Fern Ridge School District Board of Directors

Monday, November 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** — **Presenter:** Billie Perrier

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.	Student Representative(s) to the School Board Report	**Presenter:** Kendall Moeller and Penny Cordon
7.B.	Director of K-12 Programs	
7.C.	Superintendent's Report	
8.	**Discussion Items**	
8.A.	Proposal for an Easement on the Western Portion of Veneta Elementary School Grounds for a Public Parking Lot - Board Action	
8.B.	Resolution to Amend the OSBA Bylaws - Board Action	
8.C.	First Reading of Proposed Policy Updates: **IKJ New** - Artificial Intelligence **IKJ AR New** - Artificial Intelligence	
9.	**Personnel**	
9.A.	Licensed Employees Resignations/New Hires/Transfers/Other	
9.A.1.	Rehiring of Shannon Hart, 1.0 FTE English Teacher at Elmira High School, Effective November 1, 2026.	
9.B.	Non-Licensed Personnel Report	
10.	**Late Items/Closing Comments/Board Community Involvement**	
11.	**Upcoming Events** **November 11: Veterans Day-NO SCHOOL** **Elmira Elementary:** **November 18: 6pm PTA Meeting** **November 23: Parent Teacher Conferences-NO SCHOOL** **November 24: Parent Teacher Conferences-NO SCHOOL** **Veneta Elementary:** **November 23: Parent Teacher Conferences-NO SCHOOL** **November 24: Parent Teacher Conferences-NO SCHOOL** **December 3: City of Veneta Tree Lighting** **December 7: 6pm PALS Meeting** **December 12: 9am-3pm SANTA Project**	

Fern Ridge Middle School:
November 25-27: Fall Break

Elmira High School:
November 18: 6:30pm Booster Club Meeting
November 25-27: Fall Break

12. **The next item on our agenda was a scheduled Executive Session to discuss complaints or charges brought against an employee. However, pursuant to Oregon Statute, ORS 192.660(2)(b), the affected individual has exercised their statutory right to request that this matter be heard in an open, public session. Therefore, the Board will not convene in Executive Session and will instead hear this item publicly at this time.**
13. **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.**
14. **Adjournment**

FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

WORK SESSION of the FERN RIDGE SCHOOL BOARD

October 19, 2026

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

CALL TO ORDER (Agenda Item 1): The work session and planning meeting for the hiring process of the next superintendent of the Fern Ridge School Board was called to order by Chair Grover at 5:00pm.

In attendance were Directors WC Grover, Brian Kirkpatrick, Kathleen Pizzola, Lisa McCann, Mark Gent, and Quanah Bennett via Zoom, and Kathleen Rodden-Nord, Human Capital Enterprises, Consultant.

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DISCUSSION ITEMS (Agenda Item 2):

2.A. Opportunity for public comment on the draft Next Superintendent Criteria: There was one community member who was present and gave input.

2.B. Next Superintendent Criteria (NSC): After a time of discussion there was one word added to item G. on the criteria. The NSC was presented for adoption with this one addition.

Director McCann moved to approve Next Superintendent Criteria with the one word addition to item G.; seconded by Director Gent. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

2.C. Search Timeline: After a time of discussion and clarification, the timeline was presented with two dates changed for the final two interview sessions.

Director Pizzola moved to approve Superintendent Search Timeline with the two dates changed; seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors

Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

2.D. Establishing parameters for the next Superintendent's salary: After a time of discussion and clarification the next Superintendent's salary range was agreed upon.

LATE ITEMS/CLOSING COMMENTS (Agenda Item 3): None at this time.

ADJOURNMENT (Agenda Item 4): The work session was adjourned at 6:07 pm.

Attest: _____ _____

School Board Representative Gary E. Carpenter, Jr., Superintendent

FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

REGULAR MEETING of the FERN RIDGE SCHOOL BOARD

October 19, 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 7:00 pm.

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

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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.

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

CITIZENSHIP AWARD (Agenda Item 2): The October Citizenship Award was presented to Fern Ridge Middle School student Nadalie Core.

FLAG SALUTE (Agenda Item 3): Fern Ridge Middle School student Nadalie Core led the flag salute.

PUBLIC COMMENT (Agenda Item 4): 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.

- Community member Hayden Henneman commented in opposition to the K-2 / 3-5 Reconfiguration.
- Community member Caroline Henneman commented in opposition to the K-2 / 3-5 Reconfiguration.
- Community member Jenn Gent commented in opposition to the K-2 / 3-5 Reconfiguration.
- Community member Kailee VanCleve commented in opposition to the K-2 / 3-5 Reconfiguration.
- Community member Britny Kaufman submitted a letter to be read into record in favor to the K-2 / 3-5 Reconfiguration.
- Community member Cynthia Schact commented in opposition to the K-2 / 3-5 Reconfiguration.
- Community member Haley Herbert submitted a letter to be read into record in favor to the K-2 / 3-5 Reconfiguration.
- Community members Sarah and Brodie Davis submitted a letter to be read into record in favor to the K-2 / 3-5 Reconfiguration.

MONTHLY ITEMS (Agenda Item 5):

5. A. Approval of Minutes: The minutes from the September 17, 2026 work session planning meeting and regular school board meeting on September 21, 2026 were presented for approval.

Director McCann moved to approve both the work session planning meeting minutes from September 17th, 2026 and the regular meeting minutes from September 21st, 2026, seconded by Director Pizzola. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

BUSINESS OFFICE (Agenda Item 6):

6. A. Enrollment Report: Business Manager Quanah Bennett reviewed the enrollment report as of October 1, 2026. The adopted budget was based on 1246 in district students, and the district is at 1156, which is 90 students below projections. Elmira was budgeted at 237 including the two Bridges classrooms and is currently at 241. Veneta Elementary was budgeted at 314 including the structured learning classroom and is currently at 291. The combined elementary enrollment is 19 students below. The Middle school was budgeted at 311 including the Bridges classroom and is currently at 298. At Elmira High school it was budgeted 384 and is currently at 325 with one home tutor student. This is a combined total of 71 below budget for the Middle and High schools. There was a clarifying question around whether the out of district placements were recent. It was explained that it changes from month to month pretty regularly.

6. B. General Fund Revenue and Expenditure Report: Business Manager Quanah Bennett

reviewed the general fund revenue and expenditure report as of September 30, 2026. The district has received 24% of our budgeted revenue, the same as last year at this time. The districts operating expenditures are at 14%, which was 12% this time last year.

Director Pizzola moved to approve the general fund revenue and expenditure report for September 30, 2026; seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

6. C. Budget Adoption Calendar: Business Manager Quanah Bennett presented the 2027-2028 Budget Adoption Calendar.

Director Pizzola moved to approve the Budget Adoption Calendar for 27-28; seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

REPORTS (Agenda Item 7):

7. A. Student Representatives to the School Board Report: Student representatives Kendall Moeller and Penny Cordon both reported on the efforts and successes of cheer, football, cross country and volleyball. They both reported on National Honor Society topics, and Leadership fundraisers.

7. B. Director of K-12 Programs: Director Marshall announced that the board goal presentations will be in December, April, and June. Director Marshall invited requests for new or different information during these presentations. She reported that the district attendance is up 10% from this time last year.

7. C. Superintendent's Report

- Superintendent Carpenter reported that grass seeding is ready to start on the new fields behind Elmira Elementary.
- The cell tower project at the high school is on track. The fiber cable has been rerouted as it was too close to this location.
- Superintendent Carpenter invited nominations of possible sports hall of fame nomination inductions, due Nov 1.
- He attended the OSBA Roadshow at LESD last week. Topics to look for in the coming year are screen time limitations for K-1, OSAS policy around opting out, staff safety, instructional time, and statewide bargaining schedules.

7. C.1. Division 22 Standards Report 25-26: Superintendent Carpenter presented the Division 22 Standards report for 2025-2026 for approval.

Director Kirkpatrick moved to approve the Division 22 standards report for 25-26; seconded by Director McCann. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

DISCUSSION ITEMS (Agenda Item 8):

8. A. Remaining Bond Dollar % Allocation: Superintendent Carpenter presented the balances,

and reserve account information to explain the allocation and then requested approval.

Director McCann moved to approve the remaining bond dollar allocation percentages; seconded by Director Pizzola. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

8.B. Fern Ridge School District/Crow School District Girls Wrestling Co-Op:
8.C. Fern Ridge School District/Crow School District Boys Wrestling Co-Op:
8.D. Fern Ridge School District/Marist School District Swim Co-Op:

The three athletic co-ops were presented for approval.

Director Kirkpatrick moved to approve the three sports co-ops as presented; seconded by Director Pizzola. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

8. E. Consideration of motion to rescind the previous board action on September 21, 2026 regarding the K-2 / 3-5 Reconfiguration Plan: The motion to consider rescission of the motion to approve the K-2 / 3-5 Reconfiguration was stated.

Director Gent moved to rescind the previous board action to approve the K-2 / 3-5 Reconfiguration, seconded by Director Kirkpatrick.

Director Gent read a list of reasons why he made the motion. Director Kirkpatrick made statements supporting this rescission.

The motion failed with Directors Gent and Kirkpatrick voting yes and Pizzola, Grover and McCann voting no. 2-3.

PERSONNEL (Agenda Item 9):

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

9. A.1 Retirement of Shannon Hart, 1.0 FTE English Teacher at Elmira High School, effective November 1, 2026.

Director Gent moved to accept the retirement of Shannon Hart as of October 31, 2026, seconded by Director Kirkpatrick.

There was a time of discussion that Mr. Hart will finish the 26-27 school year and be rehired effective November 1, 2026.

The motion carried with Directors Grover, Kirkpatrick, Pizzola, McCann and Gent voting yes. 5-0.

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

Resignations/Retirements

1. None at this time.

New Hires/Transfers
1. Hiring of Brody Bothel, 1.0 District wide Custodian, effective September 28, 2026.

Other
1. None at this time.

Coaches
1. Resignation of Donald Harris, Head Volleyball Coach at Elmira High School, effective September 16, 2026.

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

- None at this time.

UPCOMING EVENTS (Agenda Item 11):

11. A. Upcoming Events
November 5: End of First Quarter
November 6: NO SCHOOL-Teacher Work Day
November 11: NO SCHOOL-Veterans Day

Elmira Elementary:
October 21: 6pm PTA
October 30: 5-7pm Harvest Carnival

Veneta Elementary:
November 2: 6pm PALS

Fern Ridge Middle School:
October 23: Fall Dance

Elmira High School:
October 21: 6:30pm Booster Club Meeting
October 23: Senior Night-Football and Cheer

EXECUTIVE SESSION (Agenda Item 12): ORS 192.660(2)(b) - Discipline of Public Officers and Employees to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent.

RETURN TO OPEN SESSION (Agenda Item 13): Chair Grover

COMPLAINT TO BOARD (Agenda Item 14): There was a motion regarding the complaint to the school board.

Director McCann moved to further conduct a third-party investigation regarding the complaint to the school board; seconded by Director Kirkpatrick. There was no discussion. The motion

carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

ADJOURNMENT (Agenda Item 15): Chair Grover adjourned the meeting at 8:49 pm.

Attest: _____ _____
School Board Representative Gary E. Carpenter, Jr., Superintendent

FERN RIDGE SCHOOL DISTRICT 28J
ENROLLMENT REPORT

November 1, 2026

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL	Avg. Class Size
EES Teacher 1	19													19	
EES Teacher 2	9	9												18	
EES Teacher 3		20												20	
EES Teacher 4			21											21	
EES Teacher 5			12	12										24	
EES Teacher 6				26										26	
EES Teacher 7					23									23	
EES Teacher 8					10	13								23	
EES Teacher 9						24								24	
EES Teacher 10						25								25	
Elmira Elementary	**28**	**29**	**33**	**38**	**33**	**62**								**223**	**22.30**
VES Teacher 1	20													20	
VES Teacher 2	21													21	
VES Teacher 3		21												21	
VES Teacher 4		20												20	
VES Teacher 5			27											27	
VES Teacher 6			27											27	
VES Teacher 7				22										22	
VES Teacher 8				20										20	
VES Teacher 9					20									20	
VES Teacher 10					21									21	
VES Teacher 11					21									21	
VES Teacher 12						25								25	
VES Teacher 13						25								25	
Veneta Elementary	**41**	**41**	**54**	**42**	**62**	**50**								**290**	**22.31**
Total Elementary	**69**	**70**	**87**	**80**	**95**	**112**								**513**	
Fern Ridge Middle School							**99**	**102**	**96**					**297**	
Elmira High School										**97**	**80**	**67**	**76**	**320**	
EE Bridges (K-2)	**2**	**2**	**3**	**2**										**9**	
EE Bridges (3-5)				**6**	**3**									**9**	
VES (Structured Learning)		**1**		**1**		**3**								**5**	
Home Tutor												**1**		**1**	
FRMS Bridges (6-8)							**1**	**1**						**2**	
Total In-District Enrollment	**71**	**73**	**90**	**89**	**98**	**115**	**100**	**103**	**96**	**97**	**80**	**67**	**76**	**1,156**	
														Change from Adopted Budget (based on ADMr of 1,246)	***(90)***
Out of District Placements	**4**	**1**		**2**	**3**		**2**	**1**	**2**	**1**	**2**	**2**	**4**	**24**	
														Change from Adopted Budget (based on ADMr of 16)	***8***
Total West Lane Charter										**6**	**17**	**31**	**44**	**98**	
FRSD Attending WLC										***1***	***8***	***18***	***28***	***55***	
														Change from Adopted Budget (based on ADMr of 80)	**18**
Total District/ Out of District /Charter School Enrollment														**1,278**	
														Change from Adopted Budget (based on ADMr of 1342)	**(64)**

FERN RIDGE SCHOOL DISTRICT 28J

General Fund Revenue and Expenditures

October 31, 2026	ADOPTED 26-27 BUDGET	2026-2027 JULY	AUG	SEPT	OCT	TOTAL YTD	REMAINING BALANCE
Beginning Fund Balance	5,480,551	-	-			-	5,480,551
OPERATING REVENUE:							
PROPERTY TAXES	6,015,416	25,083	13,798	9,070	12,238	60,189	5,955,227
TRANSPORTATION FEES	2,100	-	-	-	-	-	2,100
EARNINGS ON INVESTMENTS	327,828	35,205	34,562	34,003	33,367	137,137	190,692
EXTRACURRICULAR ACTIVITIES	1,943	-	-	-	-	-	1,943
RENTALS/DONATIONS/LEASES / PY REV / GRANT FEES / MISC	31,703	4,720	4,414	4,978	65,889	80,001	(48,298)
COUNTY SCHOOL FUND / ESD	277,426	-	-	-	-	-	277,426
OTHER INTERMEDIATE SOURCES	-	-	1,976	5	-	1,981	(1,981)
STATE SCHOOL FUND	13,556,968	2,373,967	1,155,508	1,083,958	1,126,429	5,739,862	7,817,106
COMMON SCHOOL FUND	196,510	-	-	-	-	-	196,510
STATE MANAGED COUNTY TIMBER	-	-	113,016	-	-	113,016	(113,016)
RESTRICTED GRANTS-IN-AID	-	-	-	-	-	-	-
RESTRICTED FR FED/GOV ST	-	-	-	-	-	-	-
FEDERAL FOREST FEES	58,000	-	-	-	-	-	58,000
INTERFUND TRANSFERS	-	-	-	-	-	-	-
SALE OF FIXED ASSETS	-	-	-	6,000	-	6,000	(6,000)
TOTAL OPERATING REVENUE	20,467,894	2,438,975	1,323,273	1,138,014	1,237,923	6,138,185	14,329,709
						30%	
TOTAL BUDGETED REVENUE (INCLUDES BEGINNING FUND BALANCE)	25,948,445					6,138,185	
OPERATING EXPENDITURES:							
SALARIES	8,830,757	167,878	193,143	697,023	707,799	1,765,843	7,064,914
BENEFITS	6,530,666	113,219	129,670	494,649	519,150	1,256,688	5,273,978
PURCHASED SERVICES	4,706,674	102,697	142,420	266,873	372,873	884,864	3,821,810
SUPPLIES & MATERIALS	570,656	69,723	122,947	22,456	22,010	237,136	333,520
CAPITAL OUTLAY	-	-	-	-	-	-	-
OTHER	327,585	303,256	946	7,525	2,187	313,914	13,671
TOTAL OPERATING EXPENDITURES	20,966,338	756,773	589,125	1,488,526	1,624,020	4,458,444	16,507,894
						21%	
NON-OPERATING EXENDITURES							
INTERFUND TRANSFERS	718,500	-	-	710,000	-	710,000	8,500
CONTINGENCY	4,263,607	-	-	-	-	-	4,263,607
TOTAL NON-OPERATING EXPENDITURES	4,982,107	-	-	710,000	-	710,000	4,272,107
TOTAL BUDGETED EXPENDITURES	*25,948,445*					*5,168,444*	

VENETA oregon Inc.1962

November 6, 2026

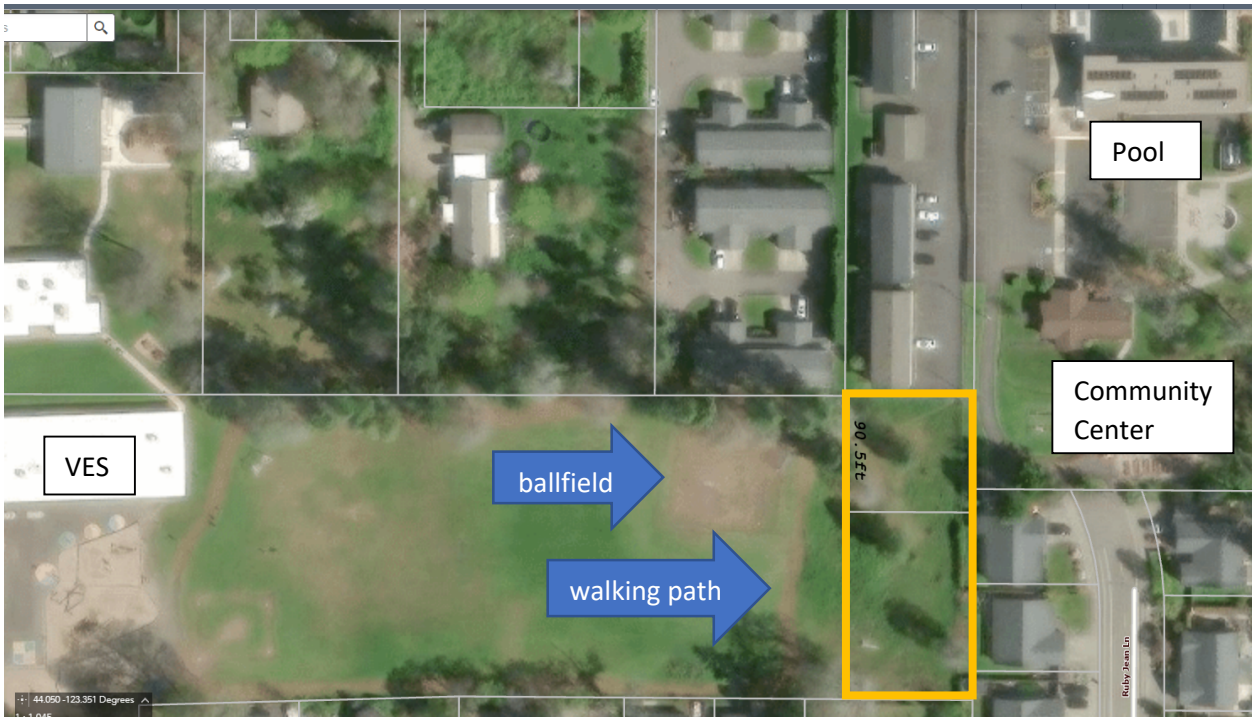
Chair Grover, Vice-Chair Pizzola, Member McCann, Member Gent, Member Kirkpatrick
Fern Ridge School District School Board
Attn: Gary Carpenter, School Superintendent
88834 Territorial Rd.
Elmira, Oregon 97437

Re: Proposal for an Easement on the Western Portion of Veneta Elementary School Grounds for a Public Parking Lot

Chair Grover, Members of the Fern Ridge School Board,

On behalf of the City of Veneta, I am writing to propose a joint School District / City project to develop an approximately 0.50 acre parking lot at the west end of the Veneta Elementary property where it abuts the City Park and the Veneta Community Pool facilities. This new parking lot would provide overflow parking for park uses as well as convenient parking for access to the Veneta Elementary ballfield.

The District owns two lots affected by this proposal: a 0.33 acre lot to the south, and approximately 0.20 acres of the larger 5.42 acre lot where Veneta Elementary is sited. The aerial image below shows the proposed easement acreage in orange.



The partnership would consist of:

- the District providing:
  - the easement, and
  - access and use;
- the City:
  - replacing the existing person-gate with a lockable 36-inch wide maintenance-gate until the parking lot is developed; and
  - developing the gravel parking lot including a new 6-foot galvanized chain-link fence with a lockable access gate to separate school grounds from the parking area; and
  - maintaining the parking lot and related areas; and
  - subject to funding, paving the parking lot in future years.

The easement would be a perpetual easement, but subject to mutual review with notice every fifteen years. The District and City would limit liability to each party to the extent allowed under Oregon law with the knowledge that recreational use immunity is an affirmative defense for open and public access to the parking lot area.

I appreciate the collaborative conversations with Superintendent Carpenter and Director of Facilities / Maintenance Dan Prutzman to develop this proposal. If the Board would like to see changes to the proposed easement language, I am happy to discuss those and bring them to the City Council for their direction.

I look forward to presenting this proposal to the Board at its Monday, November 16th meeting. If there are questions about the proposal that I can answer in advance, please contact me at mmichel@venetaoregon.gov or 541-935-2018 at your convenience.

Take care,

Matt

Matt Michel
City Administrator

ATTACHMENT:
1. Access and Parking Area Easement

After recording return to:
City of Veneta
ATTN: City Recorder
88184 8th Street
Veneta, Oregon 97487

Grantor:
Fern Ridge School District
88834 Territorial Road
Elmira, OR 97437

Grantee:
City of Veneta
ATTN: City Recorder
88184 8th Street
Veneta, Oregon 97487

DRAFT

ACCESS AND PARKING AREA EASEMENT

This Access and Parking Area Easement ("Easement") is hereby entered into this ___ day of _____, 2026 (the "Effective Date"), by and between the Fern Ridge School District, a school district formed under ORS Chapter 332 ("Grantor" or "District"), and City of Veneta, a municipal corporation of the state of Oregon ("Grantee" or "City"), (individually, each a "Party" and collectively, the "Parties").

RECITALS

A. District owns certain real properties in Lane County, Oregon, generally located at 88131 Territorial Rd., Veneta, Oregon 97487 (Tax Lot Nos. 1705312302800 and 1705312302001) ("Properties").

B. District operates Veneta Elementary School at the Properties.

C. The City operates public pool and community center facilities ("Facilities") on land adjacent to the Properties. The City occasionally has overflow parking needs for public use of the Facilities, and intends to upgrade its Facilities in the future, which will require additional parking area for the Facilities.

D. The City is interested in using a portion of the Properties, approximately 0.5 acres, as more particularly described and depicted on the attached Exhibits A and B, respectively, incorporated herein by this reference, for overflow parking for its Facilities. The area identified in Exhibits A and B are referenced as the "Parking Area."

E. The City desires to improve the Parking Area with gravel parking spaces, and in future years, subject to funding, a fully paved area.

F. The District desires to share use of the Parking Area, once improved with gravel parking spaces.

G. The District agrees to permit the City's access and use of the Parking Area for parking purposes, subject to the terms and conditions of this Easement.

H. The Parties desire to memorialize the terms and conditions of access and parking over and across the Properties.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the Parties, it is agreed as follows:

AGREEMENT

1. Recitals. The recitals as set forth above are expressly incorporated herein by this reference.

2. Grant of Access Easement.

2.1 Grantor hereby grants to Grantee a non-exclusive, perpetual easement for pedestrian and vehicular access on, over, and across the area described and depicted in Exhibits A and B, respectively ("Parking Area"), for the purposes of ingress and egress to the Parking Area and use of the Parking Area for the parking purposes, as provided further herein.

2.2 The access easement granted herein shall further authorize Grantee necessary pedestrian and vehicular access on, over, and across the Parking Area for the purposes of Improvement Work, as provided further herein.

3. Grant of Parking Easement. Grantor hereby grants to Grantee a non-exclusive, perpetual easement for vehicular parking on, over, across the Parking Area, as depicted in the attached Exhibit B.

4. Scope of Access; Shared Use. The Parties agree and acknowledge that Grantee's right to ingress and egress, including pedestrian and vehicular access, over, on, and across the Parking Area, and Grantee's right to parking, is subject to the following terms and conditions of use.

4.1 The Parking Area shall be shared between the Parties, and open to the public except from dusk to dawn.

4.2 At no time shall Grantor limit or obstruct Grantee's, or Grantee's agents, contractors, guests, or members of the public, from having access to the Parking Area (e.g., prohibiting access by use of fences or gates).

4.3 Grantee shall not access or use the Parking Area for any purposes not particularly identified or authorized by this Easement.

5. Prohibited Uses of Easement Area. Neither Party shall plant any tree, shrub, or plant within the Parking Area, nor construct cuts or fills in the Parking Area, without the prior written consent of the other Party. All approved construction activities and improvements in the Parking Area must comply with applicable federal, state, and local laws and regulations.

6. Improvements.

6.1 In exchange for the easement rights granted herein, Grantee agrees to perform certain improvements to the Parking Area. These improvements include laying down gravel for parking spaces and installation of a fence, dividing the Parking Area, as depicted on Exhibit B, from the rest of the Grantor's Properties ("Improvement Work").

6.2 The access and parking rights granted in Section 2 herein shall extend to Grantee's Improvement Work.

6.3 Grantor is not obligated to share in any cost of said construction, upgrade, or improvement of the Parking Area.

6.4 The fence the grantee installs will be of the 6 foot-galvanized chain-link variety with a controlled person-gate access point. It will be installed for the full length of the Western boundary as shown in Exhibit B.

6.5 The grantee will install a 36" standard chain link gate at the Northwest corner of the leased area for maintenance access until the parking lot is developed. The Grantor will provide and maintain control of the padlock on this gate.

7. Maintenance of Parking Area. Grantee shall be responsible for the cost and expense of general maintenance, landscaping, upkeep and repair of the Parking Area. The Parking Area shall be maintained in good order and repaired, as necessary, by Grantee over the term of this Easement. Following the Improvement Work, Grantor shall not be responsible for any maintenance or repair costs of the Parking Area.

8. Binding. The rights, restrictions, benefits, and obligations provided in this Easement shall run with the land and be binding upon and inure to the benefit of the Parties' respective heirs, executors, administrators, successors, and assigns.

9. Term. This Easement shall remain in full force and effect in perpetuity, subject to joint and mutual review with no less than ninety days' notice every fifteen years from recording date, unless earlier terminated by the Parties.

10. Indemnification.

10.1 To the extent permitted by the Oregon Tort Claims Act, Grantor shall assume any and all responsibility and liability for its own acts, or acts of its employees, agents, contractors, or guests ("Grantor Parties"), on the Properties. Grantor shall defend, indemnify, and hold Grantee and Grantee's officers, employees, and agents harmless from and against any and all claims (including third party claims for damages), demands, liabilities, torts, judgments, awards, fines, liens, losses, damages, and expenses of any kind, including attorneys' fees at trial or on appeal, to the extent arising either directly or indirectly from and to the extent of, any act, error, omission, tort, or negligence of Grantor or Grantor Parties, in their use of the Parking Area.

10.2 To the extent permitted by the Oregon Tort Claims Act, Grantee shall assume any and all responsibility and liability for its own acts, or acts of its employees, agents, contractors, or guests ("Grantee Parties"), on the Properties. Grantee shall defend, indemnify, and hold Grantor and Grantor's officers, employees, and agents harmless from and against any and all claims (including third party claims for damages), demands, liabilities, torts, judgments, awards, fines, liens, losses, damages, and expenses of any kind, including attorneys' fees at trial or on appeal, to the extent arising either directly or indirectly from and to the extent of, any act, error, omission, tort, or negligence of Grantee or Grantee Parties, in their use of the Parking Area.

11. Notice. All notices or other communications required or permitted hereunder shall be in writing, and shall be considered properly given if (a) mailed by first class United States mail, postage prepaid, registered or certified with return receipt requested, effective three (3) business days after deposit with mail service; (b) by delivering same in person to the intended addressee, effective upon receipt; or (c) by electronic mail at the electronic mail address commonly used by the recipient in the conduct of communications between the parties, effective upon date the message was sent by sender.

12. Severability. Nothing contained herein shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provisions contained herein and any present or future statute, law, ordinance, or regulation, the latter shall prevail; provided that the provision of this Easement which is affected shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law.

13. Amendment. No amendment, change, or modification to this Easement shall be valid, unless in writing and signed, as applicable, by the Parties.

14. Recording. The fully executed original of this Easement shall be duly recorded in the property records of Lane County, Oregon.

15. Governing Law. This Easement shall be governed by and constructed in accordance with the laws of the State of Oregon.

16. Authority. Each signatory certifies that it has all necessary authority to execute and perform this Easement.

DATED this ___ day of _____, 2026.

Grantor: _____
[Name], District [Title]

State of Oregon)
) ss.
County of Lane)

This instrument was acknowledged before me on this the _____ day of _____ _____, 2026, by _____.

_____
Notary Public
My Commission expires: _____

DATED this ___ day of _____, 2026

Grantee: _____
Matt Michel, City Administrator

State of Oregon)
) ss.
County of Lane)

This instrument was acknowledged before me on this the _____ day of _____ _____, 2026, by Matt Michel as City Administrator of City of Veneta.

_____
Notary Public
My Commission expires: _____

DRAFT

ACCEPTANCE OF CONVEYANCE

Pursuant to ORS 93.808, the City of Veneta hereby accepts and approves conveyance by the Grantor of the easement interest described on the foregoing Access and Parking Area Easement, dated _____, 2026.

GRANTEE:
City of Veneta

By: _____
City Administrator

_____ Date

DRAFT

EXHIBIT A

LEGAL DESCRIPTION – ACCESS EASEMENT

A TRACT OF LAND LOCATED IN THE SOUTHWEST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER OF SECTION 31, TOWNSHIP 17 SOUTH, RANGE 5 WEST OF THE WILLAMETTE MERIDIAN, LANE COUNTY, OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST ONE-QUARTER CORNER OF SAID SECTION 31; THENCE SOUTH 89°20'00" EAST 990.00 FEET ALONG THE CENTERLINE OF COUNTY ROAD NO. 408; THENCE NORTH 00°19'00" EAST 211.04 FEET TO THE SOUTHWEST CORNER OF THE LANDS DESCRIBED IN THAT STATUTORY WARRANTY DEED RECORDED JULY 22, 1977, IN REEL 859, AS INSTRUMENT NO. 51026, LANE COUNTY OREGON DEED RECORDS, BEING THE TRUE POINT OF BEGINNING;

THENCE NORTH 00°28'56" EAST 238.35 FEET TO THE SOUTH LINE OF THE LANDS DESCRIBED IN THAT WARRANTY DEED RECORDED OCTOBER 4, 1967, IN REEL 364, AS INSTRUMENT NO. 00503, LANE COUNTY OREGON DEED RECORDS;

THENCE ALONG SAID SOUTH LINE, SOUTH 89°34'33" EAST 98.50 FEET TO THE EAST LINE OF THE LANDS DESCRIBED IN THAT WARRANTY DEED RECORDED OCTOBER 28, 1963, AS RECEPTION NO. 30732, LANE COUNTY OREGON DEED RECORDS;

THENCE ALONG SAID EAST LINE, SOUTH 00°28'56" WEST 93.82 FEET TO THE NORTHEAST CORNER OF THE LANDS DESCRIBED IN THAT STATUTORY WARRANTY DEED RECORDED JULY 22, 1977, IN REEL 859, AS INSTRUMENT NO. 51026, LANE COUNTY OREGON DEED RECORDS;

THENCE ALONG THE EAST LINE OF SAID LANDS, SOUTH 00°28'56" WEST 145.18 FEET TO THE SOUTHEAST CORNER THEREOF;

THENCE NORTH 89°11'44" WEST 98.50 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

CONTAINING 0.54 ACRES, MORE OR LESS.



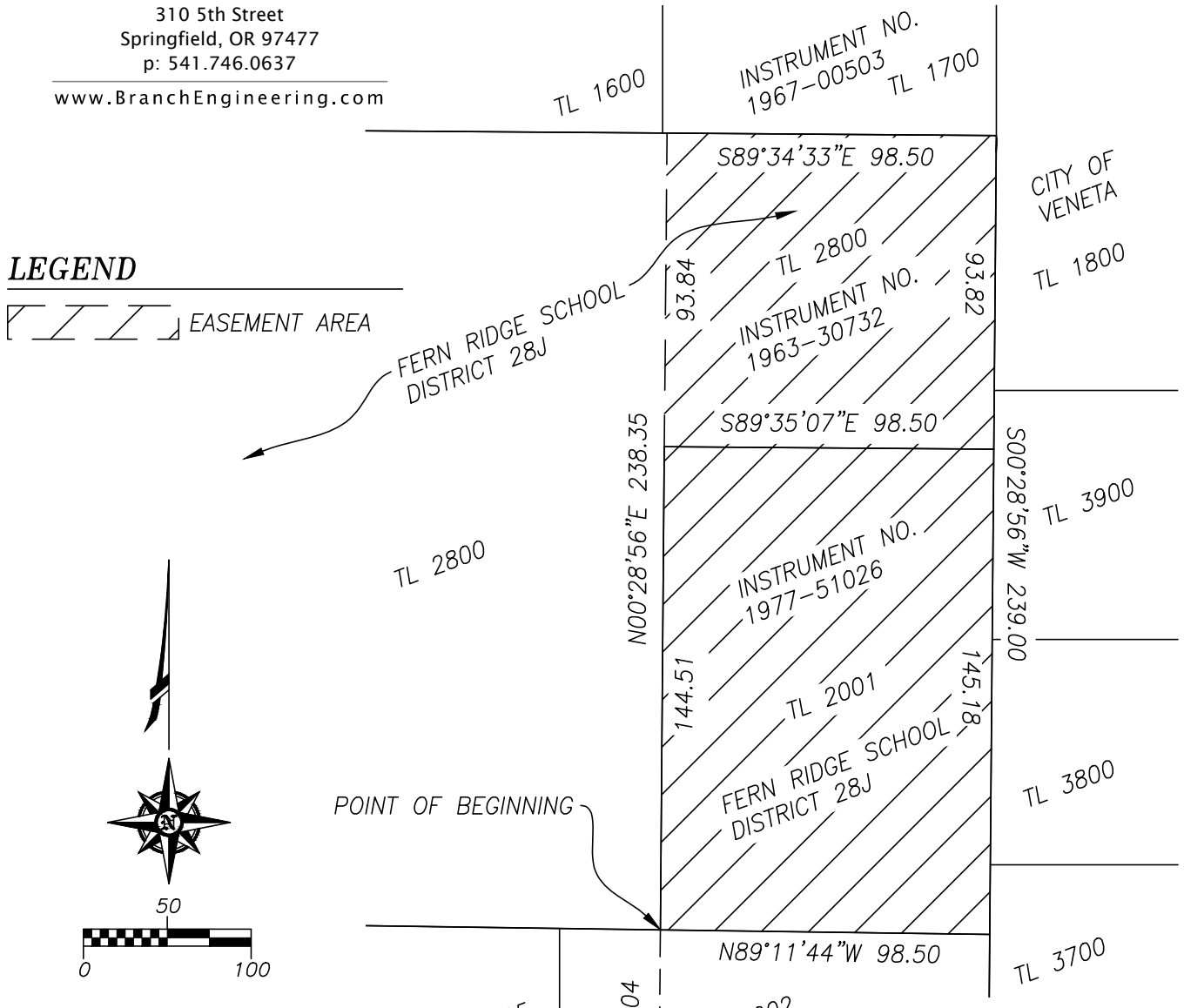
Branch ENGINEERING Inc
Since 1977

310 5th Street
Springfield, OR 97477
p: 541.746.0637

www.BranchEngineering.com

EXHIBIT B

ACCESS EASEMENT
CITY OF VENETA
SEP. 3, 2026
SCALE: 1"= 50'
TM: 17-05-31-23
TL: 2800 & 2001



LEGEND

EASEMENT AREA

50
0 100

REGISTERED
PROFESSIONAL
LAND SURVEYOR

DIGITALLY SIGNED

OREGON
JULY 11, 2023
TUCKER HINES
101987PLS

EXPIRES: June 30, 2027

PROJECT No. 26-006c

Z:\2026\26-006c Veneta School District Survey & Easement\Survey\Easement\26-006c_V_EASEMENT.dwg 9/3/2026 10:57 AM MATTHEWB

Resolution to Amend the 2024 OSBA Bylaws

WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards;

WHEREAS, in 2017, through a vote of the OSBA membership, OSBA was incorporated under ORS chapter 65 as a public benefit non-profit corporation and the OSBA bylaws replaced the OSBA constitution;

WHEREAS, in 2018, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members of color caucus;

WHEREAS, in 2023, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon rural school board members caucus and additional revisions to the bylaws;

WHEREAS, in 2024, through a vote of the OSBA membership, the OSBA bylaws were amended to include the following substantive changes:

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate president is a director from a caucus. This revision is intended to provide the same opportunity for representation for caucuses as is currently provided to regionally elected directors.
- Clarify that OSBA board of directors must comply with the Oregon government ethics laws with respect to conflicts-of-interest.
- Require OSBA caucuses to submit an annual year end fiscal report to the OSBA board of directors.
- Create officer eligibility criteria that requires candidates for officer positions and directors in officer positions to be voting members of the OSBA board of directors.
- Edits to grammar, punctuation, and language for readability.

WHEREAS, in 2026, the OSBA board reviewed its governing structure as per Bylaws 2.7 and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached summary document; and

WHEREAS, the substantive changes to the draft OSBA bylaws are the following:

- Change deadline for members or board directors to submit resolutions to the OSBA board from September 30 to September 15.
- Clarify that if a member has a main administrative office in more than one region, the member board must declare which region it intends to vote and shall vote only in that region.
- Change the requirement of an in-person annual meeting of the members in November to a requirement that the annual meeting be held on a date and time and in a manner fixed by the board of directors and stated in the notice of the meeting.

- Clarify that returned blank ballots will count towards establishing a quorum but will not count as a “yes” or “no” vote.
- Replace the current caucus structure with a Caucus Council composed of designated representatives from caucuses that report to the OSBA executive director. The Caucus Council will retain two director seats on the OSBA board, replacing the two current caucus seats. The current two caucus directors will remain in their seats until the Caucus Council designates their first positions, or until December 31, 2027, whichever occurs first. The Caucus Council will have the option of designating a representative to serve on the finance committee. The Caucus Council will have the option of recommending seats on the OSBA legislative policy committee.
- Eliminate ex-officio positions and replace them with the option of appointment of nonvoting advisors to the board of directors as determined by resolution of the board of directors.
- Allow the OSBA board of directors the option of appointing directors to all vacant director positions except for the additional directors created pursuant to Section 3.5.1(e) if the president or immediate past president is no longer from the region to which the position is assigned.
- Eliminate the ability to appoint a director from a contiguous region.
- Add term limits to the finance and legislative policy committee positions.
- Clarify that OSBA officers, other than the past-president, must be reelected by their regions to continue serving as OSBA officers.
- Change OSBA board director participation on the legislative policy committee from a requirement to optional participation except that executive committee members continue to be required to serve on the LPC.

THEREFORE, BE IT RESOLVED by the OSBA board of directors that the proposed draft OSBA bylaws be submitted to the membership for consideration during the 2026 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws summary document, and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA board of directors’ adopted elections calendar.

Submitted by: OSBA Board of Directors

OREGON SCHOOL BOARDS ASSOCIATION

BYLAWS

As Amended by the Membership: December 2024
Proposed Edits: September 19, 2026

1201 COURT STREET NE, SUITE 400 • SALEM, OR 97301 | 1-800-578-OSBA • OSBA.ORG

SECTION 1 PURPOSE

The Oregon School Boards Association (the "Association" or "OSBA") exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115. In particular, the Association's mission and purpose are as follows:

A. To work for the general advancement and improvement of the education of all public school children of the State of Oregon.

B. To gather and disseminate information pertinent to the successful operation of public schools.

C. To work for the most efficient and effective organization of public schools of this state. "Public schools" include local school districts, education service districts, the State Board of Education, and community colleges classified as a political subdivision.

D. To work for adequate and dependable financial support for the public schools of this state.

E. To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.

F. To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.

G. To study and interpret educational programs and to relate them to the needs of pupils.

H. To promote public understanding of the role of school boards and school board members in the improvement of education.

I. To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.

J. To endeavor to implement the policies, beliefs, and resolutions of the Association members and board of directors.

K. To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.

L. To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

SECTION 2 MEMBERS

2.1 Admission. All members must qualify as (1) a "political subdivision" as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256 and (2) as one of the following:

2.1.1 School District as defined under ORS Chapter 332;
2.1.2 Education Service District as defined under ORS Chapter 334;
2.1.3 Community College District as defined under ORS Chapter 341;
2.1.4 State Board of Education as defined under ORS Chapter 326; and
2.1.5 Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

2.2 Dues. Annual dues shall be set by majority vote of the members and shall be based on resident Average Daily Membership (ADMr) as of December 31 of the preceding year as reported to the Oregon Department of Education. Dues shall be payable on July 1 of each year and shall become delinquent on September 1 of each year. Member status shall automatically terminate for members failing to pay dues by September 1 unless an extension is requested and granted by the board of directors.

2.3 Reserved Powers of the Members. The following corporate actions require the consent and approval of the members:

2.3.1 Election and removal of directors except as set forth in Section 3.8;
2.3.2 Election and removal of the Legislative Policy Committee ("LPC") members except as set forth in Section 4.1.3(g);
2.3.3 Approval of resolutions to effectuate any of the following:

(a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;
(b) Modification to the region descriptions set forth in Section 2.6.1; and
(c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets.

2.4 Voting Power.

2.4.1 Election of Directors and LPC Members. For the purposes of nominating and electing directors and LPC members, each member shall have one vote.
2.4.2 Resolution. For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:

(a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.
(b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.
(c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.
(d) K-12 Local Districts with an ADMr of 39,000.1 or more shall have five votes.

2.5 Process of Approval of Member Resolutions. Generally, members shall approve resolutions annually by ballot vote. Members or the board of directors may submit a resolution for member approval. Such resolutions shall be submitted to the board of directors no later than September ~~30~~15. The board of directors shall distribute all timely submitted resolutions, together with an official ballot, to the members no later than October 15. Members shall vote by ballot submitted to the board of directors no later than December 15.

2.6 Regional Election of Directors and LPC Members.

2.6.1 Regional Voting. For the purposes of nominating and electing the board of directors and LPC members, the Association members shall be organized into and represented by region:

(a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.
(b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.
(c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.
(d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.
(e) Southern Region includes all of the members located in the counties of Jackson and Josephine.
(f) Lane Region includes all of the members located in the county of Lane.
(g) Clackamas Region includes all of the members located in the counties of Clackamas and Hood River.
(h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.
(i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.
(j) Marion Region includes all of the members located in the county of Marion.
(k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.
(l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.
(m) Washington Region includes all of the members located in the county of Washington.
(n) Multnomah Region includes all of the members located in the county of Multnomah.

2.6.2 Members shall be assigned to the region in which their main administrative office is located. If a member~~'s district boundaries span~~ has a main administrative office in more than one region, the member board must declare which region it intends to vote and shall vote only in that region.

2.6.3 Regional elections shall be determined by a majority of votes cast by members within the region.

2.7 Modification of Regions. A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every ~~three~~five years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2.5.

2.8 Annual Meetings. ~~An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting,~~ An annual meeting of members will be held each calendar year on a date and time and in a manner fixed by the board of directors and stated in the notice of the meeting. At the annual meeting, the president and secretary-treasurer of the board of directors

and any other officer or person whom the president may designate, shall report on the state of the Association, its activities, and its financial condition.

2.9 **Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail, to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.

2.10 **Telephonic/Video Meetings.** The board of directors may permit any member to participate in any annual or special meeting of the membership, or conduct the meetings through the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present at the meeting.

2.11 **Place of Meetings.** Meetings of the members shall be held at any place, in Oregon, designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.

2.12 **Action by Written Ballot.** Any action required of the members will be taken by written ballot, and the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.

2.13 **Quorum.** A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the A~~a~~ssociation. If there is more than one item on a single ballot, the returned ballot will count towards establishing a quorum for each item on the ballot. A blank ballot or a ballot with an abstention counts for purposes of establishing a quorum if it is returned to the association.

2.14 **Approval.** With the exception of approving amendments to the Association's bylaws as outlined in Section 8.1, and with the exception of regional elections outlined in 2.6.3, approval of an item by written ballot is effective at the end of the voting period when:

(a) T~~he number of votes cast by ballot equals or exceeds a quorum of the members~~ A quorum is established pursuant to Section 2.13; and

(b) The number of ~~approvals equals or exceeds a majority of the number of returned ballots~~"yes" votes exceeds the number of "no" votes for the item.

An abstention or a blank ballot returned to the association does not count as a "yes" or "no" vote.

SECTION 3 DIRECTORS

3.1 **Powers.** Except as provided under Section 2.3, all corporate powers shall be exercised by or under the authority of the board of directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

3.2 **Qualifications.** Directors must serve on the board of a member of the Association throughout the duration of their term, with the exception of the director serving as past president.

3.3 **Number.** The board of directors shall consist of not fewer than three nor more than 25 persons. The number of directors may be fixed or changed periodically, within the minimum and maximum, by the members.

3.4 **Term.** Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.

3.4.1 Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the board of directors.

3.4.2 Directors taking office on or after January 1, 2018, may serve five consecutive two-year terms and, if eligible, may rerun after a two-year hiatus.

3.4.3 If a director serving as immediate past president requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as immediate past president.

3.5 **Composition.** The board of directors will be comprised of up to 22 regionally elected directors and:

(a) Until June 30, 2027, ~~,~~ one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, and one designated director as defined in the bylaws of the Oregon Rural School Board Members Caucus.

(b) Effective July 1, 2027, ~~and~~ two designated directors from the Caucus Council appointed pursuant to the operating procedures of the Caucus Council. Directors designated by the Oregon School Board Members of Color Caucus and the Oregon Rural School Board Members Caucus as of June 30, 2027, shall continue as directors until the Caucus Council designates its first two directors pursuant to this paragraph or until December 31, 2027, whichever occurs first.

3.5.1 Regional Elected Directors. Each region, as described under Section 2.6.1, shall elect one director except as follows:

(a) Clackamas Region shall elect two directors;
(b) Marion Region shall elect two directors;
(c) Washington Region shall elect three directors; and
(d) Multnomah Region shall elect three directors.
(e) If the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

3.5.2 Regional Election.

(a) The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. The board of directors shall distribute notice

of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.

(b) Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted.

(c) Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes cast by the members within the region shall be elected.

(d) In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second regional ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

3.5.3 Caucus Council Representatives. In accordance with their ~~bylaws~~operating procedures, the ~~caucuses of OSBA shall~~ Caucus Council may appoint ~~a~~ up to two representatives of the Caucus Council to serve as a directors of the Association. The representatives must be an elected or appointed member of any public board of education in Oregon that is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus Council~~'~~ directors of the Association.

If the president or immediate past president of the board of directors is a representative director from ~~a caucus~~ the Caucus Council, then the ~~c~~Caucus Council shall elect an additional director to serve for the duration of the president and/or the immediate past president's term.

3.5.4 ~~Ex-Officio~~Advisors. The board of directors may designate ~~following individuals or their designee may serve as ex-officio,~~ nonvoting, advisors to the board of directors by resolution, for such purposes and such duration as is specified in the resolution.~~:~~

~~(a) Any director of the National School Boards Association elected from Oregon;~~
~~(b) The Executive Director of the Coalition of School Administrators;~~
~~(c) The Chair-Elect of the Oregon Association of Education Service Districts;~~
~~(f) The board president of the Oregon Community College Association;~~
~~(g) The chair of the State Board of Education; and~~
~~(h) Any other person that the board of directors may appoint.~~

~~Ex-officio a~~Advisors do not vote and do not attend executive sessions of the board of directors unless they hold a separate position that entitles them to attend executive session, or they are invited to attend by the board of directors.

~~Ex-officio a~~Advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.

3.6 **Vacancies.** In the event that any director position~~, other than the president or immediate past president serving as a second director for a region as set out in Section 3.5.1(e),~~ is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year. Notwithstanding the foregoing, a vacated director position will not be filled if it is an additional director position created pursuant to Section 3.5.1(e) and the president or immediate past president is no longer from the region or Caucus Council position to which the position is assigned.

~~If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board.~~

All appointed interim directors must run for regional election during the next election cycle following appointment in order to be eligible to continue service on the board of directors past December 31 of the election year. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term.

If there is a vacancy in an OSBA ~~c~~Caucus Council-designated director position, then the ~~c~~Caucus Council shall, as set forth in Section 3.5.3, appoint a new ~~caucus~~ representative to serve the remaining term.

3.7 **Resignation.** A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.

3.8 **Removal.** A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.

3.9 **Regular Meetings.** An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. All other meetings are special meetings.

3.10 **Special Meetings.** A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. All directors shall be officially notified of a special meeting by written notice delivered personally, by telephone, or electronic mail at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. No matter may be considered at a special meeting other than the matter(s) specified in the notice.

3.11 **Place of Meetings.** The board of directors may hold annual, regular, or special meetings at any location in the State of Oregon.

3.12 **Telephonic/Video Meetings.** The board of directors may conduct meetings ~~through the use of~~using any means of communication by which all persons participating may simultaneously hear each other during the meeting. A director participating in the meeting by this means is deemed to be present at the meeting.

3.13 **Notice of Meetings.** All directors shall be officially notified of a special meeting by written notice delivered ~~personally,~~ by ~~telephone or~~ electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice of meetings shall comply with all procedures and include any information as required by ORS Chapter 192.

3.14 **Waiver of Notice.** A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

3.15 **Quorum.** A quorum of the board of directors shall consist of a majority of the number of directors in office at the time the meeting begins.

3.16 **Voting.** If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.

3.17 **Presumption of Assent.** A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:

(a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
(b) The director's dissent from the action taken is entered in the minutes of the meeting.

3.18 **Compensation.** Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

3.19 **Director Conflict of Interest.** The Association shall maintain a Conflict of Interest policy, the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify the directors of the current Conflict of Interest policy.

SECTION 4 COMMITTEES AND CAUCUS~~ES~~ COUNCIL

4.1 Standing Committees. The board of directors shall maintain the standing committees described below:

4.1.1 Executive Committee. The executive committee shall consist of the five officers of the board of directors: the president as chair and as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee is delegated authority to act in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board of directors on a timeframe consistent with the seriousness and urgency of the matter and within two weeks if practicable. Additionally, executive committee actions will be reported at the next regular board meeting.

4.1.2 Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the President as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the Association secretary/treasurer and vice president, one trustee from the PACE board, one district business official, and one at-large board member. Additionally, the Caucus Council may recommend one Caucus Council member to serve on the Finance committee pursuant to its operating procedures.

The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term~~, with no term limits~~. The Caucus Council designee is recommended by the Caucus Council, appointed by the President, subject to the approval by the Board, and will serve a two-year term. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms.~~,~~ Finance committee members taking office prior to January 1, 2027, shall have ~~with~~ no term limits, and staggered start dates starting in January. Finance committee members taking office on or after January 1, 2027, may serve five consecutive two-year terms and, if eligible, may be re-appointed after a two-year hiatus.~~,~~ Finance committee members shall have ~~and~~ staggered start dates starting in January.

The finance committee shall operate within the corporation's investment guidelines and the Finance Committee Operating Guidelines.

4.1.3 Legislative Policy Committee. The board of directors shall maintain a Legislative Policy Committee ("LPC").

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4 and 2.5. The LPC also advises the OSBA E~~e~~xecutive D~~d~~irector and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors who choose to participate, the President as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the executive committee members, the regional representatives elected under the procedures defined in Section 4.1.3(c) - (e),

and ~~one~~ designated voting members as defined in the operating procedures ~~bylaws~~ of the ~~Oregon School Board Members of Color Caucus and one designated voting member as defined in the bylaws of the Oregon Rural School Board Members~~ Caucus Council pursuant to its operating procedures and this section 4.1.3(b). The board of directors will determine the number of members appointed by the Caucus Council. The Caucus Council appointees are recommended by the Caucus Council, appointed by the OSBA President, subject to the approval by the board of directors, and will serve two-year terms. ~~All committee members must be elected or appointed directors of a member as defined in Section 2.1.~~ The vice president of the board of directors shall chair the LPC.

(c) Qualifications. ~~LPC representatives must serve on the board of a member of the Association throughout the duration of their term.~~ All committee members must be elected or appointed directors of a member as defined in Section 2.1 for the duration of their service on the LPC.

(d) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. To nominate a candidate to the LPC, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion and the completed nomination form(s). Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. The nomination and election of the LPC representatives shall be in accordance with the elections calendar adopted by the board.

(e) Election. Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC candidate receiving a majority of the votes cast by the members within the region shall be elected. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1(e). Such elections shall be held using the procedures described in Section 3.5.2.

(f) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two years. Committee members may serve five consecutive two-year terms, and, if eligible, may be returned to the committee after a two-year hiatus.

~~(f)~~(g) Vacancies. In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region, they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

4.2 Other Board Committees. The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors, provided that no committee of the board of directors may:

(a) Authorize distributions, provided that this restriction does not apply to payment of value for property received or services performed or payment of benefits in furtherance of the Association's purposes;
(b) Approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets;
(c) Elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or
(d) Adopt, amend, or repeal the articles of incorporation or bylaws.

4.3 **Advisory Committees.** The board of directors may create one or more other committees. Members of these committees need not be members or directors, but at least one director shall serve on each such committee. These committees shall have no power to act on behalf of, or to exercise the authority of, the board of directors, but may make recommendations to the board of directors.

4.4 **Caucus Councile~~s~~.** The Caucus Councile~~s~~ shall exist to enhance the work of the Association by addressing the unique needs of ~~member districts~~ school board members.

4.4.1 The Caucus Councile~~s~~ shall clearly articulate the vision, mission, and goals of the ~~Caucus~~Council.
4.4.2 The Caucus Councile~~s~~ shall adopt operating procedures ~~bylaws~~ for operating, programming, and governing within the context of the Association bylaws described herein.
4.4.3 The Caucus Councile~~s~~ shall comply with Association policies and guidelines.
4.4.4 The Caucus Council shall consist of one representative from each caucus established by the OSBA Executive Director. The OSBA Executive Director will establish caucuses based on criteria established by the OSBA Executive Director in support of OSBA's vision, mission, and goals. Each established caucus may recommend one member to serve on the Caucus Council subject to approval of the OSBA board of directors.~~es shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1~~.
4.4.5 The Caucus Council budget shall be established by the board of directors.
4.4.6~~5~~ The Caucus Councile~~s~~ shall submit an end of fiscal year report to the board of directors that includes the following:

~~(a) The Caucus is meeting regularly;~~
(b) An accounting of the prior year's budget allocation;
(c) Identified officers and current ~~bylaws~~operating procedures;
(d) A summary of the Caucus Council's current goals, the prior year's Caucus Council activities that support those goals, and how the Caucus Council goals align with the mission, vision, and goals of OSBA.

The end of fiscal year report will be submitted to the board of directors at the first regularly scheduled board of directors meeting following the end of the fiscal year.

4.4.6 ~~The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.~~
~~4.4.7 The Oregon Rural School Board Members Caucus was established by a vote of the membership in 2023.~~ The Caucus Council was established by a vote of the membership in 2026, effective ~~and shall take effect on~~ July 1, 2027.

4.5 **Administration.** Each committee and the ~~c~~Caucus Council shall prepare minutes of each of its meetings, and such minutes shall be kept on file at the Association's principal office and made available on request to any member of the board of directors. Each committee and the C~~c~~aucus Council shall also report on its activities at the regular meetings of the board of directors. Each committee and the C~~c~~aucus Council shall comply with the public meetings laws requirements ~~under~~ of ORS Chapter 192.

SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

5.1 **Eligibility.** Effective January 1, 2026, to hold an officer position on the board of directors other than the immediate past president, candidates and officers must be a voting member of the OSBA Board of Directors.

5.2 **Appointment.** The board of directors shall elect officers by majority vote prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

5.3 **Designation.** The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

5.4 **Term of Office.** Officer terms are one calendar year. No officer, except the secretary-treasurer, shall serve two consecutive terms in the same office, unless the director completes the term of another officer who was unable to complete their term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms. If an officer's position on the board is up for reelection by their region or redesignation by the Caucus Council, the officer must be reelected by their region or redesignated by the Caucus Council to continue serving in their officer position unless the officer position is the immediate past president. ~~Caucus Council directors serving in officer positions must continue to be recommended by the Caucus Council in accordance with their operating procedures.~~

5.5 **Compensation.** Officers may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. Officers shall not otherwise be compensated for service in their capacity as officers.

5.6 **Removal and Resignation.** Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party under a contract of employment.

5.7 **Officers.** The officers of the Association are as follows:

5.7.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint any committee positions not otherwise designated in these bylaws or OSBA adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.

5.7.2 President-elect: In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.

5.7.3 Vice president: In the absence of the president-elect, the vice president shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.

5.7.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; shall receive, account for, and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are approved by the board of directors; and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the OSBA E~~e~~xecutive D~~d~~irector or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.

5.7.5 Immediate past president: The immediate past president shall advise and counsel other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.

SECTION 6 NONDISCRIMINATION

The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender identity, race, creed, marital status, sex, sexual orientation, religion, color, age, disability, or national origin.

SECTION 7 OSBA PROPERTY AND CASUALTY FOR EDUCATION TRUST

The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in the PACE Restated Trust Agreement. It is the policy of OSBA with respect to PACE trustees taking office on or after January 1, 2023, that such trustees will be appointed to no more than three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

SECTION 8 GENERAL PROVISIONS

8.1 Amendment of Bylaws.

8.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors.

8.1.2 The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws.

8.1.3 Action by Written Ballot: The Association will deliver a written ballot to every member entitled to vote on the matter. The ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a ballot may not be revoked.

8.1.4 Approval: Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds two-thirds majority of the number of the returned ballots.

8.1.5 Quorum: A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the Association.

8.1.6 Whenever an amendment or new bylaw is adopted, it shall be saved in electronic format in accordance with OSBA's record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

8.2 Inspection of Books and Records. All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.

8.3 Checks, Drafts, Etc. All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.

8.4 Deposits. All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies, or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.

8.5 Loans or Guarantees. The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation, or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.

8.6 Execution of Documents. The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power

or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

8.7 Insurance. The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.

8.8 Fiscal Year. The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.

8.9 Severability. A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

* * * * *

The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 15, 2024. The original bylaws were duly adopted by the Board of Directors of OSBA on September 15, 2017, and approved by the membership on December 15, 2017, then amended and adopted on December 14, 2018; December 15, 2023; December 15, 2024.

OSBA Model Sample Policy

Code: IKJ
Adopted:

Artificial Intelligence

{The purpose of this policy is to facilitate actions regarding artificial intelligence. Many OSBA members have developed statements, policies, or positions, or have responsible use agreement language that includes related content; this policy is not intended to replace that language.}

The Board believes that artificial intelligence (including generative artificial intelligence) is a useful tool. The Board also recognizes that generative artificial intelligence involves risk, including input and output bias, inaccuracies, and hallucinations. As such, it is critical that staff and student use is conducted responsibly.

Independent Student Use

Specific rules for the independent use of generative artificial intelligence for assigned student work may be developed by the teacher and communicated to students. Teachers should consider the following in establishing these rules:

1. Accessibility of programs and technology for all students outside of school;[1]

2. Student awareness of bias and inaccuracies and student ability to responsibly address those concerns; and

3. The teacher's ability to detect usage accurately and consistently.

Failure to follow these rules may result in incomplete credit or disciplinary action.

Student Use as Part of Class

Teachers may use generative artificial intelligence as part of instruction to further course objectives. Only applications approved by the district's IT Department will be allowed to be used as part of the class. All Terms of Use will be followed, along with any additional rules established by the IT Department or the teacher. Students are not allowed to share logins or passwords.

Staff Use

District staff are authorized to use generative artificial intelligence to perform various work functions. Staff are responsible for ensuring their use complies with all laws, including, but not limited to copyright and privacy laws.

Staff Professional Development

[1] For example, do all students have access to computers and internet away from school; does the age of the students affect their ability to access generative artificial intelligence?

The district will seek out professional development opportunities for staff to learn how to use generative artificial intelligence for various work functions.

FERPA and Confidentiality

All laws regarding student records, confidentiality, privacy, and student internet use will be followed at all times. District staff are prohibited from sharing personally identifiable information (PII)[2] with any generative artificial intelligence application.

Violations

Students and staff in violation of policy or related rules may be subject to discipline and may be referred to law enforcement.

END OF POLICY

Legal Reference(s):

ORS 332.107

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133.
Children's Internet Protection Act (CIPA), 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.
Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501–6505
Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. § 1232g; 34 C.F.R. § 99.
Protection of Pupil Rights, 20 U.S.C. § 1232h.

[2] See Board policy JOB – Personally Identifiable Information for additional information.

Fern Ridge School District 28J

Code: IKJ-AR
Adopted:

Artificial Intelligence

The Board recognizes the potential that Generative Artificial Intelligence (Generative AI) offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support a dynamic working and learning experience.

This policy addresses guidelines for the proper management and responsible use of Generative AI in the district's educational environment.

Authority

The Board directs that the use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression.

The availability of access to Generative AI tools and resources by students and staff does not imply endorsement by the district of the Generative AI tool or resource, nor does the district guarantee the accuracy of the information received from Generative AI tools or resources. The district shall not be responsible for any information that may be lost, damaged or unavailable when using a Generative AI tool or resource.

The district shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any Generative AI tool or resource. Nothing in this policy is intended to limit the district's obligations under applicable law or regulations.

The district shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.

The district computer network and student devices will only have access to approved Generative AI tools or resources that have a secured Digital Privacy Agreement (DPA) with the provider of the platform, tool or resources.

Definitions

AI literacy – the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.

Artificial Intelligence (AI) – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.

Generative Artificial Intelligence (Generative AI) – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data. Generative AI is the focus of this administrative rule.

Open-source model AI – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the district.

Delegation of Responsibility

The district shall make every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The effective integration of Generative AI into education requires a collaborative effort between administration, teachers, staff, students and families.

The district shall inform staff, students, parents and or guardians and other users about this policy by posting on the district website and by other efficient methods.

Generative AI tools and resources used in district schools and programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by the Director of Technology or designee.

Generative AI tools and resources may be used on district computers and in district schools and programs. Staff shall consult the district's list of authorized Generative AI tools and resources for students prior to implementation in the educational environment. Unauthorized Generative AI tools and resources may not adhere to required data privacy, monitoring and security standards.

The Director of Technology or designee shall be responsible for developing procedures to address student safety measures and to determine whether Generative AI tools and resources are being used for purposes prohibited by law, Board policy or for accessing sexually explicit materials.

The district solicitor, in coordination with the Director of Technology, shall evaluate new and existing vendor contracts, collective bargaining agreements and related agreements for impacts related to district use of Generative AI.

Guidelines for AI Literacy

Staff

The district will allow staff opportunities to explore Generative AI to discover lesson plan ideas, create templates or assessments and to generate ideas for the personalization of student learning. Generative AI tools and resources shall be used in accordance with applicable laws, regulations and this Board policy.

Students

The district encourages students to learn about the ethical use, capabilities, and limitations of Generative AI. It's important that students understand how to critically analyze content produced by Generative AI, cite Generative AI sources, and not disclose personally identifiable information when using an open-source Generative AI resource.

Ethical Considerations

The district shall prioritize the educational value in the use of Generative AI tools and resources and will

take measures to mitigate associated risks. The district shall only authorize Generative AI systems and platforms that adhere to district policy.

The district's technology protection measures shall be enforced during use of Generative AI on district computers and network resources.

The district shall provide additional training, when needed, and address accessibility needs to provide equitable access to Generative AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.

The district prohibits the use of Generative AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion or dismissal.

The district prohibits the use of Generative AI in making final determinations on student assessments and evaluations.

The district prohibits uploading any student information or data into a Generative AI resource.

Academic Integrity

The use of Generative AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of Generative AI in assignments and assessments.

Students and staff are expected to appropriately cite original sources for quotations, facts, information, statistics, dates or the paraphrased statements of others. A Generative AI resource shall be cited when the system's generated content is quoted, paraphrased or otherwise used in the student's work.

Copyright

Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.

AI-Generated Content Verification

Individuals using Generative AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. Generative AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Staff and students should critically evaluate content produced by Generative AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

Evaluation and Monitoring of Generative AI

The district shall establish processes for ongoing evaluation and monitoring of Generative AI tools and resources used within the district and on district computers and network resources, including periodic assessments of the impact on student learning.

Issues identified during the evaluation and monitoring process shall be reported to the Director of Technology or designee.

Consequences for Inappropriate Use

Failure to comply with this policy or district rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.

Students and staff must immediately report any violations or suspicious activity to the building principal or designee.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.

Illegal use of Generative AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

This policy shall also apply to student work and conduct that occurs off school property or during non-school hours to the same extent as provided in Board policy on student discipline.

Fern Ridge School District 28J

Gary E. Carpenter Jr.
Superintendent

88834 Territorial Road, Elmira, OR 97437
Phone: (541) 935-2253
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Classified/Confidential/Manager/Coach Employees
Resignations/New Hires/Transfers/Other Report

November 16, 2026

Resignations/Retirements

1. None at this time.

New Hires/Transfers

1. Hiring of Scott Ota, 3.75 Title Instructional Assistant at Elmira Elementary School, effective October 19, 2026.

Other

1. None at this time.

Coaches

1. Hiring of Michael Caley, JV Boys Basketball Coach at Elmira High School, effective November 16, 2026.

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