FRSD School Board Meeting

Monday, January 23, 2023 Doors open at 6:15pm
District Administration Office, 88834 Territorial Road, Elmira, Oregon 97437

1.	**Call to Order: Public - 6:30 p.m.**	
2.	**School Board Recognition**	**Presenter:** Superintendent Carpenter
3.	**Citizenship Award**	**Presenter:** Principal Rilke Klingsporn
4.	**Flag Salute led by Citizenship Award Winner**	
5.	**Public Comment: The Fern Ridge School Board encourages public input. A person wanting to provide public comment will need to complete and submit an Intent to Speak form to the Board secretary by 1:00 pm on the day of the board meeting.** **Public comment is limited to this place on the agenda not to exceed a total of 30 minutes for all commenters. A person giving public comment is limited to an established time limit of (3) three minutes. While speakers may, during public meetings, offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected with the school system.** **Please state your name and address. If speaking for an organization, state the name of the organization. The Board reserves the right to refer the matter to the administration.**	
6.	**Elmira High School Presentation**	**Presenter:** Principal, Rick Gardner
7.	**Monthly Items:**	
7.A.	Approval of Minutes - Board Action	
8.	**Business Office**	**Presenter:** Business Manager, Quanah Bennett
8.A.	Enrollment Report - Quanah Bennett, Business Manager	
8.B.	General Fund Revenue and Expenditure Report as of December 31, 2022.	
8.C.	Resolution #22-23/02: Establish the policies for fund balance, accept audit report for the fiscal year ended in June 30, 2022, and designate committed ending fund balances - Board Action Required	**Presenter:** Business Manager, Quanah Bennett
9.	**Reports:**	

9.A. Director of K-12 Programs Report

9.B. Superintendent's Report

10. **Discussion Items**

10.A. Second reading of proposed policy BC/BCA Student Representative to the Board - Board Action Required

11. **Personnel**

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

11.A.1. Retirement of Jeff Thiessen, 1.0 FTE Facilities and Maintenance Director, effective June 30, 2023.

11.A.2. Hiring of Arthur Franklin, Temporary 1.0 FTE Physical Education Teacher at Fern Ridge Middle School, effective January 9, 2023.

11.B. Non-Licensed Personnel Report

12. **Late Items/Closing Comments**

13. **Adjournment**

14. **Upcoming Dates:**

District-Wide
January 26: End of Quarter 2/Semester 1
January 27: Teacher Workday
Elmira Elementary
February 2: CATCH Day
Veneta Elementary
February 9: Wildlife Safari Assembly
Fern Ridge Middle School
February 1: 7th & 8th Grade Boys Basketball vs. Eugene Christian
Elmira High School
January 26: Final Exams
January 27: Boys & Girls Basketball vs. Harrisburg
January 27-28: Wrestling @ League Duals in Harrisburg
February 3: Boys & Girls Basketball vs. Pleasant Hill
February 3-4: Wrestling @ District Qualifier

FERN RIDGE SCHOOL DISTRICT 28J
ENROLLMENT REPORT

January 1, 2023

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL	Avg. Class Size
EES Teacher 1	14													14	
EES Teacher 2	16													16	
EES Teacher 3		19												19	
EES Teacher 4		20												20	
EES Teacher 5		22												22	
EES Teacher 6			20											20	
EES Teacher 7			22											22	
EES Teacher 8				27										27	
EES Teacher 9				28										28	
EES Teacher 10					16	13								29	
EES Teacher 11					30									30	
EES Teacher 12						29								29	
Elmira Elementary	**30**	**61**	**42**	**55**	**46**	**42**								**276**	**23.00**
VES Teacher 1	21													21	
VES Teacher 2	21													21	
VES Teacher 3	20													20	
VES Teacher 4		18												18	
VES Teacher 5		21												21	
VES Teacher 6		12	11											23	
VES Teacher 7			23											23	
VES Teacher 8			24											24	
VES Teacher 9				29										29	
VES Teacher 10				28										28	
VES Teacher 11					31									31	
VES Teacher 12					30									30	
VES Teacher 13						31								31	
VES Teacher 14						28								28	
Veneta Elementary	**62**	**51**	**58**	**57**	**61**	**59**								**348**	**24.86**
Total Elementary	**92**	**112**	**100**	**112**	**107**	**101**								**624**	
Fern Ridge Middle School							**93**	**84**	**96**					**273**	
FRMS Options									**5**					**5**	
Elmira High School										**107**	**91**	**85**	**78**	**361**	
EHS Options										**3**	**9**	**19**	**8**	**39**	
EE Bridges (K-2)	**3**	**2**	**3**											**8**	
EE Bridges (3-5)					**4**	**1**								**5**	
VES (Structured Learning)				**1**	**1**	**2**								**4**	
Home Tutor					**1**									**1**	
FRMS Bridges (6-8)							**3**	**2**	**2**					**7**	
Total In-District Enrollment	**95**	**114**	**103**	**113**	**112**	**104**	**96**	**86**	**103**	**110**	**100**	**104**	**86**	**1,327**	
														Change from Adopted Budget (based on ADMr of 1340)	***(13)***
Out of District Placements	**3**	**2**	**1**		**1**		**2**	**2**		**3**	**3**	**2**	**4**	**23**	
														Change from Adopted Budget (based on ADMr of 16)	***7***
Total WLTLC Charter School										**12**	**12**	**24**	**27**	**75**	
FRSD Attending WLTLC										***9***	***9***	***8***	***15***	***41***	
														Change from Adopted Budget (based on ADMr of 63)	**12**
Total District/ Out of District /Charter School Enrollment														**1,425**	
														Change from Adopted Budget (based on ADMr of 1419)	**6**

FERN RIDGE SCHOOL DISTRICT 28J

General Fund Revenue and Expenditures

December 31, 2022	ADOPTED 22-23 BUDGET	2022-2023 JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL YTD	REMAINING BALANCE
Beginning Fund Balance	3,263,059	-	-					-	3,263,059
OPERATING REVENUE:									
PROPERTY TAXES	5,103,445	9,210	19,284	13,550	21,864	3,294,509	1,502,106	4,860,523	242,922
COUNTY SCHOOL FUNDS	53,000	-	-	-	-	-	-	-	53,000
COMMON SCHOOL FUND	172,885	-	-	-	-	-	-	-	172,885
STATE MANAGED COUNTY TIMBER	-	-	-	298,145	-	-	-	298,145	(298,145)
FEDERAL FOREST FEES	57,350	-	-	-	-	-	-	-	57,350
OTHER REVENUES	392,033	15,976	24,815	27,543	40,480	34,577	135,372	278,763	113,270
STATE SCHOOL FUND	10,780,665	1,872,377	921,030	883,095	899,557	901,235	896,297	6,373,591	4,407,074
OTHER RESTRICTED GRANTS	-	-	-	-	-	-		-	-
RESTRICTED FR FED/GOV ST	-	-	-	-	-	-	-	-	-
INTERUND TRANSFERS	-	-	-	-	-	-	-	-	-
SALE OF FIXED ASSETS	-	-	-	-	-	-	-	-	-
TOTAL OPERATING REVENUE	**16,559,378**	**1,897,563**	**965,129**	**1,222,333**	**961,901**	**4,230,322**	**2,533,775**	**11,811,022**	**4,748,356**
								71%	
TOTAL BUDGETED REVENUE (INCLUDES BEGINNING FUND BALANCE)	***19,822,437***							***11,811,022***	
OPERATING EXPENDITURES:									
SALARIES	7,582,257	137,112	169,251	582,708	588,737	603,832	601,035	2,682,675	4,899,582
BENEFITS	5,752,135	93,606	115,022	448,661	435,357	431,335	426,363	1,950,344	3,801,791
PURCHASED SERVICES	2,937,935	40,942	71,885	119,500	194,895	431,826	121,849	980,897	1,957,038
SUPPLIES & MATERIALS	319,661	11,539	53,369	29,507	14,754	28,892	11,931	149,992	169,669
CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-
OTHER	235,810	13,302	200,497	2,987	2,234	1,316	332	220,667	15,143
TOTAL OPERATING EXPENDITURES	**16,827,798**	**296,501**	**610,025**	**1,183,363**	**1,235,977**	**1,497,200**	**1,161,510**	**5,984,575**	**10,843,223**
								36%	
NON-OPERATING EXENDITURES									
INTERFUND TRANSFERS	1,488,500	-	-	-	-	-	1,480,000	1,480,000	8,500
CONTINGENCY	1,506,139	-	-	-	-	-	-	-	1,506,139
TOTAL NON-OPERATING EXPENDITURES	**2,994,639**	**-**	**-**	**-**	**-**	**-**	**1,480,000**	**1,480,000**	**1,514,639**
TOTAL BUDGETED EXPENDITURES	***19,822,437***							***7,464,575***	

FERN RIDGE SCHOOL DISTRICT 28J
RESOLUTION NO. 22-23/02

ESTABLISH POLICIES FOR FUND BALANCE
ACCEPT AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2022
DESIGNATE COMMITTED ENDING FUND BALANCES

WHEREAS, the Government Accounting and Standards Board (GASB) issued Statement No. 54 effective for the fiscal year ending June 30, 2011 requiring fund balances to be reported in classifications that "comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent."

WHEREAS, the ending balance for all funds must be designated per the following categories set forth by GASB 54:

- **Nonspendable Fund Balance** – funds which cannot be spent
- **Restricted Fund Balance** – funds subject to externally enforceable legal restrictions (imposed by creditors, grantors, contributors, governmental regulations, etc.)
- **Committed Fund Balance** – funds constrained by limitations that a government imposes upon itself
- **Assigned Fund Balance** – funds intended for use as established by the governing body itself, or by an official or officers to which authority is delegated by the governing body
- **Unassigned Fund Balance** – funds available for any purpose

WHEREAS, the District will comply with GASB 54 to protect the District from unnecessary borrowing in order to meet cash-flow needs, provide prudent reserves to meet unexpected emergencies and protect against catastrophic events, and to meet the uncertainties of state and federal funding.

WHEREAS, per Board Policy DA, the District has established a targeted minimum for the General Fund Ending Fund balance of 5% of annual operating revenues.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF FERN RIDGE SCHOOL DISTRICT 28J HEREBY RESOLVES:

1. The Board accepts the audit for the fiscal year ended June 30, 2022 as submitted by the firm of Pauly, Rogers, and Co., P.C.

2. Authority to classify portions of unassigned fund balance as assigned is hereby granted to the Superintendent and the Business Manager.

3. For purposes for fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

4. The Board makes the following designations of 2021-2022 ending fund balances and revenues for specific uses in 2022-2023:

Committed Fund Balances

• Outdoor School Fund *(funds are committed to support the outdoor school program)*	$7,360
• EHS Athletics Fund *(funds are committed to support EHS athletics programs)*	$82,393
• Technology Reserve Fund *(funds are committed for technology upgrades and improvements)*	$557,918
• Maintenance Reserve Fund *(funds are committed for capital improvements)*	$1,468,353
• District Retirement Fund *(funds are committed for costs associated with early retirement program)*	$1,577,363
• Wellness Fund *(funds are committed for costs associated with early retirement program)*	$25,231
• Genyouth Grant *(funds are committed for costs associated with the food service program)*	$2,207
• FEMA *(funds are committed for costs associated with FEMA reimbursement)*	$3,336
• Debt Service Fund *(funds are committed for debt service on pension obligation bonds)*	$68
Total Committed Fund Balance	**$3,724,229**

ADOPTED by the Board of Directors of Fern Ridge School District 28J this 23rd, day of January, 2023 by a vote of _____ for and _____ against.

ATTEST:

_____
Mark Boren, Chairperson
Board of Directors

_____
Gary Carpenter , Superintendent

Fern Ridge School District 28J

Code: **BC/BCA S1**

Student Representative to the Board

The Board believes that engaging the student body and seeking its input and feedback regarding the district's educational programs and activities are vital to achieving the district's mission of educating district students. To enhance communication between the Board and the student body and to encourage student involvement in district affairs, the Board shall include two student Board members. Student representatives will be nominated by high school staff in May of each year, and the EHS Principal will be charged with recruiting and securing the commitment of two students to serve in this volunteer role. It is preferred that the students selected represent different demographics and communities within EHS.

The term of a student Board member shall be one year, commencing on July 1 of each year. A student Board member shall have the right to attend all Board meetings except closed (executive) sessions.

The student representatives shall receive notice of meetings, the agenda and the appropriate agenda materials; be provided a place at the Board table; and shall have the same privileges of discussion as apply to Board members. The student representatives shall not be a voting member of the Board.

The student representatives shall be installed on the Board through the following Oath of Office:

> "I _____, will support the Constitution and the laws of the United States, the state of Oregon and the laws thereof, and the policies of the Fern Ridge School District, and will discharge the duties of Student Representative to the Fern Ridge School Board to the best of my ability."

Student Board member shall be entitled to be reimbursed for mileage to the same extent as other members of the Board.

Student Board Member Development

As necessary, the superintendent or designee may, at the district's expense, provide learning opportunities to student Board members, through trainings, workshops and conferences, to enhance their knowledge, understanding and performance of their Board responsibilities.

The superintendent or designee may periodically provide an orientation for student Board members to give them an understanding of the responsibilities and expectations of Board service.

Student Board Member Election/Selection

The student Board members shall be appointed by the Principal of Elmira High School, after securing nominations form building staff. The student Board members must be a senior by the year they are to fill this role and must meet the requirements of those running for student body president.

Removal and/or Vacancy

The student Board members may be removed from their volunteer position upon request of the Board or for conduct deemed inappropriate or in violation of school conduct codes or any Constitutional Amendment, statute, law or by-law of the Associated Student Body.

If, for any reason, a student Board member position becomes vacant before December 1, another student Board member shall be recruited and appointed to take office at the beginning of the second semester. If the vacancy occurs after December 1, the student body president shall act as student Board member for the remaining term of office with the approval of the principal.

Board Materials/Information

The superintendent or designee's office shall provide the student Board members with full and complete agendas and copies of any materials received by the Board except those materials deemed confidential by the Board and/or the Superintendent.

Student Board Member Preparation

The student Board members elect shall be coached by the principal and/or Board Chair on Board procedures and parliamentary procedure before taking office July 1. The principal and/or Board Chair shall serve as a mentor for the student Board members in acquiring the student body's opinion on issues, presenting information and assisting the student Board member in fulfilling their duties.

Student Board Member Expectations

The student Board members are expected to attend all regularly scheduled meetings of the Board. The student Board members shall prepare a report and present to the Board, regarding what is happening around the district and any upcoming events. This report will be submitted to the Board secretary at least one week prior to the next regularly scheduled meeting. The student Board members may be asked questions by the Board or Superintendent that requires research and report at the next regular meeting. The student Board members may attend any other meetings of the Board such as: Board retreat, budget meetings, etc. If a student Board member is unable to attend due to a school related activity, they must make arraignments to view the recorded version of the meeting prior to the next regular meeting. Prior to the May regular meeting, the student Board members must present to the Board a written summation of their experience on the board. Said summation must be at least 500 words and hand written.

Student Board Member Scholarship

At the completion of their full term of office, each student Board member will be provided a $500 academic scholarship to the school of their choice, subject to approval of the Board chair and the superintendent.

END OF POLICY

Legal Reference(s):

ORS 332.107

Fern Ridge School District 28J

Gary E. Carpenter Jr.
Superintendent

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

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

January 16, 2023

Resignations/Retirements

1. Resignation of Stephanie Hackett, 6.50 Special Education Instructional Assistant at Elmira High School, effective January 16, 2023.
2. Retirement of Robin Vincent, 8 hour Youth in Transition Specialist at Elmira High School, effective June 30, 2023.

New Hires/Transfers

1. Hiring of Jose Gonzalez, 1.0 FTE Custodian, effective December 5, 2022.
2. Hiring of Makaila Cravenho, 6.50 Special Education Instructional Assistant at Elmira High School, effective January 3, 2023.
3. Hiring of Nana David, Temporary 1.0 FTE Custodian, effective January 9, 2023 to June 30, 2024.
4. Hiring of Samantha Yliz, 7.50 Instructional Behavior Assistant at Fern Ridge Middle School, effective January 9, 2023.

Other

1. None at this time.

Coaches

1. Hiring of Mandy Storey, Head Cheer Coach at Elmira High School, effective January 3, 2023.
2. Resignation of Emilee Brink, JV Volleyball Coach at Elmira High School, effective January 11, 2023.

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