR 584-005-0005\(51\)](#)

¹ The term “superintendent” includes an interim superintendent.

² “Local, state or federal law” means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

~~³ Also includes taking any action that conflicts with law that applies to education service districts.~~

OSBA Model Sample Policy

Code: EBC
Adopted:

Emergency Plan and First Aid**

{Highly recommended policy. This policy informs districts about requirement for an emergency procedures plan (OAR 581-022-2225), and other minimum standards for providing emergency care to students. }

The district will maintain a comprehensive safety program for all employees and students. This program will include a plan for responding to emergency situations. The superintendent will consult with community and county agencies while developing this plan. The district's emergency plan will meet any requirements of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district's plan.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the district and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The district shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 433.260](#)

[ORS 433.441](#)

[OAR 437-002-0042](#)

[OAR 437-002-0120 - 0139](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

[OAR 581-053-0003\(40\)](#)

[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)

[OAR 581-053-0320\(5\)\(b\)](#)

[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

OSBA Model Sample Policy

Code: EBCB
Adopted:

Emergency Procedure Drills and Instruction

{Highly recommended policy. This policy includes information about required instruction and drills on emergency procedures. See ORS 336.071}

Each administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

All schools are required to instruct and drill students on district emergency procedures so that students they can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, ~~which shall include~~ and safety threats. Instruction on ~~fires, earthquakes[,] [and] safety threats [and tsunami dangers[†],] and drills for students,~~ emergency procedures shall be conducted for at least 30 minutes each school month.

The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.

Fire Emergencies

~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year.~~ Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

{²} At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats**).

~~The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.~~

[†] This is required language for a district in a tsunami hazard zone.

² {This is required action for a district not in a tsunami hazard zone.}

The district may provide additional instruction relating to other disasters such as flooding, drought, excessive snowfall or wildfires.³

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 336.071](#)

[ORS 339.324](#)
[ORS 476.030](#)(+)

[OAR 581-022-2225](#)

[OREGON STATE FIRE MARSHAL](#), OREGON FIRE CODE ~~(2014)~~.

³ The Oregon Department of Education has resources available at <https://www.oregon.gov/ode/schools-and-districts/grants/pages/threat-and-hazard-resources.aspx>.

OSBA Model Sample Policy

Code: JECA

Adopted:

Admission of Resident Students**

Resident students may be admitted under the following conditions:

1. A school-age student who lives within the district attendance area between the ages of 5 and 19 shall be allowed to attend school without paying tuition.
2. A student who turns 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
3. The Board may admit an otherwise eligible student who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the student is shown to be in need of additional education in order to receive a diploma or a modified diploma. This student may attend school without paying tuition for the remainder of the school year.
4. The Board shall admit an otherwise eligible student who has not yet attained age 21 prior to the beginning of the current school year if the student is receiving special education services and:
 - a. Has not yet received a regular high school diploma; or
 - b. Has received a modified diploma, an extended diploma or an ~~alternative~~ certificate of attendance.
5. Students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.
6. Students who are military children¹ are considered resident of the district, if the district is the district of military residence² for the military child. Parents of military students must provide proof of residency within 10 days after the date of military transfer or pending transfer indicated on the official military order.
7. The Board district may, based on district criteria, deny regular school admission to a student who has become a resident student and who is under expulsion from another district for reasons other than a weapons policy violation.

¹ "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

² "School district of military residence" means the school district in which 1) the family of a military child intends to reside as the result of a military transfer; or 2) if the school district in which the family intends to reside is unknown, the school district in which the military installation identified in the official military order is located.

8. The Board district shall deny, for at least one calendar year from the date of the expulsion, regular school admission to a student who has become a resident student and who is under expulsion from another district for a weapons policy violation.
9. The Board district may, based on district criteria, provide alternative programs of instruction to a student expelled who has become a resident student and who is under expulsion from another district for a weapons policy violation.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 327.006](#)
[ORS 339.115](#)

[ORS 339.133](#)
[ORS 339.134](#)
[ORS 339.139](#)

[ORS 433.26](#)

OSBA Model Sample Policy

Code: JGA
Adopted:

Corporal Punishment**

{Optional policy. While State law prohibits the use of corporal punishment, having a policy which states this is optional. }

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain. Corporal punishment does not include the use of physical force authorized in ORS 161.205 (2), (4) or (5) for the reasons specified therein, or physical pain or discomfort resulting from or caused by participation in athletic competition or other such recreational activity, voluntarily engaged in by a student.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A parent or legal guardian of a minor child may use reasonable physical force upon the minor child when and to the extent the person reasonably believes the physical force is necessary to maintain discipline or promote the welfare of the minor child, unless the physical force constitutes abuse as defined in ORS 418.257 or 419B.005.

A staff member is authorized to employ reasonable physical force upon a student ~~when and~~ only to the extent that the application of physical force is consistent with ORS 339.285 - 339.303 and is not corporal punishment as defined in ORS 339.250(9). Physical force shall not be used to discipline or punish a student.

A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

The superintendent shall inform all staff members and volunteers of this policy.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 332.107](#)
[ORS 339.240](#)

[ORS 339.250](#)

[OAR 584-020-0040](#)

[OAR 581-021-0050 – 0075](#)

OSBA Model Sample Policy

Code: LBEA
Adopted:

~~Resident Student~~ Denial for Virtual Public Charter School ~~Attendance~~ Student Enrollment**

{Conditionally required. This policy is required if the district plans to deny enrollment of a student to a virtual public charter school. OAR 581-026-0305 (8)}

The district is not required to approve a transfer of a resident student, when more than three percent of the students residing in the district are attending a virtual public charter school not sponsored by the district. The district will semiannually, by October 1 and April 1, calculate the percentage of students residing in the district, who are attending a virtual public charter school not sponsored by the district. When the ~~established~~ calculated percentage is more than three percent, the district will not approve ~~additional~~ a student's enrollment to such a virtual public charter school.

A parent¹ must give notice to the district in which the parent resides of their intent to enroll their student in a virtual public charter school ~~not sponsored by the district, before enrolling their student in such a school and notice of actual enrollment~~. If the calculated percentage is three percent or less, or the district sponsors the desired virtual public charter school, the district will issue a notice of approval or choose not to respond.

~~If the district is not approving the enrollment, the district must respond with a decision to not give approval within 10 calendar days of receipt of the notice of intent from the parent. Such decision~~ If the calculated percentage is more than three percent and the desired virtual public charter school is not sponsored by the district, the district will issue a denial notice² within 10 calendar days of receiving notice from a parent and must include:

1. The notice the student is denied for enrollment to the virtual public charter school;
2. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on the most recent calculations at the time the intent to enroll was received by the district;
- ~~3. The right to appeal the decision to the State Board of Education;~~
- 4.3. A list of two or more other online options available to the student; and
- 5.4. A copy of OAR 581-026-0305 and OAR 581-026-0310.

When calculating the percentage, ~~the~~ the district is only required to use data that is reasonably available to the district, including but not limited to the following for such calculation:

¹ "Parent" means parent, legal guardian or person in parental relationship as defined in ORS 339.133.

² If a parent does not receive a notice of approval or disapproval from the district within 10 days of sending the notice of intent to enroll to the district, the student shall be deemed approved for enrollment by the district. (OAR 581-026-0305 (4))

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in virtual and non-virtual public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools not sponsored by the district;
4. The number of home-schooled students ~~who reside~~ residing in the district and who have registered with ~~the~~ an educational service district; and
5. The number of students ~~who reside~~ residing in the district enrolled in private schools located within the ~~school~~ district.

A parent may appeal ~~a decision of a~~ the district's ~~to not approve a~~ denial for student enrollment to a virtual public charter school to the State Board of Education under OAR 581-026-0310.

If the student was enrolled in a virtual public charter school while living in another district and has maintained continuous enrollment in such school since moving into, and residing in this district, approval is not required.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 338.125](#)

[OAR 581-026-0305](#)
[OAR 581-026-0310](#)



Fern Ridge School District 28J

Gary E. Carpenter Jr.
Superintendent

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Classified/Confidential/Manager/Coach Employees Resignations/New Hires/Transfers/Other Report February 23rd, 2026

Resignations/Retirements

1. None at this time.

New Hires/Transfers

1. Hiring of McKenzie Lyon, 7.0 Instructional Assistant at Elmira High School, effective March 2nd, 2026.

Other

1. None at this time.

Coaches

1. Hiring of Ken Best, Track Meet Data Coordinator at Elmira High School, effective March 2, 2026.