

# Fern Ridge School District Board of Directors

Monday, November 18, 2024 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:** Olivia Johnson

## 3. Flag Salute led by Citizenship Award Winner

## 4. Public Comment: None at this time.

## 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:** JT Myers and Fern Valle Arvizu

### 7.B. Fern Ridge Education Association

**Presenter:** Jennifer Snider-Prutzman

### 7.C. Director of K-12 Programs

**Presenter:** Michelle Marshall

### 7.C.1. Longitudinal Performance Growth Targets - LPGT

7.C.2. Spotlight on Data Assessment

7.D. Superintendent's Report

**8. Discussion Items**

8.A. Budget Committee Selection - Board Action

8.B. OSBA Resolution 1 - Adopts the proposed Resolution to Amend the OSBA Dues Schedule- Board Action Required

8.C. OSBA Resolution 2 - Adopts the proposed Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors - Board Action Required

8.D. OSBA Resolution 3 - Adopts the proposed Resolution to Amend the OSBA 2023 Bylaws- Board Action Required

8.E. Gary & Sue Christian Award in Science (in honor of EHS teacher Harald S. Platou) - Donation to the EHS Science Scholarship

8.F. OSBA Conference Report

8.G. Fern Ridge School District/Crow School District Girls Wrestling Co-Op - Board Action Required

8.H. Fern Ridge School District/Marist School District Swim Co-Op - Board Action Required

8.I. Surplus Property-Football Storage Semi Trailer - Board Action

8.J. Authority to Negotiate Purchase of Property - Board Action

8.K. First Reading of Proposed Policy Updates

**9. Personnel**

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

9.A.1. None at this time

9.B. Non-Licensed Personnel Report

**10. Late Items/Closing Comments/Board Community Involvement**

**11. Upcoming Events**

**Elmira Elementary:**

**November 19: PTA 6pm**

**November 23-24: PTA Holiday Bazaar & Santa Photos**

**November 25: Conferences 8-8pm**

**November 26: Conferences 8-12pm**

**November 25-29: No School**

**December 10: Family Bingo Night 5pm**

**Veneta Elementary:**

**November 21-26 Book Fair**

**November 25: Conferences 8-8pm**

**November 26: Conferences 8-12pm**

November 25-29: No School  
December 5: Tree Lighting 6pm  
December 10: PALS Meeting 5pm

**Fern Ridge Middle:**

November 20: 8th Grade Girls Basketball 4:30pm  
November 27-29: Thanksgiving Break  
December 2: 7th Grade Girls Basketball 4:30pm  
December 3: Winter Concert  
December 4: 7th Grade Girls Basketball 4:30pm  
December 9: 8th Grade Girls Basketball 4:30pm  
December 11: 7th Grade Girls Basketball 4:30pm

**Elmira High:**

November 27-29: Thanksgiving Break

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

13. Adjournment



**FERN RIDGE SCHOOL DISTRICT 28J**  
School Board Meeting Minutes

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**WORK SESSION of the FERN RIDGE SCHOOL BOARD**

**October 21, 2024**

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

**CALL TO ORDER (Agenda Item 1):** The work session of the Fern Ridge School Board was called to order by Chair Graham-Adams at 5:31pm.

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

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**WHAT CHECK-INS FOR THE SUPERINTENDENT'S EVALUATION PROCESS SHOULD LOOK LIKE: (Agenda Item 2):** There was a time of discussion by the board, Superintendent Carpenter and Kristin Miles on the process and schedule for the check-in meetings before the evaluation. There will be two meetings; an executive session in November and another in February at the end of the regular meetings. The Superintendent Evaluation will be in April. In 2-3 weeks, Superintendent Carpenter will send a document that outlines 2 goals with tasks for the board to review.

**COMMUNICATION STYLES: (Agenda Item 3):** There was a time of discussion from the board sharing their reflections after reading the first two chapters of *Crucial Conversations*.

**3. A. Do an Exercise:** Kristin Miles lead a presentation on the components of conversations.

**INTRODUCTION TO CRUCIAL CONVERSATIONS: (Agenda Item 4):** Kristin Miles broke down the components of each person's responsibilities in a conversation.

**4. A. Chapters 1 and 2:** Kristin Miles continued a presentation on the components of conversations and how it applies to Board function.

**HOW THIS TRANSLATES TO BOARD WORK: (Agenda Item 5):** Kristin Miles assigned “homework” for each Board member to complete before the December Work Session.

Read Chapters 3 & 4 and take the *Style Under Stress* test from chapter 4.

Bring your answers to the next work session.

- Think and share: What has been your most positive team experience (of your whole life)? And why?
- What is the best thing about being on our board?
- What's the most challenging thing about being on our board?
- What is a goal we are all working toward?
- How does our communication speed or slow our process?

**ADJOURNMENT (Agenda Item 6):** The work session was adjourned at 6:23 pm.

Attest: \_\_\_\_\_  
School Board Representative

\_\_\_\_\_  
Gary E. Carpenter, Jr., Superintendent



**FERN RIDGE SCHOOL DISTRICT 28J**  
School Board Meeting Minutes

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**REGULAR MEETING of the FERN RIDGE SCHOOL BOARD**

**October 21, 2024**

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

**CALL TO ORDER (Agenda Item 1):** The regular meeting was called to order at 6:29 pm.

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

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

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**CITIZENSHIP AWARD (Agenda Item 2):** The October Citizenship Award was presented to Veneta Elementary School student Kara Cutsforth.

**FLAG SALUTE (Agenda Item 3):** Veneta Elementary School Student Kara Cutsforth led the flag salute.

**MEET ELMIRA HIGH SCHOOL EXCHANGE STUDENTS (Agenda Item 4):** Principal Cydney Vandercar and host Tressa Miller read the names of the exchange students. None were in attendance. They were invited by the board to come any time.

**STUDENT REPRESENTATIVES TO THE BOARD OATH OF OFFICE (Agenda Item 5):** Fern Valle-Arvizu and JT Meyers read aloud and signed their oath of office.

**PUBLIC COMMENT (Agenda Item 6):** The Fern Ridge School Board encourages public input. A person wanting to provide public comment will need to complete and submit an Intent to Speak form to the Board secretary by 1:00 pm on the day of the board meeting.

Public comment is limited to this place on the agenda not to exceed a total of 30 minutes for all commenters. A person giving public comment is limited to an established time limit of (3) three minutes. While speakers may, during public meetings, offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected with the school system.

- Community member Jason Alansky read his response to inclusion in the Moms for Liberty Title IX lawsuit.
- Community member Jolene Dugan presented her support for LGBTQ+ students and following anti-discrimination policies.

### **MONTHLY ITEMS (Agenda Item 7):**

**7. A. Approval of Minutes:** The minutes from the regular meeting on September 16, 2024, were presented for approval.

Director McCann moved to approve the minutes from the regular session September 16, 2024, seconded by Director Pizzola. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

### **BUSINESS OFFICE (Agenda Item 8):**

**8. A. Enrollment Report:** Business Manager Quanah Bennett reviewed the enrollment report as of October 1, 2024. District Enrollment is 1290, which is six over our budgeted enrollment, elementary is up by 2, the middle school is up by 23, and the high school is down by 19. There are nine more out of district placements than what was projected in the budget. Both Elementary schools are sitting at average class size numbers, which is 23, with Elmira at 22.64 and Veneta at 23.64.

Director McCann asked about students coming in and going out of the district and those numbers.

**8. B. General Fund Revenue and Expenditure Report:** Business Manager Quanah Bennett reviewed the general fund revenue and expenditure report as of September 30, 2024 with the amended details of revenues. The district has received 23% of our operating revenue, this time last year was 27% because we had received our state timber payment which the district has not received yet. The district's operating expenditures are at 13%, the same as last year at this time. Director Larson asked for clarification that the Federal Forest fees are deducted from the State School Fund.

Director Larson moved to approve the financial report for September 30, 2024, seconded by Director Pizzola. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

**8. C. Proposed 2025-2026 Budget Calendar:** Business Manager Quannah Bennett reviewed the proposed Budget Calendar document.

Director Boren moved to approve the 2025-2026 Budget Calendar as presented, seconded by Director McCann. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

## **REPORTS (Agenda Item 9):**

**9. A. Student Representatives:** Student representatives JT Meyers and Fern Valle-Arvizu reported on the happenings of Homecoming week, assembly, parade, Homecoming royalty and dance. There was a record attendance since Covid for the dance. Football is on a 3-week winning streak. Cross Country boys won the 3x3000 relay last week. National Honor Society held a successful blood drive with 23 donations. Juniors and Seniors went to the University of Oregon for a college fair. Universities have been holding meetings at Elmira High; October 3 was University of Oregon, October 17 was Oregon State University, and October 21 was Western Oregon University. Leadership is getting on track with two official meetings a week. Each class is giving a report. State testing will be held October 30. Fall sports are closing with each sport having a senior night. National Honors Society will start the annual Adopt a Family fundraiser. The Powderpuff game will be on November 15.

**9. B. Fern Ridge Education Association:** FREA President Jennifer Prutzman presented slides as per the Board request for information at the school level.

**9. C. Director of K-12 Programs:** Director Michelle Marshall presented the Student Investment Account Report and the Early Literacy Report slides to the board.

**9. C.1 Student Investment Account (SIA) Annual Report:** Director Michelle Marshall presented the 23-24 SIA Annual Report to the board. She gave a reminder on the reporting requirements and the progress the district has made toward the two narrative questions. Director Marshall gave examples of what the district does to support the answers stated in the report.

Director McCann asked Director Marshall to explain what an affinity group is and to explain the example given.

**9. C.2 Spotlight on Literacy:** Director Michelle Marshall presented the Early Literacy Report. She gave a summative presentation of the K-5, 6-8, and 9-12 literacy programs to the board.

## **9. D. Superintendent's Report**

- Superintendent Carpenter discussed that we have been working on a new recording device for board meetings, and hopefully, we will have the new system in place by the November meeting.
- He gave a summary of the Bond Committees and meetings that have already been held and will be held. The Bond Oversight Committee has met once so far, the High School Track Complex planning group has met once, and an Architect drawing review meeting

was held today. The Veneta planning group met last week. Tomorrow is the meeting with the architects working inside the school buildings.

- Superintendent Carpenter spoke about the future of the elementary buildings transitioning to adjust for grade population differences between Veneta and Elmira.

Director McCann asked Superintendent Carpenter about the design phase for the restrooms at Veneta Elementary. There was a time of discussion about what the design specifics were for those bathroom updates.

## **DISCUSSION ITEMS (Agenda Item 10):**

**10. A. Division 22 Standards:** Superintendent Carpenter presented the Report on Compliance with Public School Standards for the 2023-24 School Year. He explained the two areas that needed to be addressed for compliance and how all items are now in compliance moving forward.

- 581-022-2115 Assessment of Essential Skills: Diploma Requirements
- 581-022-2220 Health Services

Student Representative Myers asked a question about the requirements for work samples in regard to seniors graduating. There was a time of discussion around it not being a requirement to graduate.

**10. B. Receive Budget Committee Applications:** All budget committee applications were given to each board member for review.

Director McCann asked what the process for voting will look like. There was a time of discussion around the voting process. List all that are eligible in alphabetical order, nominate five by making a motion and a second.

**10. C. Transit Dollar Request Form:** Superintendent Carpenter explained the purpose of the form.

Director Boren moved to accept the transit dollar request for fiscal year 2025-26 to not exceed 50%, seconded by Director Pizzola. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

**10. D. Second Reading of Proposed Policy Updates:** A second reading was held on the following proposed policy updates:

JECB Admission of Nonresident Students, EBBB Injury or Illness Reports, AC Nondiscrimination.

Director Boren moved to accept the board policy updates that have been presented for a second reading, seconded by Director Larson. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

**10. E. First Reading of Proposed Policy Updates:** A first reading was held on the following

proposed administrative rule and policy updates:

BDDH R D1 Public Comment at Board Meetings, JECB R5(2) G1 Request for Interdistrict Transfer Out of Resident District.

**10. F. Oregon School Board Association Legislative Roadshow:** Director Boren and Superintendent Carpenter reported on some Oregon School Board Association legislative updates.

Director McCann asked how long the OSBA has been in business and how long we have been using their services. Superintendent Carpenter is going to look up those answers and get them to Director McCann later this week. There was a time of discussion around OSBA and its services and that there is no other organization that offers the same services and its status as a non-profit.

**PERSONNEL (Agenda Item 11):**

**11. A. Licensed Employees Resignations/New hires/Transfers/Other:**

**11. A.1** None at this time.

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

Resignations/Retirements

- Resignation of Randall Fox, 1.0 FTE Custodian, effective October 7, 2024.

New Hires/Transfers

- None at this time.

Other

- None at this time.

Coaches

- None at this time.

**LATE ITEMS/CLOSING COMMENTS/BOARD COMMUNITY INVOLVEMENT (Agenda Item 12):**

**12. A.** Director McCann spoke with the board about the different events she had attended.

**UPCOMING EVENTS (Agenda Item 13):**

**13. A. Upcoming Events:**

Elmira Elementary:

October 22: Family Literacy Night 5:30-7pm

October 31: Harvest Carnival 5-7pm

November 15: PTA Fun Friday

November 19: PTA 6pm

Veneta Elementary:

October 23: Family Literacy Night 5:30-7pm  
October 25: PALS Pumpkin Patch  
November 12: PALS Meeting 5:30pm

Fern Ridge Middle:  
October 17 & 18: Parent/Teacher Conferences  
October 24: 7th/8th Grade Football 6pm  
October 25: All Things Fall Dance 6:30-8pm

Elmira High:  
October 21: Soccer (both teams) Senior night  
October 30: National Testing of all grades

**EXECUTIVE SESSION (Agenda Item 14):**

Executive Session under ORS 192.660(1)(b): to review and evaluate the performance, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, unless the person whose performance is being reviewed and evaluated requests an open hearing.

**COMPLAINT APPEAL TO BOARD (Agenda Item 15):**

Director McCann moved to get more information on this; the motion failed due to no second.

Director Boren moved to not ask for more information that we do not do anything beyond the superintendent's decision, seconded by Director Larson. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, voting yes and Pizzola, and McCann voting no. 3-2.

**ADJOURNMENT (Agenda Item 16):** Chair Graham-Adams adjourned the meeting at 9:04 pm.

Attest: \_\_\_\_\_  
School Board Representative

\_\_\_\_\_  
Gary E. Carpenter, Jr., Superintendent



**FERN RIDGE SCHOOL DISTRICT 28J**  
**ENROLLMENT REPORT**

November 1, 2024

Avg.  
Class  
Size

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
EES Teacher 1	16													16
EES Teacher 2	16													16
EES Teacher 3		17												17
EES Teacher 4		16												16
EES Teacher 5			31											31
EES Teacher 6				30										30
EES Teacher 7				30										30
EES Teacher 8					21									21
EES Teacher 9					22									22
EES Teacher 10						26								26
EES Teacher 11						26								26
<b>Elmira Elementary</b>	<b>32</b>	<b>33</b>	<b>31</b>	<b>60</b>	<b>43</b>	<b>52</b>								<b>251</b>
VES Teacher 1	18													18
VES Teacher 2	20													20
VES Teacher 3	19													19
VES Teacher 4		24												24
VES Teacher 5		23												23
VES Teacher 6			24											24
VES Teacher 7			22											22
VES Teacher 8			22											22
VES Teacher 9				27										27
VES Teacher 10				26										26
VES Teacher 11					29									29
VES Teacher 12					29									29
VES Teacher 13						24								24
VES Teacher 14						24								24
<b>Veneta Elementary</b>	<b>57</b>	<b>47</b>	<b>68</b>	<b>53</b>	<b>58</b>	<b>48</b>								<b>331</b>
<b>Total Elementary</b>	<b>89</b>	<b>80</b>	<b>99</b>	<b>113</b>	<b>101</b>	<b>100</b>								<b>582</b>
<b>Fern Ridge Middle School</b>							104	107	95					306
<b>FRMS Options</b>							2		3					5
<b>Elmira High School</b>										84	100	92	78	354
<b>EHS Options</b>												6	17	23
<b>EE Bridges (K-2)</b>	3		4											7
<b>EE Bridges (3-5)</b>				2	1	2								5
<b>VES (Structured Learning)</b>	1	1	1	2	1	2								8
<b>Home Tutor</b>														-
<b>FRMS Bridges (6-8)</b>							2	3	3					8
<b>Total In-District Enrollment</b>	<b>93</b>	<b>81</b>	<b>104</b>	<b>117</b>	<b>103</b>	<b>104</b>	<b>108</b>	<b>110</b>	<b>101</b>	<b>84</b>	<b>100</b>	<b>98</b>	<b>95</b>	<b>1,298</b>
<i>Change from Adopted Budget (based on ADMr of 1,284)</i>														<b>14</b>
<b>Out of District Placements</b>	-	2	3		2	1	3	1	2	2	1	3	6	26
<i>Change from Adopted Budget (based on ADMr of 18)</i>														<b>8</b>
<b>Total WLTL Charter School</b>										11	18	25	36	90
<b>FRSD Attending WLTL</b>										8	10	13	17	48
<i>Change from Adopted Budget (based on ADMr of 65)</i>														<b>25</b>
<b>Total District/ Out of District /Charter School Enrollment</b>														<b>1,414</b>
<i>Change from Adopted Budget (based on ADMr of 1,367)</i>														<b>47</b>

22.82

23.64

**FR FERN RIDGE SCHOOL DISTRICT 28J**

General Fund Revenue and Expenditures

October 31, 2024	ADOPTED 24-25 BUDGET	2024-2025				TOTAL YTD	REMAINING BALANCE
		JULY	AUG	SEPT	OCT		
Beginning Fund Balance	3,527,994	-	-	-	-	-	3,527,994
<b>OPERATING REVENUE:</b>							
PROPERTY TAXES	5,562,447	7,802	13,870	10,581	6,118	38,371	5,524,076
TRANSPORTATION FEES	2,100	-	-	-	-	-	2,100
EARNINGS ON INVESTMENTS	250,000	37,683	34,880	32,691	29,232	134,485	
EXTRACURRICULAR ACTIVITIES	4,626	-	-	-	-	-	
RENTALS/DONATIONS/LEASES / PY REV / GRANT FEES / MISC	161,445	4,491	24,688	7,378	19,758	56,316	
COUNTY SCHOOL FUND / ESD	159,158	-	-	-	-	-	159,158
OTHER INTERMEDIATE SOURCES	5,500	-	7	1,853	-	1,860	
STATE SCHOOL FUND	11,880,479	2,056,928	999,784	962,504	981,199	5,000,416	6,880,063
COMMON SCHOOL FUND	210,000	-	-	-	-	-	210,000
STATE MANAGED COUNTY TIMBER	-	-	-	-	-	-	-
RESTRICTED GRANTS-IN-AID	-	-	-	-	-	-	-
RESTRICTED FR FED/GOV ST	-	-	-	-	-	-	-
FEDERAL FOREST FEES	58,620	-	-	-	-	-	58,620
SALE OF FIXED ASSETS	-	-	550	(300)	-	250	(250)
<b>TOTAL OPERATING REVENUE</b>	<b>18,294,375</b>	<b>2,106,904</b>	<b>1,073,778</b>	<b>1,014,708</b>	<b>1,036,307</b>	<b>5,231,698</b>	<b>13,062,677</b>

**29%**

**TOTAL BUDGETED REVENUE (INCLUDES BEGINNING FUND BALANCE)**      **21,822,369**      **5,231,698**      **(2,051,015)**

<b>OPERATING EXPENDITURES:</b>							
SALARIES	8,286,866	160,615	188,940	663,813	666,590	1,679,958	6,606,908
BENEFITS	6,214,859	98,375	124,819	480,305	453,348	1,156,847	5,058,012
PURCHASED SERVICES	3,875,536	89,684	89,787	148,449	372,884	700,803	3,174,733
SUPPLIES & MATERIALS	472,048	33,620	28,968	50,904	20,318	133,811	338,237
CAPITAL OUTLAY	-	-	-	-	-	-	-
OTHER	297,805	244,737	6,970	1,474	2,589	255,769	42,036
<b>TOTAL OPERATING EXPENDITURES</b>	<b>19,147,114</b>	<b>627,031</b>	<b>439,484</b>	<b>1,344,945</b>	<b>1,515,729</b>	<b>3,927,188</b>	<b>15,219,926</b>

<b>21%</b>							
<b>NON-OPERATING EXPENDITURES</b>							
INTERFUND TRANSFERS	868,500	-	-	-	-	-	868,500
CONTINGENCY	1,806,755	-	-	-	-	-	1,806,755
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>2,675,255</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,675,255</b>

**TOTAL BUDGETED EXPENDITURES**      **21,822,369**      **3,927,188**

# Fern Ridge Education Association (FREA)

School Board Meeting  
November 18, 2024



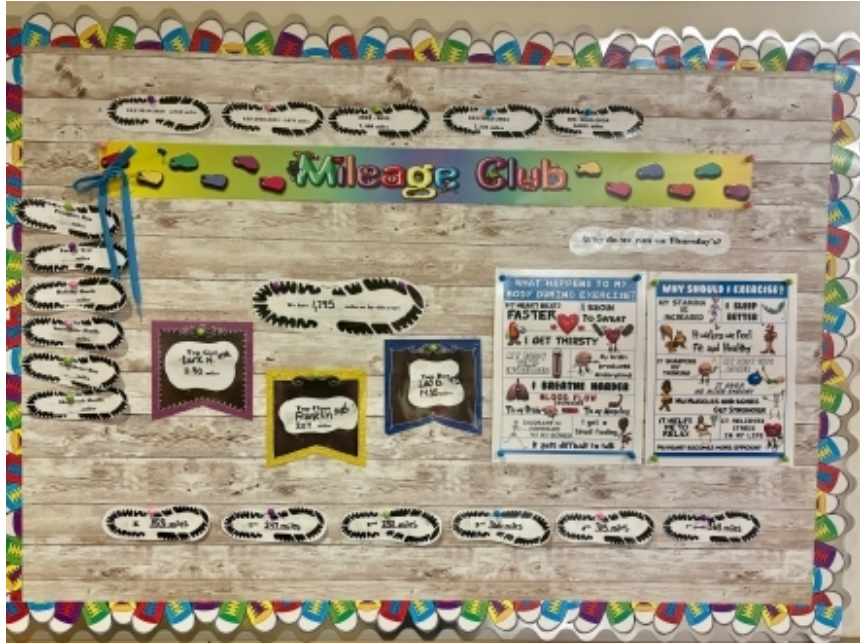
# Elmira Elementary

We celebrated the end of quarter 1 with a “Get Cozy and Read” theme, and students could visit another classroom. Bringing a stuffed animal to read with was also a huge hit!



# Elmira Elementary

Students run every Wednesday, earning a necklace charm for every mile. This display shows the top individual runners and each class's total miles.



Our OMSI assembly, with a focus on electricity, brought some cheers and laughs with some hair-raising experiments!



# Veneta Elementary

We have several things happening this month! Bingo night for families November 15th through PALS, our Turkey Trot has begun and goes through the end of November. Students are encouraged to exercise at home with family and to log their miles. They get prizes from Jeff Greene in December for their efforts. We have started a few grade level choir groups for our tree lighting event on December 5th. They practice twice a week up till December. OBOB has officially started and the kids are so excited!



PLEASE JOIN US FOR  
VENETA ELEMENTARY'S FAMILY FUN

# BINGO Night!

Friday, November 15<sup>th</sup>  
6:00 PM ~ 8:00 PM

**FREE GAMES FOR EVERYONE**  
(3) Free BINGO sheet per person  
(3) games per BINGO sheet  
(3) extra sheet if you wear ALL PURPLE!

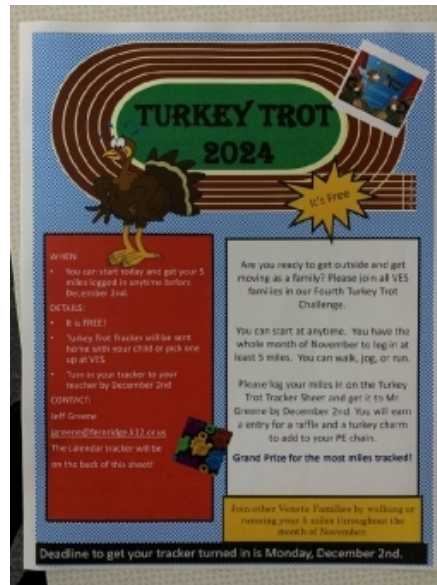
**WIN LOTS OF GREAT PRIZES**

**\$1 BINGO SHEETS**  
(3) games per BINGO sheet

**\$1 RAFFLE TICKETS**  
or (4) tickets for \$5

**\$2 MEAL TICKETS:**  
(3) hotdog with chips & a drink

BINGO Night is sponsored by GROCERYOUTLET, BIG IT, and Ray's FARM PLACE.



## TURKEY TROT 2024

It's Free!

**WHEN:**  
• You can start today and get your 5 miles logged in anytime before the event. Free.

**DETAILS:**  
• It is FREE!  
• Turkey Trot Trackers will be sent home with your child or pick one up at VES.  
• Turn in your tracker to your teacher by December 2nd.

**CONTACT:**  
Jeff Greene  
jgreene@ves.k12.or.us  
The calendar tracker will be on the back of this sheet!

Are you ready to get outside and get moving as a family? Please join all VES families in our Fourth Turkey Trot Challenge.

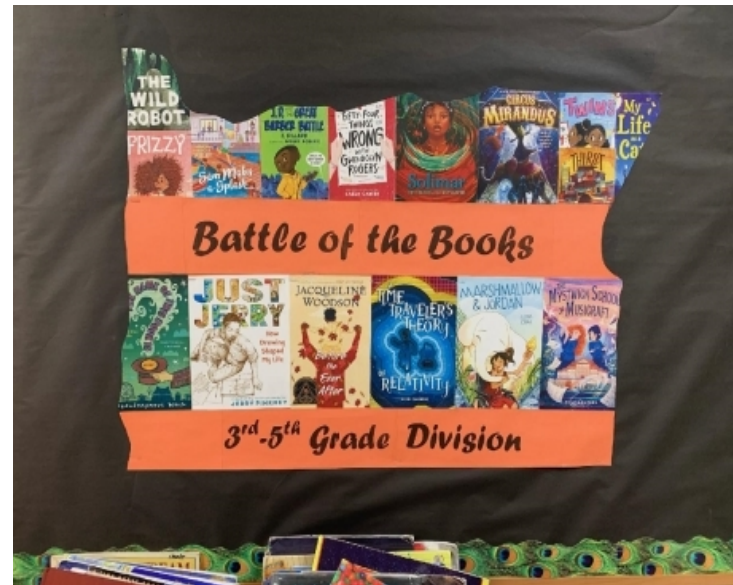
You can start at anytime. You have the whole month of November to log in at least 5 miles. You can walk, jog, or run.

Please log your miles in on the Turkey Trot Tracker Sheet and get it to Mr. Greene by December 2nd. You will earn an entry for a raffle and a turkey charm to add to your PE chain.

**Grand Prize for the most miles tracked!**

Join other Veneta Families by walking or running your 5 miles throughout the month of November.

Deadline to get your tracker turned in is Monday, December 2nd.



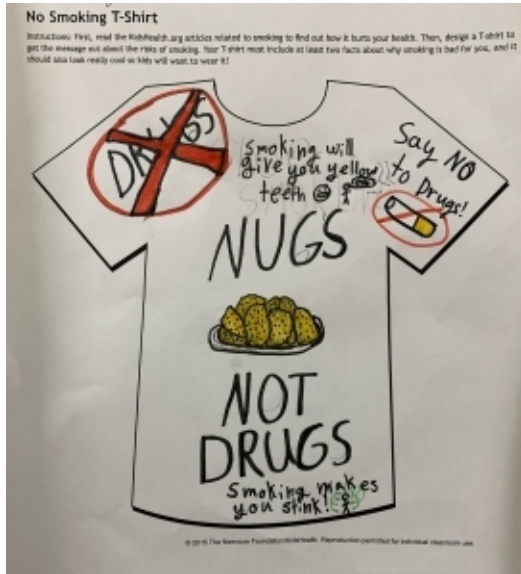
## Battle of the Books

3<sup>rd</sup>-5<sup>th</sup> Grade Division

THE WILD ROBOT, PRIZZY, I AM GROOT, BARBEQUE BATTLE, WITH FOUR LETTERS WRONG, GEMINI, MIRANDUS, My Life As A Cat, THE TRAITOR'S BOOK, JACQUELINE WOODSON, AN ARSHAMLOW & JORDAN, MYSTERY SQUAD, RELATIVITY, MURKIN

# Veneta Elementary

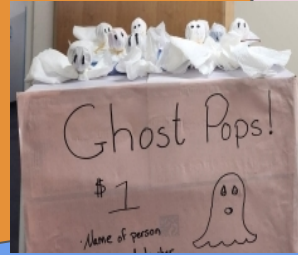
Red Ribbon week was the end of October. Upper grade levels (4-5th) made posters. Kindergarten is working on numbers that add up to the number 10. 5th grade has been working on space science. We also had an artist in residence. We were lucky enough to get Andrea DiPalma Yansane who taught the kids how to make wire sculptures.



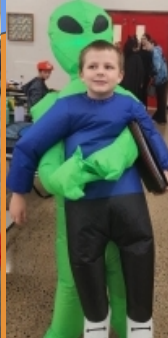
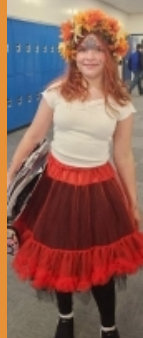
# Fern Ridge Middle School

PBIS  
Assembly

Fall Dance



*Halloween with  
Ghost Pops*



Spirit Day is  
Pajama Day!

Fern Ridge Middle School

Coming Soon to FRMS . . .

*Winter Concert*

*featuring*

*Band and Choir of*

*FRMS*

*December 3rd*

Juniors vs. Seniors  
for Powder Puff  
Flag Football!

# Elmira High School



Spanish Students  
Celebrate El Día  
de Los Muertos

## Elmira High School



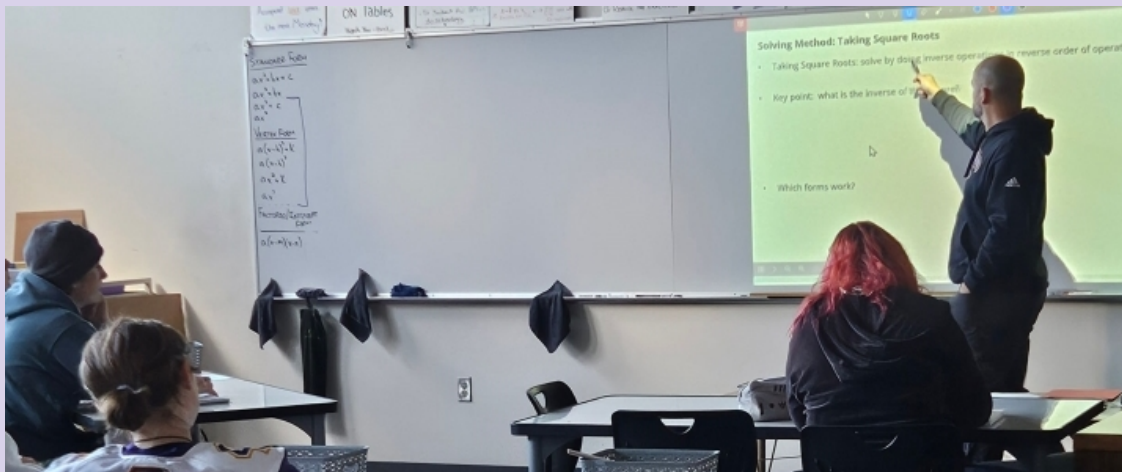
# Elmira High School

Mastering  
how to use  
a microscope  
in Biology



Monitoring  
various  
conditions for  
growing algae  
for biofuels

Solving quadratic equations in Algebra 2



Playing badminton in Leisure Sports



# FRSD Board Goals 2024-2025

Longitudinal Performance Growth Targets  
November Presentation

## Board Goals 24-25

- 1. The Fern Ridge School District board will commit to continuous board professional development, with a focus on the culture and climate on the board and the roles and responsibilities of the board.**
- 2. The Fern Ridge School District board will use data to identify and prioritize student needs and hold themselves accountable for meeting all student learning expectations by monitoring the progress of the district goals.**
- 3. The Fern Ridge School District board will continue to find meaningful ways within their authority to engage and receive input from stakeholders to help the board make informed decisions.**

## Focus Goal:

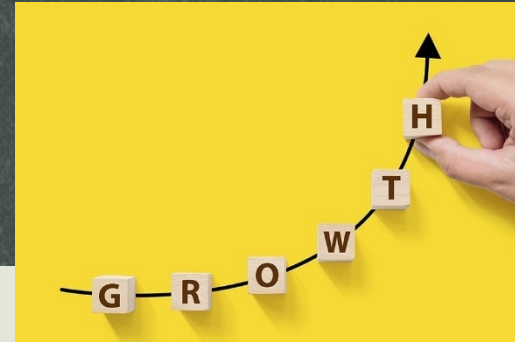
**The Fern Ridge School District board will use data to identify and prioritize student needs and hold themselves accountable for meeting all student learning expectations by monitoring the progress of the district goals.**

### Action Plan

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



# Growth Over Time



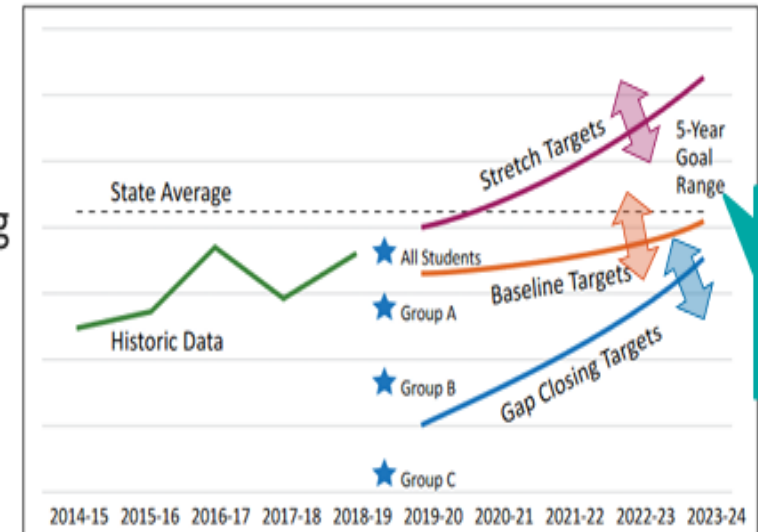
## Understanding how target percentages were selected:

- Each grant recipient has a different community, different needs, different strategies, and different funding. For this reason, there is no standard formula for good growth targets.
- Gap-closing targets should close the gap between the combined focal group and the “all students” baseline group.
- Very few school districts will be able to attain the rate of increase that the top 10% of school districts demonstrated.
- If you have a strategy that will take a few years to get off the ground but should later show increases in the common metric rates, we expect a delay in increases in the rate.
- For very high rates, a continuation of that high rate is likely sufficient.
- In general, if below the state rate, aim to get to or above the state rate if possible (if within reason given the top 10% of schools rate increase).
- You likely aren't putting the same level of effort into increasing the rates for every metric. If your focus is on getting 9th graders on track, you may not want to set as ambitious of targets for your 3rd grade ELA proficiency metric as you do for 9th grade on-track.

## Types of Targets

For the five common metrics, three types of targets need to be set:

- Baseline
- Stretch
- Gap-Closing



Context can alter the trajectories of all

# FRSD – By the Numbers

**District Wide:** All students enrolled K-12: **1,297 students**

## **Focal Groups include**

- Students of color and tribal/Indigenous students: **253 students**
- Students who experience disabilities: **256 students**
- Emerging bilingual students: **16 students**
- Students navigating poverty, homelessness, and foster care: **317 students**
- Other student groups that have historically experienced academic disparities

**683 of our 1,297 students fall into one of the above focal groups.**

**This equates to about 53%.**

*Bolded numbers current as of 11/5/24*



## Fern Ridge School District Equity Lens

### Stakeholders

Who will be impacted and how are they being included in the process?

### Identifying and documenting inequities

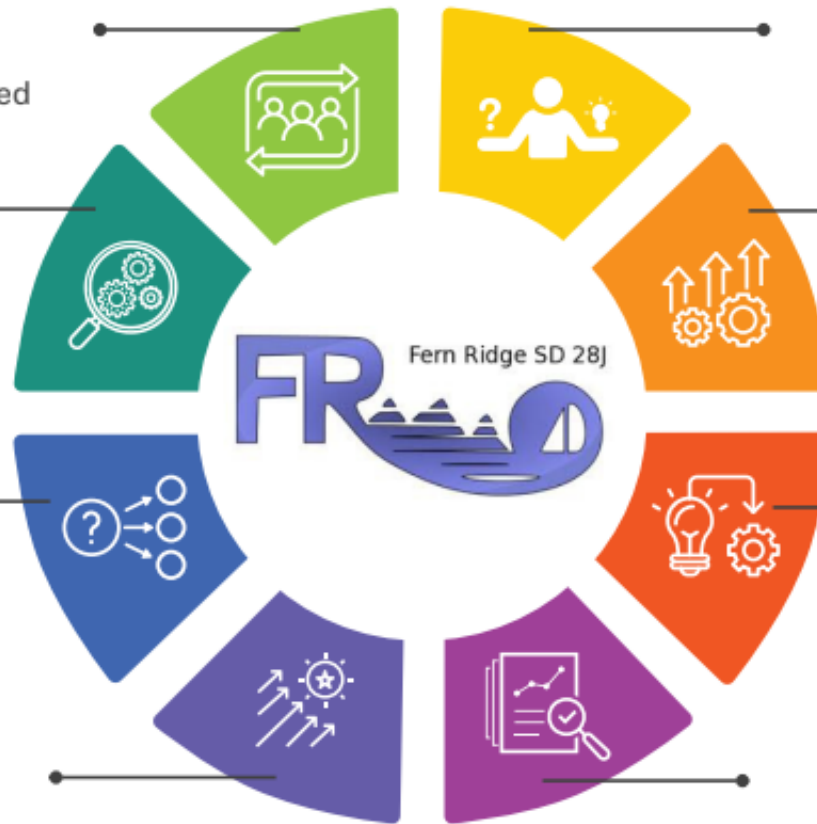
What data can we use to identify disparities for impacted groups?

### Causes

What factors are causing an inequitable impact on overall sense of belonging and achievement?

### Purpose

How will our goals reduce disparities and discrimination?  
How will they advance inclusion and equity?



### Adverse Impacts

How can we identify and reduce unintended consequences?

### Advancing equitable impacts

What are the positive impacts on equity and inclusion, who benefits, and how do we cultivate these?

### Ensuring viability and sustainability

How will we accomplish this and how will we keep it going?

### Identifying success indicators

What data will be used to measure progress and success?

# K-12 Regular Attenders

## Regular Attenders:

The percentage of students attending more than 90 percent of their enrolled school days.

By the end of the year, students who have been enrolled all year and missed 17 or more days are chronically absent.

## Historical Attendance Data (Provided by ODE)

Measure	Group	5 year Ave.	Trend	State Ave.
Regular Attender	Combined Focal Groups	65.07%	-8.72%	
Regular Attender	District- all students	72.36%	-7.88%	77.8%

## 1<sup>st</sup> Quarter (24-25) Regular Attenders

### Factors to consider:

- Vacations/Hunting
- Family Choice
- Illness
- OPTIONS
- Shifting the focus/urgency back to attendance

EES	77%
VES	81%
FRMS	82%
EHS	79%
DISTRICT	79.70%

Metric	Target Type	23-24 Data	24-25 Goal
Regular Attender	Baseline: All Students	69.9% 23-24 Goal was 74%	74.5%
Regular Attender	Stretch: All Students	69.9% 23-24 Goal was 75%	76.5%
Regular Attender	Gap-Closing Target: All Focal group Students	67.2% - 23-24 Goal was 66%	68%

## Aligned Support Activities/Action Plan (Examples)

- Admin. messaging focused on attendance
- Magnets with school year calendar sent home with every student/family at registration
- School counselors
- Student-based health center



# 3<sup>rd</sup> Grade ELA

## 3<sup>rd</sup> Grade Reading:

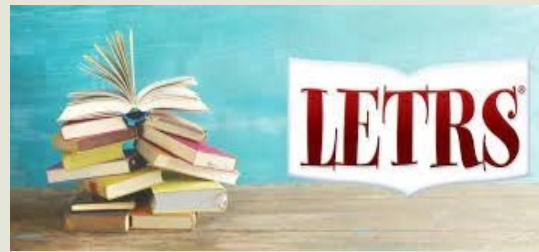
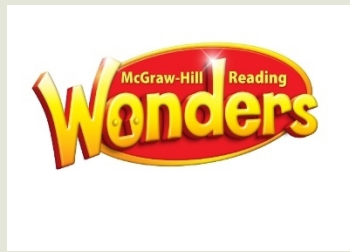
The percentage of students proficient on statewide English Language Arts (ELA) assessments in 3<sup>rd</sup> grade

### Historical Attendance Data (Provided by ODE)

Measure	Group	5 year Ave.	Trend	State Ave.
Grade 3 ELA	Combined Focal Groups	38.3%	-5.3%	
Grade 3 ELA	District- all students	51.3%	-1.1%	47% Lane County average 47.6%

#### Factors to consider:

- 3<sup>rd</sup> year with Wonders ELA Curriculum
- New Benchmark Assessment- STAR
- Participation and Opt outs
- Interim Assessments



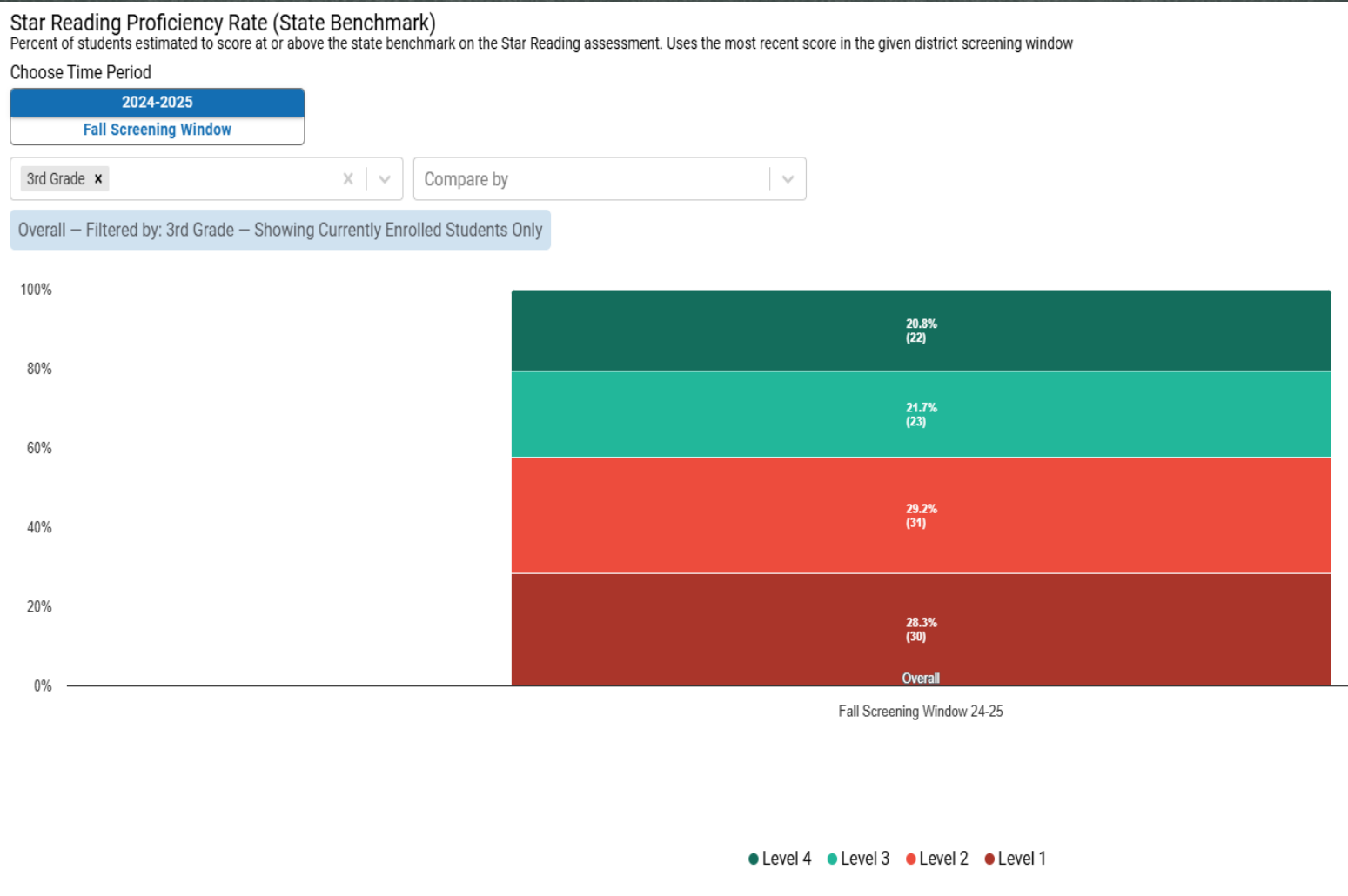
Metric	Target Type	23-24 Data	24-25 Goal
Grade 3 ELA	Baseline: All Students	40.6% 23-24 Goal was 40%	42%
Grade 3 ELA	Stretch: All Students	40.6% 23-24 Goal was 50%	53%
Grade 3 ELA	Gap-Closing Target: All Focal group Students	28% - 23-24 Goal was 28%	30.5%

### Aligned Support Activities/Action Plan (Examples)

- ORTIi Support and Professional Learning
- High Dosage Tutoring K-3
- Afterschool Programs
- STAR Renaissance
- Data Teams, PLCs
- LETRS training for K-2 Teachers

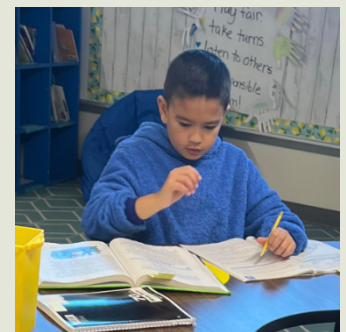
# 3<sup>rd</sup> Grade ELA – STAR CAT

FRSD uses a research based, state approved, English Language Arts Curriculum. In addition to our core curriculum, the district uses STAR Renaissance Assessments. STAR assessments are given 3x/year along with additional Progress Monitoring (2x/year). This data allows staff to reflect on both program and student level needs.



## Quick Facts

- STAR Reading- Computer Adaptive Test
  - Taken in Sept./Jan./May
    - Teachers may choose to give more frequently
- STAR Reading will analyze and correlate score in order to predict “meeting or exceeding” on OSAS
- 42.5% at State Benchmark



# 3<sup>rd</sup> Grade ELA- STAR CBM

FRSD uses a research based, state approved, English Language Arts Curriculum. In addition to our core curriculum, the district uses STAR Renaissance Assessments. STAR assessments are given 3x/year along with additional Progress Monitoring (2x/year). This data allows staff to reflect on both program and student level needs.

## Star CBM Reading Students At/Above Benchmark

the percent of students who scored At/Above Benchmark for Star CBM Reading grade-level screening measures during the given district screening window. The student's most recent result is used

Choose Time Period

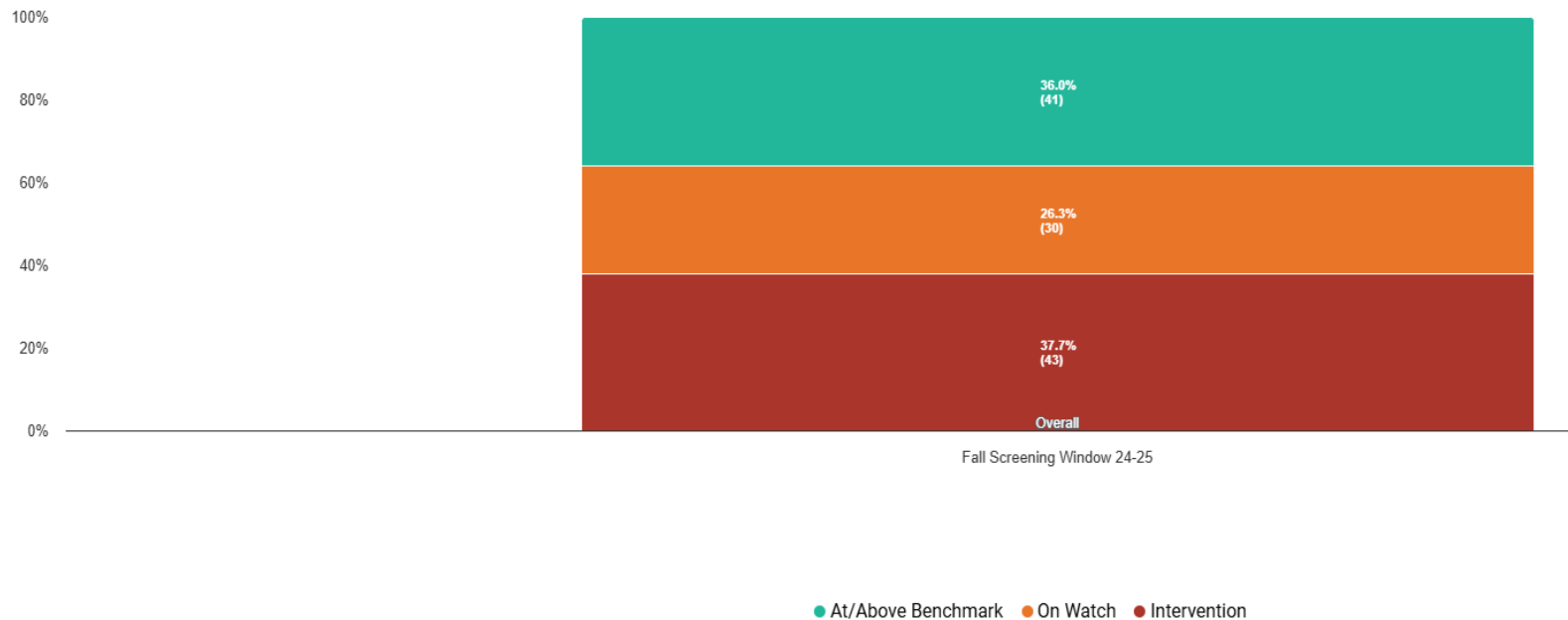
2024-2025

Fall Screening Window

3rd Grade

Compare by

Overall — Filtered by: 3rd Grade — Showing Currently Enrolled Students Only



## Quick Facts

- STAR Reading- Curriculum Based Measures (ex. Passage Reading Fluency)
  - Benchmark taken in Sept./Jan./May
    - Students receiving intervention or being monitored will have progress assessed more frequently

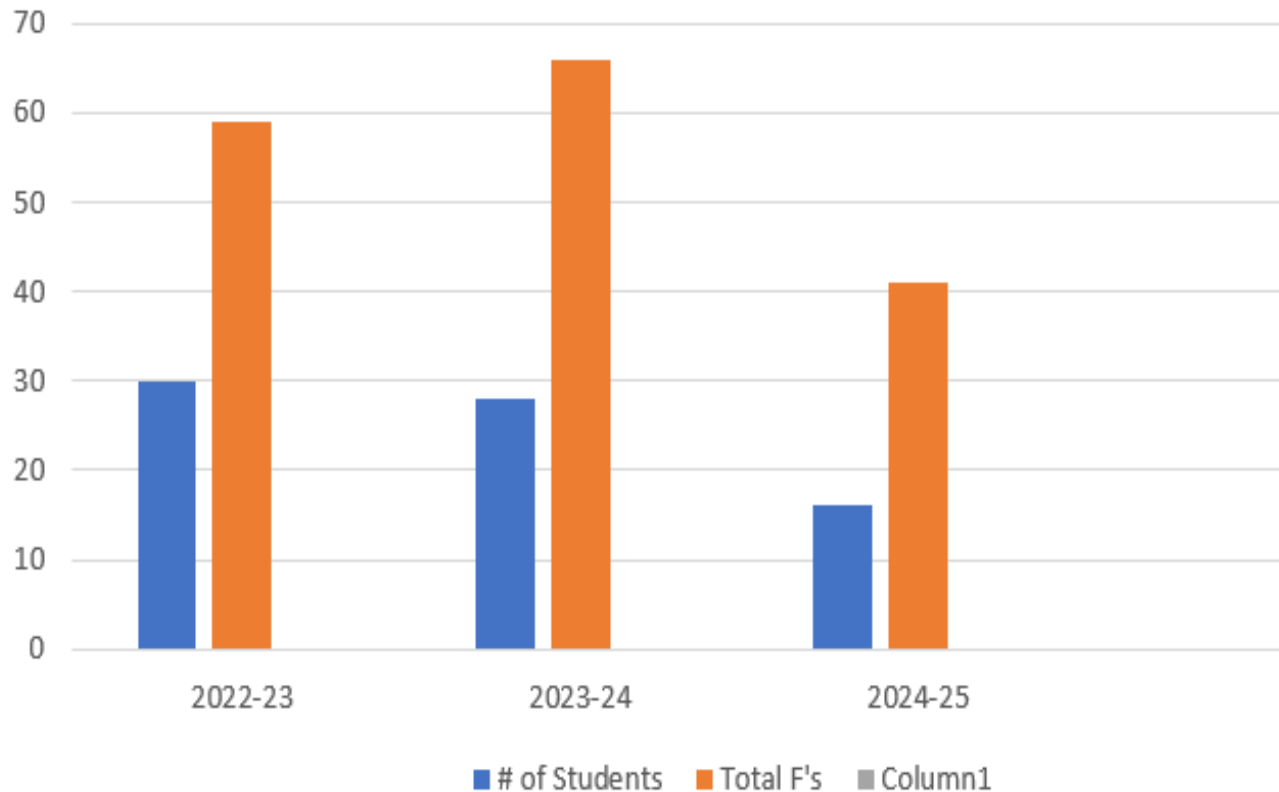


# 9<sup>th</sup> Grade On-Track

## Ninth Grade On-Track:

The percentage of students earning at least one-quarter of their graduation credits by the end of the summer following their 9th grade year.

Number of 9th Graders with at least 1 Failing Grade and Total number of Failures combined after 9 Weeks



9th Grade Success Team - 1 time a month

Focused Future Success Classes (soft skills, learning habits, and study hall time)

One-on-One Meetings with CTE/School Success Coordinator

# 9<sup>th</sup> Grade On- Track

## Ninth Grade On-Track:

The percentage of students earning at least one-quarter of their graduation credits by the end of the summer following their 9th grade year.



# HIGH SCHOOL SUCCESS

- Based on EHS Data from June '24- does not include EHS OPTIONS
- 88% based on EHS transcript calculations
- Our building goal was 81% on-track
- ASPIRE person will support these students during their sophomore year.

Metric	Target Type	23-24 Data	24-25 Goal
9 <sup>th</sup> Grade On-Track	Baseline: All Students	*embargoed by ODE 23-24 Goal was 79.2%	81%
9 <sup>th</sup> Grade On-Track	Stretch: All Students	*embargoed by ODE 23-24 Goal was 81.2%	83.7%
9 <sup>th</sup> Grade On-Track	Gap-Closing Target: All Focal group Students	*embargoed by ODE 23-24 Goal was 73%	76%

# 4 - Year Graduation

## Four-year Graduation:

The percentage of students earning a regular or modified diploma within four years of entering high school.



Metric	Target Type	23-24 Data	24-25 Goal
4 Year Graduation	Baseline: All Students	*embargoed by ODE	85.5%
4 Year Graduation	Stretch: All Students	*embargoed by ODE	92.2%
4 Year Graduation	Gap-Closing Target: All Focal group Students	*embargoed by ODE	83%

### Past Data

22-23 - 87.5  
 21-22 - 82.35  
 20-21 - 91.01  
 19-20 - 90.38  
 18-19 - 92.41

### Factors to consider:

- 2 full time counselors to support EHS Students
- Credit Recovery
- OPTIONS Program

# 5 - Year Completion

## Five-year Completion:

The percentage of students earning a regular, modified, extended or adult high school diploma, or a GED within five years of entering high school.



Metric	Target Type	23-24 Data	24-25 Goal
5 Year Completion	Baseline: All Students	*embargoed by ODE	93%
5 Year Completion	Stretch: All Students	*embargoed by ODE	93.9%
5 Year Completion	Gap-Closing Target: All Focal group Students	*embargoed by ODE	89.8%

## Factors to consider:

- FRSD is already in the top 10% of the state in this area

# FRSD Activities and Strategies

## Focus Areas

### K-5:

- Attendance
- PLCs
- Counselors
- Oregon Response to Instruction and Intervention

### 6-8:

- Attendance
- Positive School Culture
- Ongoing Professional Learning

### 9-12:

- 9th Grade Success Meetings
- Counselor check in
- Attendance Activities

# So what does all of that mean?

- FRSD is collecting, tracking, and monitoring large amounts of data to guide decision making.
- FRSD is working to create a systematic process for this collection and how staff use it at each level (K-5, 6-8, and 9-12).
- Administrators and educational staff are being asked more now than ever before to be instructional leaders. On a daily basis, they are planning, training, and working towards providing the best supports for our FRSD students.



## Additional documents/resources

- [LPGTs- 1-pager](#)
- [23-24 SIA Annual Report](#)
- [FRSD Integrated Plan Presentation](#)
- [LPGTs- Detailed Guidance](#)
- [FRSD LPGT Overview 2023](#)
- [Integrated Plan Activity Tracker](#)

## Questions?

mmarshall@fernridge.k12.or.us




# Next Steps

- Continue to focus work around LPGTs
- Support buildings in creating a Student Support Team Handbook that breaks down the process and steps for their Multi-Tiered Systems of Support (MTSS)
- Provide professional development and learning
- Engage families and community members (ex. attendance messaging)
- Interim Assessments 3<sup>rd</sup>-11<sup>th</sup>
- Continued work and planning for our Integrated Plan Application 25-29

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


## FRSD Mission Statement



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

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

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





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## Resolution to Amend the OSBA Dues Schedule

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WHEREAS, the Oregon School Boards Association (OSBA) dues revenue as a percentage of OSBA's total revenues is declining. OSBA's dues revenue as a percentage of OSBA's operating costs to support the services OSBA provides to members is also declining;

WHEREAS, the percentage of dues revenue as a proportion of total association revenue has fallen 19.1 percent since the 1996-97 fiscal year to 6.4 percent of total association revenue. If dues do not increase, this percentage of total association revenue will continue to decline;

WHEREAS, the OSBA dues schedule has not increased since the 1998-99 fiscal year;

WHEREAS, OSBA retained The Coraggio Group to do an in-depth analysis of the value of the programs and services OSBA offers to its members and develop a 3-5 year sustainable business plan with member engagement;

WHEREAS, based on the survey data obtained by The Coraggio Group, OSBA members overwhelmingly agree that they receive great service for what they currently pay. Current annual member dues are as low as \$250. Given the costs associated with providing no cost or highly subsidized services available to members, \$250 is very low in comparison.

WHEREAS, The Coraggio Group in collaboration with OSBA staff, has recommended a phased increase in the dues schedule. This approach aims to provide financial stability for the organization and align the dues with other state associations, thereby enabling the association to continue offering its high-quality programs and services.

WHEREAS, the proposed dues increase, which was reviewed by the OSBA Finance Committee, and approved by the OSBA Board of Directors on June 15, 2024, supports the recommendation to amend the OSBA Dues Schedule.

THEREFORE, BE IT RESOLVED in recognition of the current financial situation of Oregon districts and the need for an OSBA dues adjustment, the OSBA Board of Directors recommends that the dues schedule be amended in a manner so that OSBA member school districts and education service districts (ESDs) paying more than \$1,500 annually will experience a dues increase of 15% annually for five consecutive years beginning in the 2025-2026 fiscal year. Beginning in the 2030-31 fiscal year, the dues will increase annually as a percentage in alignment with the Consumer Price Index;

THEREFORE, BE IT FURTHER RESOLVED, the OSBA Board of Directors recommends a membership dues floor be established at \$1,500 and a maximum dues rate of \$25,000 per fiscal year. For OSBA member school districts, ESDs, and community colleges who are below this floor, dues will increase \$250 per year until the floor is reached. For school districts and ESDs that reach the floor before the 2030-31 fiscal year, dues will increase by 15% per year until the 2030-31 fiscal year. Beginning in the 2030-31 fiscal year, dues for all school districts, ESDs, and community colleges will increase annually as a percentage in alignment with the Consumer Price Index.

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule 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*

DISTRICT	24-25 DUES	25-26 DUES	26-27 DUES	27-28 DUES	28-29 DUES	29-30 DUES	30-31 DUES**
District Member 01 (under 100)*	\$ 250.25	\$ 500.25	\$ 750.25	\$ 1,000.25	\$ 1,250.25	\$ 1,500.00	\$ 1,560.00
District Member 02 (100-249)*	\$ 541.25	\$ 791.25	\$ 1,041.25	\$ 1,291.25	\$ 1,541.25	\$ 1,772.44	\$ 1,843.34
District Member 03 (250-499)*	\$ 778.00	\$ 1,028.00	\$ 1,278.00	\$ 1,528.00	\$ 1,757.20	\$ 2,020.78	\$ 2,101.61
District Member 04 (500-999)	\$ 1,420.50	\$ 1,633.58	\$ 1,878.61	\$ 2,160.40	\$ 2,484.46	\$ 2,857.13	\$ 2,971.42
District Member 05 (1000-1999)	\$ 2,503.00	\$ 2,878.45	\$ 3,310.22	\$ 3,806.75	\$ 4,377.76	\$ 5,034.43	\$ 5,235.80
District Member 06 (2000-2499)	\$ 3,450.00	\$ 3,967.50	\$ 4,562.63	\$ 5,247.02	\$ 6,034.07	\$ 6,939.18	\$ 7,216.75
District Member 07 (2500-3999)	\$ 5,952.75	\$ 6,845.66	\$ 7,872.51	\$ 9,053.39	\$ 10,411.40	\$ 11,973.11	\$ 12,452.03
District Member 08 (4000-4999)	\$ 7,035.00	\$ 8,090.25	\$ 9,303.79	\$ 10,699.36	\$ 12,304.26	\$ 14,149.90	\$ 14,715.89
District Member 09 (5000-9999)	\$ 8,658.25	\$ 9,956.99	\$ 11,450.54	\$ 13,168.12	\$ 15,143.33	\$ 17,414.83	\$ 18,111.43
District Member 10 (10000-25000)	\$ 10,823.00	\$ 12,446.45	\$ 14,313.42	\$ 16,460.43	\$ 18,929.49	\$ 21,768.92	\$ 22,639.68
District Member 11 (over 25000)***	\$ 18,940.00	\$ 21,781.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00
						\$	-
ESD Membership Dues 01 (under 1000)*	\$ 473.75	\$ 723.75	\$ 973.75	\$ 1,223.75	\$ 1,473.75	\$ 1,694.81	\$ 1,762.61
ESD Membership Dues 02 (1000-2500)*	\$ 710.50	\$ 960.50	\$ 1,210.50	\$ 1,460.50	\$ 1,679.58	\$ 1,931.51	\$ 2,008.77
ESD Membership Dues 03 (2500-5000)*	\$ 947.00	\$ 1,197.00	\$ 1,447.00	\$ 1,664.05	\$ 1,913.66	\$ 2,200.71	\$ 2,288.73
ESD Membership Dues 04 (5000-7500)*	\$ 1,082.50	\$ 1,332.50	\$ 1,582.50	\$ 1,819.88	\$ 2,092.86	\$ 2,406.78	\$ 2,503.06
ESD Membership Dues 05 (7500-10000)	\$ 1,556.00	\$ 1,789.40	\$ 2,057.81	\$ 2,366.48	\$ 2,721.45	\$ 3,129.67	\$ 3,254.86
ESD Membership Dues 06 (10000-15000)	\$ 2,029.50	\$ 2,333.93	\$ 2,684.01	\$ 3,086.62	\$ 3,549.61	\$ 4,082.05	\$ 4,245.33
ESD Membership Dues 07 (15000-25000)	\$ 2,367.75	\$ 2,722.91	\$ 3,131.35	\$ 3,601.05	\$ 4,141.21	\$ 4,762.39	\$ 4,952.89
ESD Membership Dues 08 (25000-50000)	\$ 3,111.75	\$ 3,578.51	\$ 4,115.29	\$ 4,732.58	\$ 5,442.47	\$ 6,258.84	\$ 6,509.19
ESD Membership Dues 09 (above 50000)	\$ 4,667.50	\$ 5,367.63	\$ 6,172.77	\$ 7,098.68	\$ 8,163.49	\$ 9,388.01	\$ 9,763.53
State Board of Education	\$ 67.75	\$ 77.91	\$ 89.60	\$ 103.04	\$ 118.50	\$ 136.27	\$ 141.72
Community College Association****	\$ 4,601.00	\$ 8,851.00	\$ 13,101.00	\$ 17,351.00	\$ 21,601.00	\$ 25,500.00	\$ 26,520.00

\*Add \$250 annually until floor is reached, then increase 15% through year 5

\*\*Reflects an estimated CPI increase of 4%

\*\*\* \$25,000 cap prior to CPI

\*\*\*\*Reflects an increase of \$250 per year, per community college (17) annually until the community colleges reach the \$1,500 floor amount per college. (\$25,500)



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## **Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors**

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WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards and transitioned to a nonprofit public benefit corporation under Oregon Revised Statute Chapter 65 as of July 1, 2018;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has been operating as an OSBA board appointed advisory committee since September 22, 2023; has a record of regular meetings; has draft bylaws; has identified goals that align with the mission, vision and goals of OSBA; has draft action plans; and a draft budget;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee is ready to elect officers and their Leadership Assembly;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has articulated its mission as follows: "To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.";

WHEREAS, OSBA's Board of Directors recognizes the importance of the Oregon LGBTQIA2S+ School Board Members Advisory Committee's mission and goals; and

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed bylaws amendment designating an Oregon School Board Members PRIDE Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the draft bylaws and a copy of this resolution be forwarded to all association member boards in accordance with OSBA's adopted elections calendar.

*Submitted by: OSBA Board of Directors*

# BYLAWS

OREGON SCHOOL BOARD MEMBERS PRIDE CAUCUS  
OF THE OREGON SCHOOL BOARDS ASSOCIATION

DRAFT

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# ARTICLE 1

## CHARTER

The Oregon School Boards Association (the “OSBA”) exists solely to perform essential governmental functions and all its income must accrue to the State of Oregon or its political subdivisions as required under IRC Section 115. OSBA’s mission is to improve student success and education equity through advocacy, leadership and service to Oregon public school boards.

OSBA is aware and acknowledges that diversity is a core value of OSBA. OSBA desires to identify areas of concern and causation, convene a caucus of stakeholders, and create a plan to better promote and support the success of students, school staff and school board members who identify as part of the LGBTQIA2S+ communities.

To this end, The OSBA Board of Directors has formally recognized the Oregon School Board Members PRIDE Caucus (the “Caucus”) to serve as a resource and provide guidance and leadership for these initiatives to the OSBA Board of Directors.

The activities of the Caucus shall align with OSBA bylaws as well as complement, not duplicate, OSBA’s efforts on behalf of all local governing boards.

# ARTICLE 2

## NAME, MISSION AND GOALS

**2.1 Name.** This organization shall be known as the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) of the Oregon School Boards Association (OSBA).

**2.2 Mission.** To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.

**2.3 Goals.**

**2.3.1** The implementation of ODE’s “Oregon LGBTQ2SIA+ Student Success Plan.”

**2.3.2** Promoting positive and effective relationships among LGBTQIA2S+ school board members, their communities, political leaders, partner organizations and OSBA.

**2.3.3** Building and increasing capacity of LGBTQIA2S+ school board members and support a pipeline for LGBTQIA2S+ people to run for school board seats.

**2.3.4** Serving as a resource.

**2.3.5** Developing, promoting, and advancing legislation to improve educational opportunities and outcomes for LGBTQIA2S+ students, staff and families.

**2.3.6** Equipping and advancing LGBTQIA2S+ board members to serve in the general OSBA leadership.

**2.3.7** Building capacity of the general board membership in understanding the issues of LGBTQIA2S+ people and inclusion.

## ARTICLE 3

### MEMBERSHIP

**3.1 Qualification.** All members must support the purposes and goals of the Caucus as set forth in Article 2.

**3.2 Members.** The Caucus members may include any elected or appointed member of any public board of education in Oregon who are active members in good standing with the Oregon School Boards Association and identify as a member of the LGBTQIA2S+ communities. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person, via telephone, or via virtual meeting platform (e.g., Zoom) to vote. Voting by proxy shall not be permitted.

**3.3 Attendees.** The Caucus may, in its discretion, invite to participate in any meeting or event any other individuals who support the purpose and goals of the Caucus as set forth in Article 2.

**3.4 Membership List.** The Membership list shall be maintained by the Secretary.

## ARTICLE 4

### BUDGET

**4.1 Budget.** The Caucus shall submit an annual budget request as outlined under the OSBA budget process, including approval by the OSBA Board of Directors. The request shall set forth the areas of concern, recommended actions, and annual goals.

## ARTICLE 5

### MEETINGS

**5.1 Annual Meetings.** An annual meeting of the Caucus shall be in conjunction with the OSBA Annual Convention at which time the Caucus shall elect officers and shall conduct other business as may properly be brought before the meeting of the Caucus.

## **5.2 Regular and Special Meetings.**

**5.2.1 Regular Meetings.** The Caucus shall meet as often as required to achieve the goals outlined in its annual Work Plan. These meetings shall be scheduled for the year at the Annual Meeting.

**5.2.2 Special Meetings.** Special meetings of the members for any purpose may be called, either in writing or by e-mail, by the President or by a majority of the Executive Committee. Such a request shall state the purpose or purposes of the proposed meeting.

**5.2.3 Place of Meetings.** Regular and special meetings of the Caucus shall be held at any location within Oregon, by virtual meeting platform, or a combination of the two, as designated by the President or the Executive Committee.

## **5.3 Notice.**

**5.3.1** Notice of every annual meeting of members, stating the time and place thereof, will be provided with an agenda no less than 15 days prior to such meeting.

**5.3.2** Notice of every regular or special meeting of members, stating the time and place thereof, shall be provided with an agenda no less than 10 days prior to such meeting.

**5.4 Quorum.** Except as otherwise provided by law, the presence at any meeting of a majority of the Executive Committee shall constitute a quorum.

**5.5 Organization.** The President may determine in their sole discretion whether any meeting of the Caucus shall be held in accordance with Robert's Rules of Order.

**5.6 Records.** The President shall see that all correspondence, minutes, agendas, and Charter be sent to and kept on file with OSBA.

**5.7 OSBA Staff Liaison.** The Executive Director of OSBA shall designate a staff member to serve as a liaison representative to the Caucus. The designee shall not have voting rights.

**5.8 Compliance with Open Meetings Laws.** The Caucus shall comply with the open meetings law requirements of ORS chapter 192 at every convening of its membership in which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

# **ARTICLE 6**

# CAUCUS LEADERSHIP COUNCIL

**6.1 Composition.** The Leadership Council of the Caucus shall include the President(s), Vice President, Secretary, Treasurer, Regional Directors and two Members of the Caucus.

**6.2 Term.** Leadership Council members shall serve a two-year term. The President may only serve one consecutive term. The Vice President, Secretary, Treasurer, Regional Members, and Members-at Large may serve any number of consecutive terms. Each officer shall hold office until the term has expired or until a successor has been duly elected and qualified for the position, or until the officer can no longer hold the position because they no longer qualify to be a member of the Caucus as defined in Article 3 above, or because of removal or death.

## 6.3 Nomination and Election

**6.3.1 Nomination.** Leadership Council members may be nominated by either the nominating committee or a caucus member at the annual meeting.

**6.3.2 Election.** The members shall elect the Leadership Council by majority vote at the annual meeting in even numbered years.

## 6.4 Designations

**6.4.1 President.** The President shall preside at all meetings of the Caucus and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex-officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Caucus. Two persons may share the position of President, or one person may serve as President and another as Vice President.

**6.4.2 Vice President.** In the absence of the President, the Vice President shall have and perform all the powers and duties of the President.

**6.4.3 Immediate Past President.** The Immediate Past President shall advise and counsel with other officers. The Immediate Past President chairs the officer succession planning process. The past president serves for two calendar years.

**6.4.4 Secretary.** The Secretary shall keep the minutes and records, maintain a roster of the current membership, and shall see that all notices are duly given in accordance with the provisions of law and this Charter, and such other duties as from time to time may be assigned by the Executive Committee.

**6.4.5 Treasurer.** The Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial

report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

**6.4.6 Regional Caucus Directors.** There shall be one Regional Director for each congressional district apportioned to Oregon for election at the Oregon general election held in the year of the Caucus' annual meeting. (For reference, there shall be six Regional Directors starting in 2025.) The Regional Directors shall live in the region which they represent. The Regional Directors shall report issues from their region to the Caucus and shall perform other duties assigned by the Executive Committee. The regions shall be based on Oregon's congressional districts.

**Future positions:**

**6.4.7 At-Large Members.** There shall be two At-Large Directors.

**6.5 Resignation.** A Leadership Council member may resign by filing a written resignation with the President or Secretary of the Caucus or the President of OSBA.

**6.6 Vacancies.** Any vacancy in any office may be appointed for the unexpired portion of the term by a majority of the officers at the next regular or special meeting.

**6.7 Removal.** Any member of the Caucus who misses more than two meetings out of any four consecutive meetings, unless they are excused by the board for a valid reason, may have their office vacated by action of the board.

## ARTICLE 7

### EXECUTIVE COMMITTEE

**7.1 Composition.** There shall be an Executive Committee made up of the President(s), Vice President, Immediate Past President, Secretary, and Treasurer.

**7.2 Responsibilities.** The Executive Committee shall have the following responsibilities and powers:

- (a) To respond to any inquiry or question from OSBA.
- (b) To act on behalf of the Caucus when deemed necessary by the President.
- (c) To review plans and programs to be presented to the Caucus at its meetings.
- (d) To give direction to the OSBA liaison on legislative action to come before the state legislature on which there is no formal Caucus policy or resolution.

(e) The Executive Committee shall act as the Nominating Committee and nominate a candidate for each office of the Caucus. A nominating committee report will be included in the notice of the annual meeting of the membership.

**7.3 Ratification.** Any actions by the President shall be reported to the Executive Committee as soon as the action has taken place. All actions of the Executive Committee shall be subject to ratification by the Caucus at the next meeting of the members.

**7.4 Administration.** The Executive Committee may use the guidance of Robert's Rules of Order for all procedures. The Executive Committee shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

## **ARTICLE 8**

### **COMMITTEES**

The President or Executive Committee may establish committees of two or more members to serve at the discretion of the President or the Executive Committee. These committees may consist of such persons and perform such duties as the President designates from time to time. The committees may not act on behalf of the Caucus but may make recommendations to the Caucus for approval. The Chair of any such committee shall be a member of the Executive Committee.

## **ARTICLE 9**

### **SEAT ON THE OSBA'S BOARD OF DIRECTORS**

The Caucus shall appoint one officer from the Leadership Council to serve as liaison to the OSBA Board of Directors and to be a member of the OSBA Board of Directors. The appointee must be an elected or appointed member of any public board of education in Oregon and an active member in good standing with the Association.

## **ARTICLE 10**

### **GENERAL PROVISIONS**

## **10.1 Amendment of Bylaws**

**10.1.1** Bylaws may be altered, amended, or replaced by the members of Caucus as approved by voting members at the annual meeting by a majority vote.

**10.1.2** Notice of proposed bylaws changes shall be in the annual meeting agenda and sent to all members 15 days prior to the annual meeting.

**10.1.3** Omissions from this Charter shall be governed by Robert's Rules of Order when they do not conflict with the Charter.

## **10.2 Seat on OSBA'S Legislative Policy Committee (LPC)**

**10.2.1** The Caucus shall appoint one caucus member to serve as liaison to the OSBA Legislative Policy committee and to be a member of the LPC. The appointee must be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association.

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*The foregoing charter was adopted by the active membership of OSBM PRIDE on August 10, 2024.*



### Resolution to Amend the OSBA 2023 Bylaws

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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, the OSBA board of directors reviewed the OSBA bylaws and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached draft OSBA bylaws crosswalk document; and

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

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate past 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.
- Expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members PRIDE caucus.
- Edits to grammar, punctuation, and language for readability.

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 2024 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws crosswalk 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**



# BYLAWS

As Amended by the Membership: December 2023

Proposed Edits: September 14, 2024

## 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 ~~Local~~ 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 ~~the~~

(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.**

2.5.1 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~~th~~. 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.

2.5.2 ~~The board of directors may call a special meeting of the members under Section 2.9, as necessary.~~

## 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 more than one region, the member board must declare which region it intends to vote and shall vote only in that region.

2.6.23 Regional elections shall be determined ~~taken~~ by a majority of votes cast by members within of the 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 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. ~~115.~~
- 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, 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, ~~the its~~ activities, and its financial condition ~~of the Association.~~
- 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 ~~in person~~ at the meeting.
- 2.11 Place of Meetings.** Meetings of the members shall be held at any place, in ~~or out of~~ 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 association.
- 2. ~~13.114~~ Approval:** With the exception of approving amendments to the Association's bylaws, which is as outlined in Section 7.1 ~~of these bylaws~~, and with the exception of regional elections outlined in 2.6.3, approval by written ballot is effective ~~when~~ at the end of the voting period when:
- (a) The number of votes cast by ballot equals or exceeds a quorum of the members; and
  - (b) The number of approvals equals or exceeds a majority of the number of returned ballots.

## SECTION 3 DIRECTORS

- 3.1 Powers.** Except as provided under Section 2. ~~23,~~ all corporate powers shall be exercised by or under the authority of ~~and the affairs of, are managed under the direction 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<sup>7</sup> and maximum<sup>2</sup> 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 ~~23~~<sup>22</sup> regionally elected directors, 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 Boards Members Caucus, ~~and one designated director as defined in the bylaws of the -Oregon school board members PRIDE caucus and ex-officio nonvoting members advisors as delineated in Section 3.5.4.~~

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) ~~Provided, however, that i~~ 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. ~~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.~~ 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.

~~(a)~~(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 ~~Designated-Caucus~~ Representatives. In accordance with their bylaws, caucuses of OSBA shall appoint a representative of the Caucus to serve as a director of the Association. The representative must be an elected or appointed member of any public board of education in Oregon ~~who 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' director of the Association.

If the president or immediate past president of the board of directors is a representative director from a caucus, then the caucus 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. The following individuals or their designee may serve as ex-officio, nonvoting, advisors to the board of directors:

- (a) Any director of the National School Boards Association elected from Oregon;
- (b) ~~Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.~~
- (c) ~~The immediate past president of the Oregon Association of School Executives;~~
- (d) The ~~immediate past president~~ Executive Director of the Confederation Coalition of School Administrators;
- (e) The ~~board section president~~ Chair-Elect of the Oregon Association of Education Service Districts;
- (f) The board ~~section~~ president of the Oregon Community College Association;
- (g) The chair of the State Board of Education; and
- (h) Any other person ~~as that~~ the board of directors may appoint.

Ex-officio advisors 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 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.

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 caucus-designated director position, then the caucus 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. ~~If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting.~~ 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 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.

**3.1013 Notice of Meetings.** All ~~members~~ 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 ~~also~~ comply with all procedures and include any information as required by ORS Chapter 192.

**3.1114 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.

**3.1215 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.

**3.1316 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.

**3.1417 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.

**3.1518 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.

**3.1619 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 ~~its members and the~~ directors of the current Conflict of Interest policy. ~~Each director shall annually complete and return a Conflict of Interest statement.~~

## SECTION 4 COMMITTEES AND CAUCUSES

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 chairman ~~and as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws~~, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee ~~may act, pursuant to its delegation delegated~~ of authority to ~~such committee by the board of directors, 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 by mail, email, 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 or~~ 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 5.5.1 of the Bylaws, the Association secretary/treasurer and vice president, one ~~Association board director trustee~~ from the PACE board, one district business official, and one at-large board member.

~~Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term. 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 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, with no term limits, and staggered start dates starting in January.~~

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

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 executive director and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, ~~and the~~ regional representatives elected under the procedures defined in Section 4.1.3(c) and (d), ~~and~~ one designated voting member as defined in the 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 Boards Members Caucus, and one designated voting member as defined in the bylaws of the Oregon school board members PRIDE caucus. 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.

~~(b)~~(c) Qualifications. LPC representatives must serve on the board of a member of the Association throughout the duration of their term.

~~(c)~~(d) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. A member may To nominate a candidate to the LPC, and shall do so one or more of the members in the region must timely submit to the board of directors by a formal resolution or motion of the member and timely submission of the nomination form(s) to the office of the Association 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 Nominations and election of the LPC representatives will be closed by a date identified in shall be in accordance with the elections calendar adopted by the board.

~~(d)~~(e) Election. Each LPC member shall be elected by majority of member boards of a region. Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC representative 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 ~~(de)~~. 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 (2) years.

~~(e)~~(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.

~~4.1.4 PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE"). As per the PACE Restated Trust Agreement, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.~~

~~PACE trustees taking office on or after January 1, 2023, may serve three consecutive three year terms and, if eligible, may return after a one year hiatus.~~

**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, ~~however,~~ 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 Caucuses.** Caucuses shall exist to enhance the work of the Association by addressing the unique needs of member districts. ~~Caucuses shall:~~

4.4.1 ~~Caucuses shall~~ clearly articulate the vision, mission, and goals of the Caucus.

4.4.2 ~~Caucuses shall~~ adopt bylaws for operating, programming, and governing within the context of the Association bylaws described herein.

4.4.3 ~~Caucuses shall~~ comply with Association policies and guidelines.

4.4.4 Caucuses shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1~~these bylaws~~.

4.4.5 Caucuses shall submit an end of fiscal year report to the Board of Directors that includes the following:

4.4.5.1 The caucus is meeting regularly;

4.4.5.2 An accounting of the prior year's budget allocation;

4.4.5.3 Identified officers and current bylaws;

4.4.5.4 A summary of the Caucus current goals, the prior year's Caucus activities that support those goals, and how the Caucus goals align with the mission, vision, and goals of OSBA.

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

4.4.56 The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.

4.4.57 ~~With the adoption of this section, t~~The Oregon Rural School Boards Members Caucus ~~is~~  
was established by a vote of the membership in 2023.

4.4.8 The Oregon school board members PRIDE caucus was established by a vote of the membership in 2024.

4.5 **Administration.** Each committee and caucus 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 caucus shall also report on its activities at the regular meetings of the board of directors. Each committee and caucus shall comply with the public meetings laws requirements under 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.

5.12 **Appointment.** The board of directors shall elect officers by majority vote ~~at least 10 days~~ 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.

5.23 **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.

5.34 ~~Compensation and~~ **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 ~~completed~~completes ~~athe~~ term ~~for~~of another officer who was unable to complete ~~atheir~~ term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms.

### 5.5 Compensation

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

5.46 **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.

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

- 5.57.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint, any committees 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.
- 5.57.2 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.
- 5.57.3 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.
- 5.57.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping ~~in a suitable minute book~~ 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; ~~and~~ 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 ~~read~~ 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 executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.
- 5.57.5 Immediate past president: The immediate past president shall advise and counsel ~~with~~ other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.
- ~~5.57.6 Assistants: The board of directors may appoint or authorize the appointment of an assistant to the secretary treasurer. Such assistant may exercise the powers of the secretary treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.~~

## 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

PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in ~~As per the PACE Restated Trust Agreement. ,the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.~~

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 ~~may serve~~ three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

## SECTION ~~7~~8 GENERAL PROVISIONS

### ~~78~~8.1 Amendment of Bylaws.

~~78~~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.

~~78~~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.

~~78~~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.

~~78~~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.

~~78~~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.

~~78~~8.1.6 Whenever an amendment or new bylaw is adopted, it shall be ~~copied in the minute book~~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.

~~78~~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.

- 78.3 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.
- 78.4 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.
- 78.5 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.
- 78.6 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.
- 78.7 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.
- 78.8 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.
- 78.9 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, 2023. 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.

# Fern Ridge School District 28J

Code: GCDA/GDDA-AR  
Adopted: 4/07/97  
Revised/Readopted: 5/23/05; 2/25/08; 10/20/09; 12/03/12;  
3/17/14; 7/11/16;  
12/18/17; 1/22/19; 11/22/22  
Orig. Code: 3230 AR

## Criminal Records Checks/Fingerprinting

1. Any individual newly hired, whether full-time or part-time, and not requiring licensure as a teacher, administrator, personnel specialist or school nurse, shall submit to a criminal records check and fingerprinting.
2. Any individuals applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a criminal records check and fingerprinting with TSPC.
3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to submit to a criminal records check and fingerprinting with TSPC.
4. Any individual hired as or by a contractor<sup>1</sup>, whether part-time or full-time, into a position having direct, unsupervised contact with students as determined by the district shall be required to submit to a criminal records check and fingerprinting.

The superintendent will identify contactors who are subject to such requirements.

5. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Oregon Department of Education (ODE), Child Care Division.
6. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early childhood program, or at a grade K through 12 school site during the regular school day, shall be required to undergo a nationwide criminal records check and fingerprinting.
7. Any individual who is an employee of a public charter school not requiring licensure shall be required to undergo a nationwide criminal records check and fingerprinting.
8. Any individual authorized by the district for volunteer service into a position allowing direct, unsupervised contact with students shall be required to undergo an Oregon criminal records check.

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<sup>1</sup> A contractor's employee may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

9. Any individual authorized by the district for volunteer service that is not likely to have direct, unsupervised contact with students will be required to undergo an Oregon criminal records check.

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### Exceptions

A newly hired employee is not subject to fingerprinting if the district has evidence on file that the newly hired employee was previously checked through an Oregon and a FBI criminal records check by a previous employer that was a school district.

Evidence of the prior check will be either a copy of the criminal records check or a written statement of verification from a supervisor or officer of the previous employer.

Furthermore:

1. The ODE or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available; and
2. The district shall maintain evidence that the employee has not resided outside the state during the interval between the two periods of time working in the district.

### Notification

1. The district will provide the *following* notification to individuals subject to criminal records checks and/or fingerprinting:
  - a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
  - b. Any action resulting from such checks that impact employment, contract or volunteering may be appealed as a contested case;
  - c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
  - d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment, or contract status or the ability to volunteer in the district;
  - e. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, ODE forms or district volunteer forms (written or electronic) may result in immediate termination from employment or contract status or the ability to volunteer in the district;
  - f. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status;
  - g. A volunteer candidate who knowingly made a false statement or has been convicted of any crime listed in ORS 342.143 may result in immediate termination from the ability to volunteer in the district. The district may remove the volunteer from the position allowing direct, unsupervised contact with students.
2. The district will provide the written notice described above through such means as employment applications, contracts or volunteer forms.

## Processing and Reporting Procedures

1. Any individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms or requirements as approved by ODE (information available through the district).
2. All individuals subject to fingerprinting pursuant to state law are required to report to an authorized fingerprinter for fingerprinting as directed by the district.

Fingerprints may be collected by one of the following:

- a. Employing district staff;
- b. Contracted agent of employing district; or
- c. Local or state law enforcement agency.

The individual subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.

3. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment, or contract or volunteering.
5. A copy of the fingerprinting results will be kept by the district.

### Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including contractors<sup>2</sup> and their employees, shall be paid by the individual.
2. Fees are payable prior to or within 35 working days of employment, volunteer service or contract.
3. An individual offered employment in the district may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The district may withhold such fees only upon the request of the individual.
4. Fees associated with required criminal records checks for volunteers shall be paid by the district.
5. Fees associated with required fingerprinting for volunteers shall be paid by the individual.

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<sup>2</sup> A contractor's employee may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

## **Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status**

1. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification from the Superintendent of Public Instruction or designee that the employee has a conviction of a crime prohibiting employment with the district as specified by law.

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2. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law may will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or designee that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. Any volunteer who will be allowed to have direct, unsupervised contact with students that refuses to submit to a required criminal records check to acquire or maintain such a volunteer status in the district in accordance with law and/or Board policy will be denied such ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that an individual knowingly made a false statement or has a conviction of any crime listed in ORS 342.143 the individual may be denied the ability to volunteer.
6. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

### **Appeals**

An individual may appeal a determination that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be notified of such in writing by ODE.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE.

# Fern Ridge School District 28J

Code: GCDA/GDDA  
Adopted: 4/07/97  
Readopted: 5/23/05; 2/25/08; 11/16/09;  
12/03/12; 3/17/14; 3/07/16;  
7/11/16; 12/18/17; 11/18/19  
Orig. Code: 3230

## Criminal Records Checks and Fingerprinting

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and/or fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, a criminal records check or fingerprint-based criminal records checks shall be required of the following individuals :

1. All individuals employed as or by a contractor, whether employed part-time or full-time, and considered by the district to have direct, unsupervised contact with students;
2. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;
3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
4. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Head coach;
2. Assistant coach;

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprint information, only after the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due the individual.

The district shall begin the employment of a subject individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks and/or fingerprinting.

## Criminal Records Checks and Fingerprinting – GCDA/GDDA

1-2

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract the individual will not be employed or contracted, or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual will not be employed or contracted with by the district, or if employed by the district may be terminated. A subject individual who has failed to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law will not be employed or contracted with by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The service of a volunteer allowed to have direct, unsupervised contact with students [may] will not begin on a probationary basis pending [before] the return and disposition of a criminal records check.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check may begin on a probationary basis pending the return and disposition of a state and national criminal records check based on fingerprints.

A volunteer who knowingly made a false statement as to the conviction of any crime on or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number may result in immediate termination from the ability to volunteer in the district.

Criminal history record checks and fingerprinting fees shall be paid by the individual. Employees may request fees be withheld from the paycheck. Such fees may be deducted only upon the request of the individual.

The superintendent shall implement a procedure which ensures the integrity of the fingerprint collection and prevents any possible compromise of the process. The superintendent will develop administrative regulations.

### **Appeals**

A subject individual may appeal a determination from ODE that prevents his/her employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470 and will be so notified in writing by the ODE.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

END OF POLICY

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**Legal Reference(s):**

[ORS 181A.180](#)  
[ORS 181A.230](#)  
[ORS 326.603](#)  
[ORS 326.607](#)

[ORS 332.107](#)  
[ORS 336.631](#)  
[ORS 342.143](#)  
[ORS 342.223](#)

[OAR 414-061-0010 – 061-0030](#)  
[OAR 581-021-0510 – 021-0512](#)  
[OAR 581-022-2430](#)  
[OAR 584-050-0012](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

**Cross Reference(s):**

ICC - Volunteers

Criminal Records Checks and Fingerprinting – GCDA/GDDA

2-2

DELETED

# OSBA Model Sample Policy

Code: GCDA/GDDA

Adopted:

## Criminal Records Checks and Fingerprinting \*

{Required policy. Requirement/Authority for policy comes from OAR 581-021-0510 - 021-0512 and ORS 326.603 - 326.607.}

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require certain individuals to submit to a criminal records check and fingerprinting as required by law. This includes employees, contractors, volunteers and others.

### Requirements for Employees <sup>{1}</sup> not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)

All newly hired employees<sup>2</sup> not identified under Oregon Revised Statutes (ORS) 342.223<sup>3</sup> are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district<sup>4</sup> or private school, and has not resided outside the state between the two periods of employment<sup>{5}</sup>.

An individual shall be subject to the collection of fingerprint information, only after the offer of employment from the district. Fees associated with criminal records checks and fingerprinting for individuals applying for employment with the district and not requiring licensure shall be paid by the individual. An individual may request the fee be withheld from the amount otherwise due the individual. The district will withhold this amount only upon request of the subject individual.

The district may<sup>6</sup> begin the employment of an individual on a probationary basis pending the return and disposition of the required criminal records checks.

When the criminal records check indicates an individual has been convicted of any crimes<sup>7</sup> prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal records check indicates an individual has knowingly made a false statement as to the conviction of any

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<sup>1</sup> {If the district wants to include the larger section on TSPC-licensed employees (see p. 2), keep this bracketed language. If the district does not want to include the larger section on TSPC-licensed individuals, omit this bracketed language.}

<sup>2</sup> Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

<sup>3</sup> ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

<sup>4</sup> As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

<sup>5</sup> {Additional exception applies through July 1, 2024. See ORS 326.603(4)(b).}

<sup>6</sup> Decisions regarding which employees may begin before the return of the required criminal records checks must be made in a nondiscriminatory manner.

<sup>7</sup> See OAR 581-021-0511(8).

crime, the individual may be employed by the district, or if employed by the district may be terminated. An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law may be employed by the district. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

### **Requirements for TSPC Licensed, Certified or Registered Individuals**

1. Any individual who is applying for a license as a teacher, administrator or personnel specialist is subject to a criminal records check and fingerprinting, unless the individual has submitted to such a check through the Teacher Standards and Practices Commission (TSPC) within the previous three years, or has remained continuously licensed by or registered with TSPC for a different license or registration for which the individual has already submitted to a criminal records check and fingerprinting.
2. Any individual who is applying for an initial certificate under ORS 342.475 as a school nurse shall submit to a criminal records check and fingerprinting with TSPC.
3. Any individual who is applying for a registration as a public charter school teacher or administrator with TSPC shall submit to a criminal records check and fingerprinting with TSPC.
4. Any individual applying for reinstatement of an Oregon license or registration as a teacher, administrator or personnel specialist, or a certificate as a school nurse with the TSPC, whose license, registration or certificate has lapsed for at least three years, shall submit to a criminal records check and fingerprinting with TSPC.
5. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist, if the individual does not hold a current license issued by TSPC and has not submitted to a criminal records check by TSPC within the previous three years for student teaching, practicum or internship as a teacher, administrator or personnel specialist, shall be required to submit to a criminal records check and fingerprinting with TSPC.

### **Requirements for Contractors<sup>{8}</sup>**

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students<sup>9</sup> or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

The superintendent or designee will identify contractors who are subject to such requirements.

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<sup>8</sup> {The district should include language regarding background checks in any contract that includes direct, unsupervised contact with students whenever applicable.}

<sup>9</sup> “Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

A contractor or an employee of a contractor required to submit to a criminal records check and fingerprinting in accordance with law and Board policy will be terminated from contract status, or withdrawal of offer of contract will be made by the district upon:

1. Refusal to consent to a criminal records check and fingerprinting; or
2. Notification<sup>10</sup> from the Superintendent of Public Instruction that the individual has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

A subject individual may be terminated from contract status upon notification from the Superintendent of Public Instruction that the individual has knowingly made a false statement as to the conviction of any crime.

### **Requirements for Volunteers**

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Head coach;
2. Assistant coach;

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check may begin on a probationary basis pending the return and disposition of a state and national criminal records check based on fingerprints.

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

A volunteer that is not likely to have direct, unsupervised contact with students, as determined by the district, will not be required to submit to an in-state criminal records check.

A volunteer who knowingly made a false statement on a district volunteer application form or has a conviction of a crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number may result in immediate termination from the ability to volunteer in the district.

Fees associated with a required fingerprinting for volunteers shall be paid by the individual. Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the district.

A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and Board policy will be denied such ability to volunteer in the district.

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<sup>10</sup> Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

## Requirements for Others

Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day is required to submit to a criminal records check and a fingerprint-based criminal records check.

Any individual who is an employee of a public charter school and not identified under ORS 342.223 is required to submit to a criminal records check and a fingerprint-based criminal records check.

## Notification

The district will provide written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The district will provide the following notification to individuals subject to criminal records checks and fingerprinting:

1. Such criminal records checks and fingerprinting are required by law or Board policy;
2. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
3. A refusal to consent to a required criminal records check and fingerprinting shall result in immediate termination from employment, contract status or the ability to volunteer in the district;
4. A determination by the Oregon Department of Education (ODE) which affects an individual's eligibility to be employed, or contracted with, by the district may be appealed to the Superintendent of Public Instruction under ORS 183.413 – 183.470;
5. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, ODE forms (written or electronic) may result in immediate termination from employment or contract status;
6. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status.
7. A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number may result in immediate termination from the ability to volunteer in the district. The district may remove the volunteer from the position allowing direct, unsupervised contact with students.

## Processing and Reporting Procedures

Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

Fingerprints may be collected by one of the following:

1. Employing district staff;
2. Contracted agent of employing district;
3. Local or state law enforcement agency; or
4. Statewide vendor identified by the Oregon Department of Administrative Services.

To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, contract or volunteering.

A copy of the fingerprinting results will be kept by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

**END OF POLICY**

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**Legal Reference(s):**

[ORS 181A.180](#)  
[ORS 181A.230](#)  
[ORS 326.603](#)  
[ORS 326.607](#)  
[ORS 332.107](#)

[ORS 336.631](#)  
[ORS 342.143](#)  
[ORS 342.223](#)  
[OAR 414-061-0010 – 061-0030](#)  
[OAR 581-021-0510 – 021-0512](#)

[OAR 581-022-2430](#)  
[OAR 584-050-0012](#)  
[OAR 584-050-0100](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2018).



## Fern Ridge School District 28J

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Gary E. Carpenter Jr.  
Superintendent

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Phone: (541) 935-2253  
Fax: (541) 935-8222

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

November 18, 2024

#### Resignations/Retirements

1. Resignation of Mikah Reed, 1.0 FTE Maintenance, effective November 1, 2024
2. Resignation of Whitney Fox, 6.75 Special Education Instructional Assistant at Fern Ridge Middle School, effective November 11, 2024.

#### New Hires/Transfers

1. Hiring of Gavin Hood, 1.0 FTE Custodian, effective October 29, 2024.
2. Hiring of Liliana Morales, 6.75 Special Education Instructional Assistant at Fern Ridge Middle School, effective November 18, 2024.

#### Other

1. None at this time.

#### Coaches

1. Resignation of Tessa Slager, Head Volleyball Coach 23-24 at Elmira High School, effective October 30, 2024.
2. Resignation of Emmy Erwin, Assistant Track Coach 23-24 at Elmira High School, effective October 31, 2024.
3. Hiring of Nick Anderson, JV Girls Basketball Coach 24-25 at Elmira High School, effective November 18, 2024.