

Fern Ridge School District Board of Directors

Monday, January 27, 2025 The doors will open at 6:15pm

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

1. Call to Order: Public - 6:30 pm

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

Thank you to the members of the public who have joined us. As a reminder, School Board meetings and work sessions are meetings of the Board held in public, providing an opportunity to observe the Board's discussion and actions.

In an effort to conduct official Board business, we ask that the audience be respectful and refrain from questions, comments, and unnecessary noise while the Board conducts the meeting.

There is an opportunity for citizen comment tonight, and the Board looks forward to hearing from those who signed up. I will share some reminders when we get to that portion of the meeting.

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

2. Citizenship Award

Presenter: Billie Perrier

3. Flag Salute led by Citizenship Award Winner

4. Public Comment: None at this time.

5. Monthly Items:

5.A. Approval of Minutes; Work Session and Regular Session - Board Action

6. Business Office

Presenter: Business Manager, Quanah Bennett

6.A. Enrollment Report

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

6.C. Resolution 24-25/03 - Approve 2023-2024 Audit Report & GASB 54 - Board Action

6.C.1. Fidelity Insurance Coverage

7. Reports:

7.A. Elmira High School Presentation

Presenter: Cydney Vandercar

7.B. Fern Ridge Education Association

Presenter: DesiRae Wright-Rendon

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

Presenter: JT Myers and Fern Valle Arvizu

7.D. Director of K-12 Programs

7.D.1. Fern Ridge Middle School Curriculum Adoption - Beginning Theater Elective - Board Action

7.D.2. Human Growth and Development - Board Action

7.E. Superintendent's Report

8. Discussion Items

8.A. Bond Update

8.A.1. All Projects Update from Mr. Rose

8.A.2. Program Contingency Requests

8.A.2.a. EHS Science Project Move:100k - Board Action

8.A.2.b. EHS Athletics Project: Request coming in February

8.B. Lane Education Service District 2025-27 Local Service Plan Year One - Board Action

8.C. First Reading of Proposed Policy Updates - KLD R G2-(delete), KLD D1-(delete), JHCD_JHCDA D1 (delete), JHCD_JHCDA R D1 (delete), JHCD R G1 (new), JHCD G1 (new)

9. Personnel

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

9.A.1. Resignation of Madison Hahn, 1.0 FTE Teacher at Elmira High School, effective January 23, 2025.

9.B. Non-Licensed Personnel Report

10. Late Items/Closing Comments/Board Community Involvement

11. Upcoming Events

February 3-7: National School Counselor Appreciation Week

February 17: NO SCHOOL District wide

February 13: Heart of the Community 6-7:30pm @ VES

Elmira Elementary:

February 11: PTA Family Bingo

February 12: Bottle Drop Donation

February 18: PTA 6pm

February 21: Fun Friday from PTA

Veneta Elementary:

February 11: PALS 5:30

Fern Ridge Middle:

January 29:

4:30 8th Grade Boys Basketball-Home
4:30 7th Grade Boys Basketball-Junction City

February 3:

4:30 8th Grade Boys Basketball-St. Paul
4:30 7th Grade Boys Basketball-Home

February 5:

4:30 8th Grade Boys Basketball-Home
4:30 7th Grade Boys Basketball-O'Hara

February 10:

4:30 8th Grade Boys Basketball-Cottage Grove
4:30 7th Grade Boys Basketball-Home

February 12:

4:30 8th Grade Boys Basketball-Home
4:30 7th Grade Boys Basketball-Monroe

February 19:

4:30 8th Grade Boys Basketball-Junction City
4:30 7th Grade Boys Basketball-Home

February 20:

4:30 8th Grade Boys Basketball-Linus Pauling
4:30 7th Grade Boys Basketball-Linus Pauling

Elmira High:

January 28:

5 pm Boys & Girls Wrestling-Elmira 4-Way @ EHS
"Senior Night"

4:30pm Boys JV Basketball @ Harrisburg

4:30pm Girls JV Basketball @ Harrisburg

6pm Boys JV2 Basketball @ Harrisburg Middle
School

6pm Boys V Basketball @ Harrisburg

7:30pm Girls V Basketball @ Harrisburg

January 31:

4:30pm Boys JV Basketball @ Pleasant Hill

4:30pm Girls JV Basketball @ Pleasant Hill

6pm Boys JV2 Basketball @ Pleasant Hill

6pm Boys V Basketball @ Pleasant Hill

7:30pm Girls V Basketball @ Pleasant Hill

February 1:

TBD Boys Wrestling - Junction City HS

10am Girls Wrestling - Harrisburg-All Girls
Tourney

February 4:

3 pm Boys Wrestling Special District 2 Duals-
Harrisburg HS

4:30pm Boys JV Basketball vs La Pine

4:30pm Girls JV Basketball vs La Pine

6pm Boys JV2 Basketball vs La Pine

6pm Girls V Basketball vs La Pine

7:30pm Boys V Basketball vs La Pine

February 5:

TBD Boys Wrestling Special District 2 Duals-
Siuslaw HS

February 7:

TBD Boys Wrestling-Cottage Grove HS Feb.7-8

4:30pm Boys JV Basketball vs Sisters
4:30pm Girls JV Basketball vs Sisters
6pm Boys JV2 Basketball vs Sisters
6pm Girls V Basketball vs Sisters
7:30pm Boys V Basketball vs Sisters
February 8:
TBD Girls Wrestling Invitational-Cottage Grove
February 11:
4:30pm Boys JV Basketball @ Creswell
5:30pm Girls V Basketball @ Creswell
6pm Girls JV Basketball @ Creswell
7:30pm Boys V Basketball @ Creswell
February 14:
TBD Girls Wrestling Spcl Dist Championship-
Cottage Grove Feb.14-15
4:30pm Boys JV Basketball vs Harrisburg
4:30pm Girls JV Basketball vs Harrisburg
6pm Boys JV2 Basketball vs Harrisburg
6pm Girls V Basketball vs Harrisburg
7:00 Hall of Fame Induction in Main Gym
7:30pm Boys V Basketball vs Harrisburg
February 18:
4pm Boys JV2 Basketball @Junction City
February 22:
TBD Boys Wrestling Spcl Dist 2 Championship-EHS
March 8:
SAVE THE DATE Booster Club Dinner and Auction
5:30pm

12. Adjournment



FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

WORK SESSION of the FERN RIDGE SCHOOL BOARD

December 16, 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 5:32pm.

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

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SUPERINTENDENT'S EVALUATION: TARGETED FEEDBACK SURVEY-SELECT 3 STANDARDS TO SUVEY STAFF AND COMMUNITY: (Agenda Item 2): There was a time of discussion by the board, Superintendent Carpenter and Kristin Miles on the eight standards of which to choose the three for the targeted feedback survey. They discussed and analyzed the rankings by the individual board members and what they felt was the most important. There was a consensus for #2, #3, and #5. There was a time of discussion on who will receive the survey. Kristin expressed a preference to choose no more than 40 staff members and no more than 40 community members. There was a time of discussion about what staff member groups and what community member groups would be selected from. It was stated that this list would maintain anonymity from the board and that the responses will not be tracked. There was a time of discussion on the schedule of the survey before the Superintendent Evaluation on April 14. March 12 the survey would be sent to the selected participants and April 2 the survey would close.

CRUCIAL CONVERSATIONS CHAPTERS 3 AND 4 REFLECTIONS: (Agenda Item 3): This was decided that there was not enough time to thoroughly discuss before the work session end time. At the next work session in March, the board was assigned to finish the book, *Crucial Conversations*, and discuss more then.

SHARE ANSWERS TO WORK SESSION QUESTIONS: (Agenda Item 4): This was decided that there was not enough time to thoroughly answer all of the assigned questions before the work session end time. There will be a discussion at the next work session in March.

STYLE UNDER STRESS TEST REPRT: (Agenda Item 5): Each of the board members and Superintendent Carpenter talked about their results to the Style Under Stress test and their impressions of those results.

ADJOURNMENT (Agenda Item 6): The work session was adjourned at 6:25 pm.

Attest: _____
School Board Representative

Gary E. Carpenter, Jr., Superintendent



FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

REGULAR MEETING of the FERN RIDGE SCHOOL BOARD

December 16, 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 6:30 pm.

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

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CITIZENSHIP AWARD (Agenda Item 2): The December Citizenship Award was presented to Elmira High School student, Jude Carman.

FLAG SALUTE (Agenda Item 3): Elmira High School student, Jude Carman led the flag salute.

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

MONTHLY ITEMS (Agenda Item 5):

5. A. Approval of Minutes: The minutes from the regular meeting on November 18, 2024, were presented for approval.

Director Boren moved to approve the minutes from the regular session on November 18, 2024, seconded by Director Pizzola.

Student Representative JT Myers asked about the voting process and discussion regarding the OSBA Resolutions from the previous month. There was a time of clarification around what is expected of board members to express when they vote differently from one another. JT then asked Director McCann why she voted no on OSBA Resolution #2. Director McCann gave a brief response.

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

BUSINESS OFFICE (Agenda Item 6):

6. A. Enrollment Report: Business Manager Quanah Bennett reviewed the enrollment report as of December 1, 2024. District Enrollment is 1294, which is 10 over our budgeted enrollment, 4 less than last month, and about the same as last year for December which was 1306. Elementary is down by 1, the middle school is up by 28, and the high school is down by 17. There are seven more out of district placements than what was projected in the budget.

6. B. General Fund Revenue and Expenditure Report: Business Manager Quanah Bennett reviewed the general fund revenue and expenditure report as of November 30, 2024 with the amended details of revenues. The district has received 57% of our budgeted revenue. We have started to receive our property taxes and will continue to receive that through December. The district's operating expenditures are at 28%, exactly the same as last year.

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

REPORTS (Agenda Item 7):

7. A. Student Representatives: Student representatives Fern Valle-Arvizu and JT Meyers reported on recent past holiday fund raisers earning \$550. Boys basketball won the tournament in Coquille this last weekend, girls basketball has only lost one game, wrestling placed 2nd in the home meet. College visits are continuing with Northwest College of Arts with some Juniors and Seniors seeing the art programs at the school in Portland. Holiday Spirit week consists of different dress up days and finish with an assembly at the end of the week. Keyclub is holding a food drive which will go to the local community. Seniors are selling a Papas Pizza coupon sheet to raise money for grad night. The upcoming sports dates were announced. The National Honor Society raised over \$2000 and gifts for the Adopt of Family program. Drama Club performances will be January 23, 24, and 25.

7. B. Fern Ridge Education Association: FREA Representative, Forrest Cooper presented slides of each building recent activities and events.

7. C. Director of K-12 Programs: Director Michelle Marshall presented the Educational Equity Advisory Committee's (SB 732) purpose and goals and timeline for getting it in place by the

2025-2026 school year. Director Michelle Marshall presented the overall results of the Community Input Survey.

7. D. Superintendent's Report: Superintendent Carpenter reported on 5 topics. The district needs to cut down trees and there is no current policy to manage that. It will be an open discussion with neighboring property owners, the district and the board and what funds will cover that. The district is registering for Oregon Professional Educator Fair and the University of Oregon Educator Career Fairs in March. The district is moving forward with investigating the purchase of the property next to Veneta Elementary. There will be an update on cost estimates for the athletics facility tomorrow. Director McCann applied and received a \$1500 scholarship grant for the school board to use for professional development. There was a time of discussion on how to use that moving forward.

DISCUSSION ITEMS (Agenda Item 8):

8. A. SB 732 – Update/Application Process: Director Michelle Marshall presented the Educational Equity Advisory Committee's (SB 732) information during the Director of K-12 Programs report.

8. B. Targeted Feedback Survey – Three Standards: There was a selection of the three standards for the targeted feedback survey.

Director Boren moved to use standards #5 – Communication and Community Relations, #3 – Inclusive District Culture, and #2 – Ethics and Professional Norms for the Targeted Feedback Survey that will be used as part of the Superintendent Evaluation, seconded by Director Pizzola. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, and Pizzola, Director McCann voting yes. 5-0.

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

GCDA_GDDA G1 (2)

There was a time of discussion on volunteers and what is and is not required of them and how the information is accessed by teachers.

Director Boren moved to approve the GCDA GDDA G1 (2) as proposed policy update, seconded by Director Pizzola. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

PERSONNEL (Agenda Item 9):

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

9. A.1 None at this time.

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

Resignations/Retirements

1. None at this time.

New Hires/Transfers

1. None at this time.

Other

2. None at this time.

Coaches

1. Hiring of Jamal Wilson, JV2 Boys Basketball Coach 24-25 at Elmira High School, effective November 18, 2024.
2. Hiring of Matthew Davis, Assistant Wrestling Coach 24-25 at Elmira High School, effective November 18, 2024.

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

10. A. Superintendent Carpenter recognized and gave thanks to Director Boren for volunteering to run the shot clock at the Elmira High School basketball games. Director Pizzola has been volunteering to coach soccer, volleyball, and basketball at the elementary level this year.

UPCOMING EVENTS (Agenda Item 11):

11. A. Upcoming Events:

Elmira Elementary:

December 17: PTA 6pm
December 18: Choir Concert 5:30pm at EHS
December 19: Holiday Luncheon
December 23-January 3: Winter Break
January 20: MLK No School
January 21: PTA 6pm
January 24: End of 2nd Q No School

Veneta Elementary:

December 19: Holiday Luncheon
December 23-January 3: Winter Break
January 14: PALS 6pm
January 20: MLK No School
January 24: End of 2nd Q No School

Fern Ridge Middle:

December 23-January 3: Winter Break
January 20: MLK No School
January 24: End of 2nd Q No School

Elmira High:

December 23-January 3: Winter Break

January 20: MLK No School
January 24: End of 2nd Q No School

ADJOURNMENT (Agenda Item 12): Chair Graham-Adams adjourned the meeting at 7:20 pm.

Attest: _____
School Board Representative

Gary E. Carpenter, Jr., Superintendent



FERN RIDGE SCHOOL DISTRICT 28J
ENROLLMENT REPORT

January 1, 2025

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 | | 17 | | | | | | | | | | | | 17 |
| EES Teacher 5 | | | 30 | | | | | | | | | | | 30 |
| 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 |
| Elmira Elementary | 32 | 34 | 30 | 60 | 43 | 52 | | | | | | | | 251 |
| VES Teacher 1 | 17 | | | | | | | | | | | | | 17 |
| VES Teacher 2 | 19 | | | | | | | | | | | | | 19 |
| VES Teacher 3 | 19 | | | | | | | | | | | | | 19 |
| VES Teacher 4 | | 22 | | | | | | | | | | | | 22 |
| VES Teacher 5 | | 22 | | | | | | | | | | | | 22 |
| VES Teacher 6 | | | 23 | | | | | | | | | | | 23 |
| VES Teacher 7 | | | 24 | | | | | | | | | | | 24 |
| VES Teacher 8 | | | 23 | | | | | | | | | | | 23 |
| VES Teacher 9 | | | | 28 | | | | | | | | | | 28 |
| VES Teacher 10 | | | | 25 | | | | | | | | | | 25 |
| VES Teacher 11 | | | | | 28 | | | | | | | | | 28 |
| VES Teacher 12 | | | | | 29 | | | | | | | | | 29 |
| VES Teacher 13 | | | | | | 24 | | | | | | | | 24 |
| VES Teacher 14 | | | | | | 25 | | | | | | | | 25 |
| Veneta Elementary | 55 | 44 | 70 | 53 | 57 | 49 | | | | | | | | 328 |
| Total Elementary | 87 | 78 | 100 | 113 | 100 | 101 | | | | | | | | 579 |
| Fern Ridge Middle School | | | | | | | 104 | 106 | 96 | | | | | 306 |
| FRMS Options | | | | | | | 2 | | 4 | | | | | 6 |
| Elmira High School | | | | | | | | | | 84 | 100 | 91 | 78 | 353 |
| EHS Options | | | | | | | | | | | 6 | 17 | | 23 |
| EE Bridges (K-2) | 3 | | 4 | | | | | | | | | | | 7 |
| EE Bridges (3-5) | | | | 3 | 1 | 2 | | | | | | | | 6 |
| VES (Structured Learning) | 1 | 1 | 1 | 2 | 1 | 1 | | | | | | | | 7 |
| Home Tutor | | | | | | | | | | | | | | - |
| FRMS Bridges (6-8) | | | | | | | 2 | 3 | 3 | | | | | 8 |
| Total In-District Enrollment | 91 | 79 | 105 | 118 | 102 | 104 | 108 | 109 | 103 | 84 | 100 | 97 | 95 | 1,295 |
| <i>Change from Adopted Budget (based on ADMr of 1,284)</i> | | | | | | | | | | | | | | 11 |
| Out of District Placements | - | 2 | 3 | | 2 | 1 | 3 | 1 | 2 | 2 | - | 3 | 6 | 25 |
| <i>Change from Adopted Budget (based on ADMr of 18)</i> | | | | | | | | | | | | | | 7 |
| Total WLTL Charter School | | | | | | | | | | 16 | 19 | 25 | 30 | 90 |
| FRSD Attending WLTL | | | | | | | | | | 8 | 12 | 15 | 15 | 50 |
| <i>Change from Adopted Budget (based on ADMr of 65)</i> | | | | | | | | | | | | | | 25 |
| Total District/ Out of District /Charter School Enrollment | | | | | | | | | | | | | | 1,410 |
| <i>Change from Adopted Budget (based on ADMr of 1,367)</i> | | | | | | | | | | | | | | 43 |

22.82

23.43

FR FERN RIDGE SCHOOL DISTRICT 28J

General Fund Revenue and Expenditures

| December 31, 2024 | ADOPTED 24-25 BUDGET | 2024-2025 | | | | | | TOTAL YTD | REMAINING BALANCE |
|---|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------------|------------------------------|
| | | JULY | AUG | SEPT | OCT | NOV | DEC | | |
| Beginning Fund Balance | 3,527,994 | - | - | - | - | - | - | - | 3,527,994 |
| OPERATING REVENUE: | | | | | | | | | |
| PROPERTY TAXES | 5,562,447 | 7,802 | 13,870 | 10,581 | 6,118 | 4,237,020 | 928,249 | 5,203,641 | 358,806 |
| TRANSPORTATION FEES | 2,100 | - | - | - | - | - | - | - | 2,100 |
| EARNINGS ON INVESTMENTS | 250,000 | 37,683 | 34,880 | 32,691 | 29,232 | 19,440 | 43,167 | 197,092 | |
| EXTRACURRICULAR ACTIVITIES | 4,626 | - | - | - | - | - | - | - | |
| RENTALS/DONATIONS/LEASES / PY REV / GRANT FEES / MISC | 161,445 | 4,491 | 24,688 | 7,378 | 19,758 | 12,701 | 11,896 | 80,913 | |
| COUNTY SCHOOL FUND / ESD | 159,158 | - | - | - | - | - | - | - | 159,158 |
| OTHER INTERMEDIATE SOURCES | 5,500 | - | 7 | 1,853 | - | 7 | 2,455 | 4,322 | |
| STATE SCHOOL FUND | 11,880,479 | 2,056,928 | 999,784 | 962,504 | 981,199 | 965,042 | 982,768 | 6,948,226 | 4,932,253 |
| COMMON SCHOOL FUND | 210,000 | - | - | - | - | - | - | - | 210,000 |
| STATE MANAGED COUNTY TIMBER | - | - | - | - | - | 26,394 | - | 26,394 | (26,394) |
| RESTRICTED GRANTS-IN-AID | - | - | - | - | - | 7,225 | - | 7,225 | |
| RESTRICTED FR FED/GOV ST | - | - | - | - | - | 12,240 | 3,780 | 16,020 | (16,020) |
| FEDERAL FOREST FEES | 58,620 | - | - | - | - | - | - | - | 58,620 |
| SALE OF FIXED ASSETS | - | - | 550 | (300) | - | - | - | 250 | (250) |
| TOTAL OPERATING REVENUE | 18,294,375 | 2,106,904 | 1,073,778 | 1,014,708 | 1,036,307 | 5,280,069 | 1,972,316 | 12,484,083 | 5,810,292 |

68%

TOTAL BUDGETED REVENUE (INCLUDES BEGINNING FUND BALANCE) **21,822,369** **12,484,083**

| | | | | | | | | | |
|-------------------------------------|-------------------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| OPERATING EXPENDITURES: | | | | | | | | | |
| SALARIES | 8,286,866 | 160,615 | 188,940 | 663,813 | 666,590 | 665,873 | 654,904 | 3,000,735 | 5,286,131 |
| BENEFITS | 6,214,859 | 98,375 | 124,819 | 480,305 | 453,348 | 447,951 | 440,900 | 2,045,698 | 4,169,161 |
| PURCHASED SERVICES | 3,875,536 | 89,684 | 89,787 | 148,449 | 372,884 | 330,922 | 332,261 | 1,363,987 | 2,511,549 |
| SUPPLIES & MATERIALS | 472,048 | 33,620 | 28,968 | 50,904 | 20,318 | 43,043 | 51,641 | 228,494 | 243,554 |
| CAPITAL OUTLAY | - | - | - | - | - | - | - | - | - |
| OTHER | 297,805 | 244,737 | 6,970 | 1,474 | 2,589 | 1,223 | 321 | 257,313 | 40,492 |
| TOTAL OPERATING EXPENDITURES | 19,147,114 | 627,031 | 439,484 | 1,344,945 | 1,515,729 | 1,489,010 | 1,480,027 | 6,896,226 | 12,250,888 |

36%

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

TOTAL BUDGETED EXPENDITURES **21,822,369** **6,896,226**

FERN RIDGE SCHOOL DISTRICT 28J
RESOLUTION NO. 24-25/03

ESTABLISH POLICIES FOR FUND BALANCE
ACCEPT AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2024
DESIGNATE COMMITTED ENDING FUND BALANCES

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

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

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

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

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

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

1. The Board accepts the audit for the fiscal year ended June 30, 2024 as submitted by the firm of Pauly, Rogers, and Co., P.C.
2. Authority to classify portions of unassigned fund balance as assigned is hereby granted to the Superintendent and the Business Manager.
3. For purposes for fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.
4. The Board makes the following designations of 2023-2024 ending fund balances and revenues for specific uses in 2024-2025:

Committed Fund Balances

- Outdoor School Fund \$7,360
(funds are committed to support the outdoor school program)
- Textbook Fund \$252,075
(funds are committed to support textbook adoption)
- EHS Athletics Fund \$145,463
(funds are committed to support EHS athletics programs)
- Technology Reserve Fund \$867,530
(funds are committed for technology upgrades and improvements)
- Maintenance Reserve Fund \$2,941,026
(funds are committed for capital improvements)
- Construction Excise Tax Fund \$240,281
(funds are committed for capital improvements)
- District Retirement Fund \$2,003,047
(funds are committed for costs associated with early retirement program)
- Wellness Fund \$16,551
(funds are committed for costs associated with employee wellness program)
- Mindfulness Zen \$273
(funds are committed for costs associated with employee wellness)
- Debt Service Fund \$5,006
(funds are committed for debt service on pension obligation bonds)

Total Committed Fund Balance \$6,478,612

ADOPTED by the Board of Directors of Fern Ridge School District 28J this 27th, day of January, 2025 by a vote of _____ for and _____ against.

ATTEST:

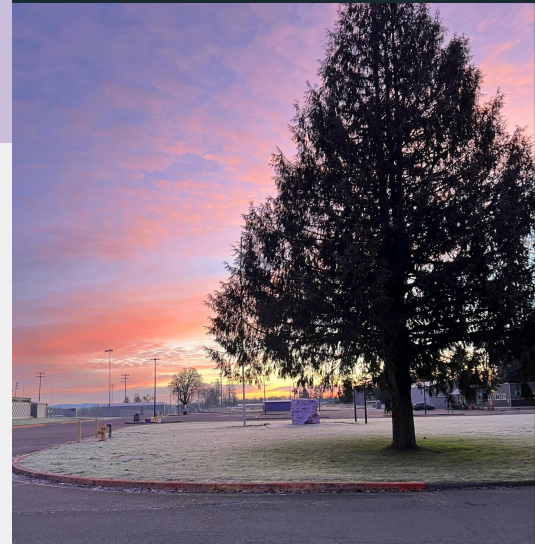
Barbara Graham, Chairperson
Board of Directors

Gary Carpenter, Superintendent

Elmira High School

Annual
Board
Report

January 27, 2025



374

Total Number of Students

159

Enrollment in CTE

144

Enrollment in AP or College Now

9th: 84

10th: 99

11th: 90

12th: 78

Options: 23 (6 J/17 S)

By Grade Level

Graduation Data

A full schedule earns 7 credits per year.

9th - none yet

On track for graduation

10th - 15

4.5 or fewer

On track for graduation

11th - 16

12 credits or fewer

On track for graduation

12th - 7

16 credits or fewer

On track for graduation

ELMIRA HIGH SCHOOL GRADUATION REQUIREMENTS

A student must earn the minimum number of credits required and satisfy all specific subject requirements to graduate with an Elmira High School diploma and participate in the commencement ceremony. Credits earned in alternative educational placements, PLATO, correspondence courses, courses that do not meet Carnegie unit requirements, non-accredited institutions or home school may not meet the credit requirements for an Elmira High School diploma.

| Type of Code | Subjects | Credits Needed |
|-----------------------|--|----------------|
| LA | Language Arts | 4 |
| MA | Math – Algebra 1 or Above | 3 |
| SC | Science | 3 |
| GS | Global Studies | 1 |
| US | U.S. History | 1 |
| CV | U.S. Civics | 1/2 |
| HE | Health | 1 |
| PE | Physical Education | 1 |
| FA | Applied Arts/Fine Arts or Second Language | 3 |
| EC | Economics | 1/2 |
| EL | Electives | 6 |
| Total Required | | 24 |

Changes to graduation requirements beginning with the Class of 2027:

* Adding .5 credit Personal Finance and .5 credit Higher Education/Career Path Skills

* Decreasing required elective credit to 5 credits

| Personalized Learning Requirements | 2025 | 2026 | 2027 | 2028 |
|---|------|------|------|------|
| Plan & Profile: Tracked in Homeroom where students follow academic progress. Completed all four years of high school. | X | X | X | X |
| Career Related Learning Experiences: Students attend a job shadow and a Career Fair (completed as a junior) | X | X | X | X |
| Extended Application: Culminating project/activity (completed as a senior). | X | X | X | X |

Language Arts

4 Credits (8 semesters)

Math

3 Credits (6 semesters)

Science

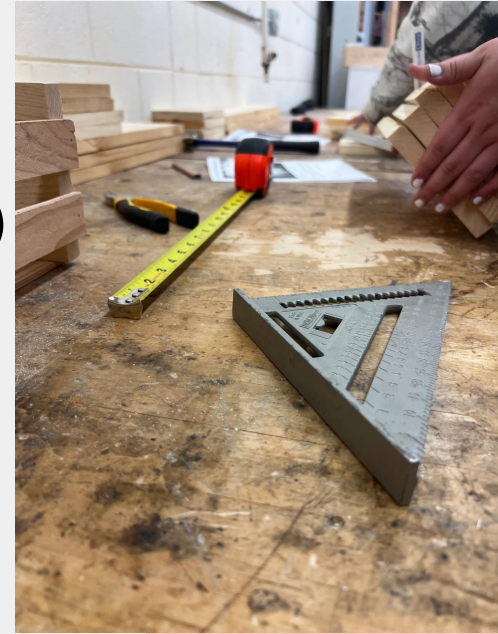
3 Credits (6 semesters)

Social Studies/Econ/Government

3 Credits (6 semesters)

CTE Coursework by the numbers

- 10 - Film and TV (Intro/Advanced)
- 12 - Motion Graphics (Intro/Advanced)
- 50 - Intro Welding
- 20 - Welding 2
- 17 - Welding 3
- 6 - Welding 4
- 33 - Carpentry 1
- 10 - Carpentry 2
- 1 - Carpentry 3
- 34 - Intro Auto (not official CTE)
- 12 - Advanced Auto (not official CTE)

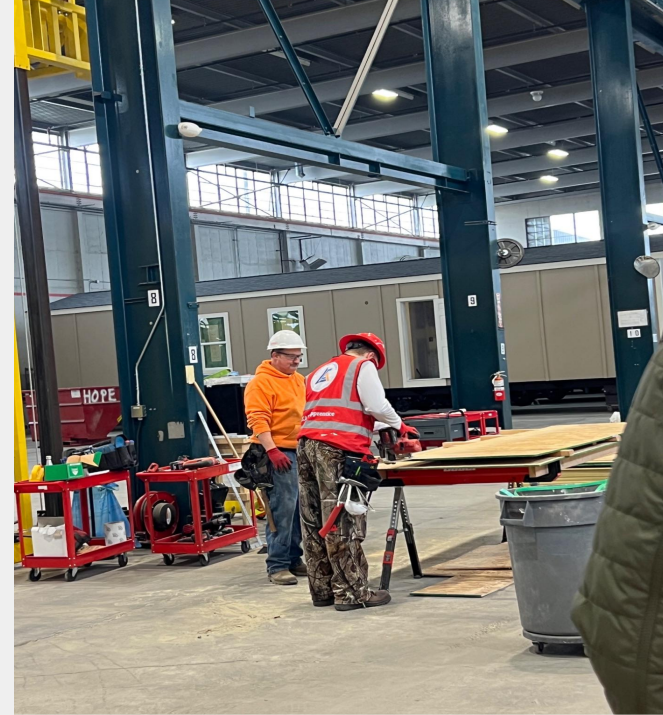


What is CTE?

Career and Technical Education teaches both academic knowledge and technical and occupational skills.

Need three credits to complete a pathway. In some cases, students earn two credits & a work-base credit.

Completers are defined as earning 6 classes (3 credits) with an added Work Base Learning component.



**Student and laborer
work together**

HOPE Project

Data and cost:

During the 21-22 school year districts received \$370 per student from the state of Oregon. Compare this funding to \$4,057 per student in the state of Washington.

Trainings and opportunities:

- *HOPE Factory

- *Immediate job opportunities upon graduation

Visited: Peterson Pacific, Welding Competition at LBCC, Swanson Bros, Sierra Pacific



EHS CTE Programs

01

Media and Film Production

02

Construction Technology

03

Industrial & Engineering Systems

04

Arts, A/V Communication and Publishing

Bond Appreciation and Update

Thank you community for supporting the bond projects.

Track and turf work begins first of April.
Biggest change is the need to practice elsewhere after
April 1st.

Science work at the end of the school year.

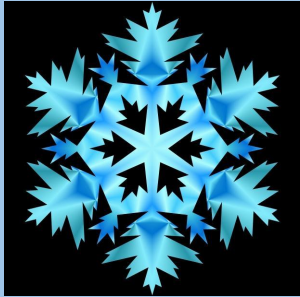
Dream big and then, fit it into the budget.



Bond work

Begins Spring
of '25

Fern Ridge Education Association (FREA)

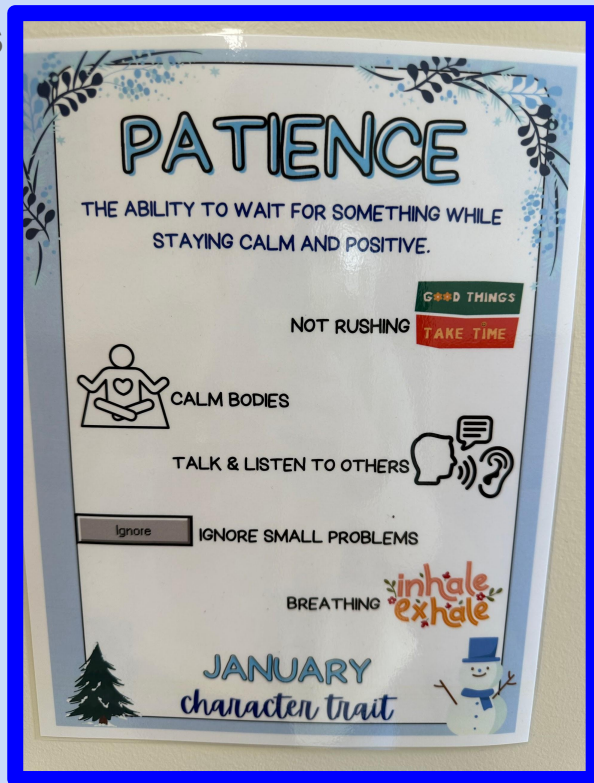


School Board Meeting
January 27, 2025



Elmira Elementary

Our January focus skill has been patience, and students were recognized at our school-wide assembly for practicing this important skill.

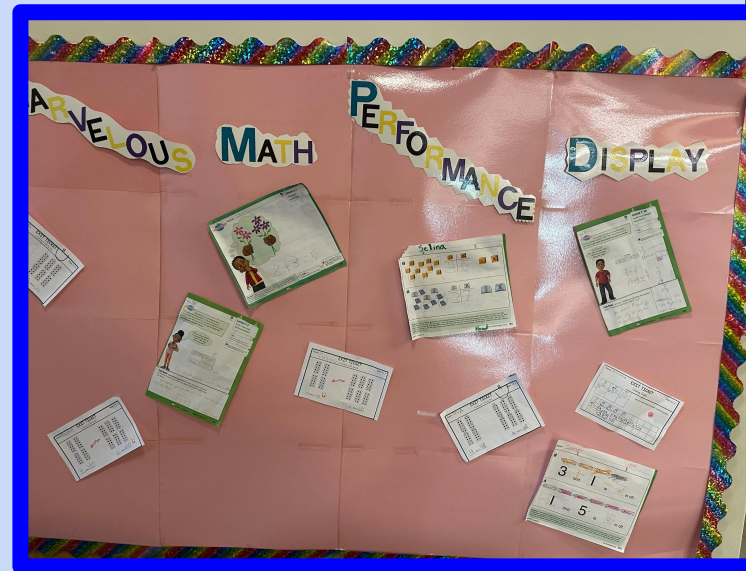


Our Jump-A-thon was a huge success, thanks to the enthusiasm of our students collecting pledges, and the hard work of Mrs Herbert and many parent volunteers. Our PTA gave each student a jump rope for Fun Friday, too!



Elmira Elementary

We love to recognize student progress and exemplary work each month with our Math and Language Arts “wow” displays in our entry hallway. It’s fun to see students stop to check out the great work.



Veneta Elementary



We had the opportunity to thank our board members by having students make cards and posters and Jennifer Gent made this amazing poster!

Our students have been working hard as we get them all through Star Assessments. We also just completed data team meetings to help gage where students are academically and where we hope to get them to.

RENAISSANCE
Star Assessments

Veneta Elementary

Dawn and Taylor are starting an electronic recycling program that could win a grant up to \$500! Coming up, we will be having our 3rd Annual Heart of the Community from 6-7:30pm at VES. More Info coming soon!



Our school's pickup week is:

What?

Our school is participating in the Electronics Recycling Competition! Schools that recycle the most "e-waste" win! Students, families, & staff can participate.

Eligible e-waste includes microwaves, TVs, printers, cords, cables, cell phones, computers, computer accessories (monitors, keyboards, mice, computer speakers, etc.), whether in working condition or not), tablets, old or broken game consoles, remotes, & AV equipment (i.e., stereos, speakers, DVD players, etc.). **NO PLASTIC, non-electronic items (i.e., toys, vacuums, etc.).**

Why?

Help divert e-waste from the trash & keep reusable electronics available in our community. Schools that recycle the most e-waste can win a grant of up to \$500, a NextStep Reuse Store computer gift certificate, & special recognition!

Find our school's pickup deadline, alternate drop-off location & more at:

wastewiselane.org/ERC



The Electronics Recycling Competition is a partnership between NextStep Recycling & Waste Wise Lane County, a part of Lane County Waste Management.

VALENTINES CRAFTS PHOTO BOOTH YOUTH ACTIVITIES

3RD ANNUAL

HEART OF THE COMMUNITY

FERN RIDGE FAMILY RESOURCE CENTER

VENETA ELEMENTARY
88131 TERRITORIAL RD
VENETA

FEB 13 2025

LIVE MUSIC FREE FOOD FREE RAFFLE

ALL AGES WELCOME

PLEASE JOIN US FOR OUR YEARLY COMMUNITY ENGAGEMENT NIGHT

SAVE THE DATE

Fern Ridge Middle School

Rock Cycle Rap

7th graders
presenting what
they learned
about rocks

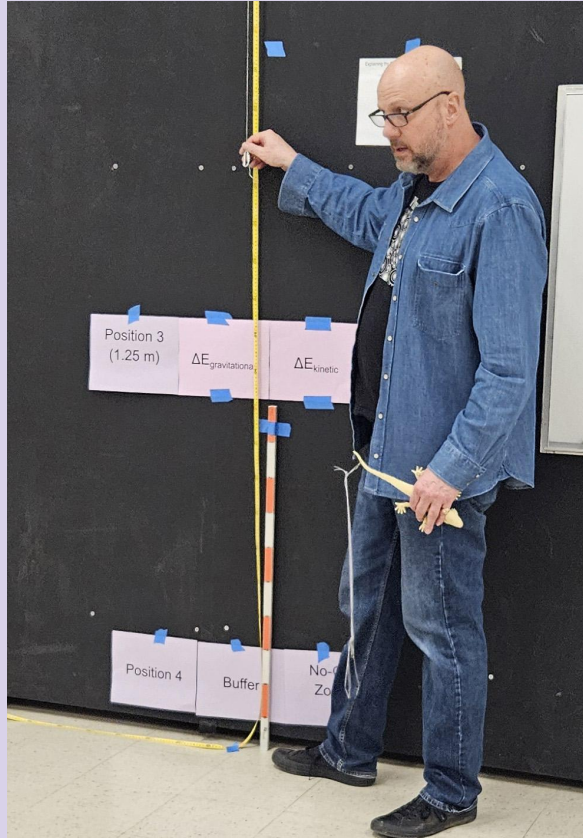


C.A.T.C.H. on
campus

We're catching students
and staff eating healthy.

Stop by the library to see
who's been caught!

Elmira High School



Physics students study energy and engineering with a bungee jumping activity.



One-word posters:

English students selected a powerful word to guide their goals and focus for the rest of the year.

Elmira High School





OEA/NEA

Representative Assembly



OEA RA:

- Every spring, delegates from locals meet to discuss issues that impact education and educators across our state. Allowing all of our locals to have a voice in state policy, legislative objectives, and business items (how we're going to spend our money).
- 2 days long, nearly 1,000 Oregon educators representing 41,000+ educators in our state.

NEA RA:

- Every summer, to conduct the business of our national teachers union.
- 5 days of business
- This is the world's largest democratic deliberative assembly with approximately 8,000 delegates representing over 3 million educators.
- This year NEA RA will be hosted in Portland, Oregon for the first time.



OEA/NEA



OEA Legislative Priorities this term include:

Increasing the 11% SPED dollar cap

Keep Kotek's updated SSF CSL Calculation (HB2140)

Gain flexibility to use \$87 million in funds in the PERS Unfunded Liability Fund (SDULF) to offset local increases. (SB849)

Expanding mandatory scope of bargaining over class size beyond Title 1.

OEA is reviewing 2500 bills and will have more priorities as the session develops.





Mark Boren

Andrea Larson

Barbara Graham

Lisa McCann

Kathleen Pizzola

FREA would like to thank the School Board for their leadership and commitment to improving public schools. . . supporting education, and putting our students in FRSD first!

FORM 400

CURRICULUM PROPOSAL

Fern Ridge School District 28J

1. Name of Course or Activity Beginning Theater
School FRMS Department _____
2. Check One: _____ Change in old course New Course
3. Implementation Dates: Begin January 2025 End _____
(if short term)
4. Target Group: 7th / 8th
5. Course Description: Attach the completed "Planned Course Statement".
6. Rationale: (What problem or need will this proposal resolve? How will this goals be accomplished? Use additional pages if necessary.)

Currently we have drama as an exploratory which is a short term class that meets 120 minutes a week for 9 weeks.
We've had students express an interest in having drama as a full elective including a performance aspect.

7. Budget Estimate:

| | Amount | Explanation |
|-----------|--------|-------------|
| Personnel | _____ | _____ |
| Supplies | _____ | _____ |
| Equipment | _____ | _____ |
| Travel | _____ | _____ |
| Other | _____ | _____ |
| Total: | _____ | _____ |

Initiator(s) [Signature] Position FRMS Principal
School FRMS Date 12/16/24

FORM 401

SIGNATURES REQUIRED FOR A PROPOSED CHANGE IN THE CURRICULUM

Fern Ridge School District

PROPOSAL IDENTIFICATION: Beginning Theater

INITIATOR: Olivia Johnson / Josh Metzger

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

Signature: _____ Date: _____

2. Submitted to: Olivia Johnson Date: _____
(Supervising Administrator)

Signature: _____ Date: _____

3. Submitted to: Michelle Marshall Date: 12/16/24
(Curriculum Council Chairperson)

Recommendations of the Curriculum Council: Approved pending
Supt. approval

Signature: Michelle Marshall Date: 12/16/24

4. Submitted to: _____
(Superintendent)

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

Explanation: _____

Signature: _____ Date: _____

Fern Ridge Middle School

Teacher and Room Number: Mr. Metzger

E-Mail: jmetzger@fernridge.k12.or.us

Phone: 541-935-8239 ext. 4106

Course Outline and Syllabus (Core Classes)

Course Name: Beginning Theater

Course Description: Beginning Theater is an elective course focusing on improvisational theater and performance techniques. Students start the semester with a series of childrens' games and other public activities meant to help break down concepts of ego and stage fright, then move into the basics of mime and character development. The course will culminate in a theater sports night, an improv performance similar to the television show *Whose Line is it Anyway?*.

Content Covered:

Beginning theater serves as an entry level theater class with an emphasis on stage presence, speech and elocution, as well as improvisation. Students will work through the attached curriculum.

Text(s):

Teacher created curriculum, adapted from Thurston High School beginning theater curriculum 2006-2007.

Course Goal(s):

Students will gain an understanding of improvisational theater, perform in groups that encourage quick thinking, public speaking and performance skills. The goal is to build confidence and help students develop skills that will benefit them in other classes and school settings.

Materials Needed:

Classroom space. One night of facility use for Theater Sports event night.

How Students Will Be Graded:

Student participation will be the main determining factor of grades. Every student can earn two points per day and activity, focusing on self-management and participation to the best of their ability.

Scope and Sequence Planning Sheet:

See attached day to day curriculum.

January

Introduction

Memory games

Principles of Improv "Yes, and..."

Principles of Mime

February:

Mime:

Objects

Actions

Location

March:

Character development:

Characterization

Relationships

Objective

April:

Introduction of Improv games

Mime games

Silent games

"Joining" scenes

Storytelling/building games

May:

Improv games and Theater Sports performance

June:

Introduction to scripts and monologues (leading to a development class for Children's Theater, a class focusing on script production and performance at local elementary schools).

- **Reached out to over 20 districts (24 to be exact)**
 - 4 (Lane County Districts) use **Planned Parenthood**
 - 7 use **Great Body Shop** (one of our top choices for K-5 Health Adoption)- Teacher taught
 - 1 using **ETR - Health Smart** but principal acknowledges that it is dated and not in compliance - will be adopting something new- Teacher taught
 - 2 schools districts use teacher created materials and don't feel as though they are in compliance (all smaller than FRSD)
 - 1 District Nurse with their own created materials
 - 2 **3Rs- Rights, Respect, Responsibility** teacher taught

- **General takeaways**
 - This is an area that many districts are working on
 - Health Adoption this year
 - Hillsboro School District - very transparent and public facing site - would like to see FRSD do something similar once we adopt our new Health Curriculum
 - <https://sites.google.com/hsd.k12.or.us/hsdcshe/lessons-by-grade-level?authuser=0>

- **Options that were considered for 2025 5th Grade Human Growth**
 - Planned Parenthood- this is what our teachers, students, and families are familiar with
 - They cover all the standards, so that we are in compliance and don't need to supplement
 - Use Great Body Shop
 - We have demo access to materials but teachers have NOT been trained and are under the impression that we are partnering with an outside agency
 - Use 3 Rs
 - Open-source (free), comprehensive curriculum... again, this would be teacher taught and could be challenging to get teachers adequate pd to feel comfortable
 - Dove Medical
 - Currently only has lessons for 6-12th **Stop and Think Curriculum**
 - I have communicated with their director and she shared that they are working on 5th grade materials but that the employee that was working on it, is no longer there and they are trying to make a plan for next steps.
 - In conversation, their curriculum is not public and they have not done parent nights or shared slide decks with staff prior to instruction.
 - At this time, NOT Comprehensive, so would have to have additional resources, lesson, etc.

Taking everything into consideration, the district is asking for Board Approval to continue with Planned Parenthood for 24-25 School Year. This is something that our staff is familiar with and meets state standards. It also allows for us to focus on our current Health Adoption process and create a timely pd plan for all of K-5.



Recommendation for budget transfers for EHS Athletics and EHS Science

Request:

To make a budget transfer from the unassigned bond program contingency to the Elmira High School Science Renovations and the Elmira High School Athletics Improvements projects to cover expected (estimated) overages.

Rationale:

Bond program contingency is set aside at the start of bond activity to address unforeseen project conditions and requires Board approval to assign to individual projects.

Elmira High School Science: It was discovered that the under slab waste lines in the chemistry lab are NOT acid waste-rated, which is a current code requirement. Additionally, an added program criteria is to address student needs (hearing and visibility) by moving them closer to the front of the room. The rooms are configured with the front of room at far (narrow) side. They will be turned 90 degrees to move students closer to the front of room, resulting in plumbing, technology, and casework re-work.

Elmira Athletics Improvements: Inflation has hit this market at a steeper curve than other construction trades. Additionally, the current lights are not adequate for the new track and field complex (light will not reach center of field), so new lights are needed (old lights will move to softball to resolve Title IX concerns). Grandstand, paving, fencing and underground utility costs are all higher than pre-bond vendor-provided information.

Additional Information:

Construction Budgets:

- VES Gym and Restrooms: \$1.2M (ON BUDGET)
- EH Science: \$700k (\$100k **OVER**)
- EHS Athletics: \$5,100,000 (\$1.4 million **OVER**)
- EHS Parking: \$1.2 million (ON BUDGET and to be bid with EHS Athletics)
- FRMS Outdoor spaces: \$800k (ON BUDGET)
- FRMS & EHS Mechanical: \$2.4 million (ON BUDGET)
- VES Parking: \$500k (yet to be designed)
- FRMS Science/Restroom/Maker: \$2.3M (yet to be designed)

Individual project contingencies (totaling \$391,432) have not yet been utilized and are typically consumed (in part) during construction.

Bond Program Contingency (unassigned): \$2,879,750

Board Request: Move \$1.5 million (52%) to EHS Science and EHS Athletics with estimates in on 80% of the construction work. This will leave \$1,379,750 in unassigned bond program contingency. Unused fund at project end, will return to the bond program contingency.

Funding:

Funding for this budget transfer would come from currently unassigned bond program contingency.

Recommendation:



R&C
MANAGEMENT GROUP, LLC

The Board of Directors approves the budget transfer from bond program contingency at total of \$1.5 million as follows: \$100,000 to the Elmira High School Science project and \$1.4 million to the Elmira High School Athletics project .

Board Meeting: January 27, 2025



2025-2027 (Year One)

Local Service Plan

Our shared commitment to equity, empowerment, and collaboration in education.

About Lane Education Service District

Lane Education Service District (ESD) provides services to sixteen component districts in Lane County. Our purpose is to **SERVE** our communities!

Support - Provide comprehensive services in technology, school improvement, special education, and administrative services that support our component districts' missions to achieve equitable outcomes for all students.

Empower - Empower educators, students, and communities by offering professional development and innovative programs to enhance culturally responsive-sustaining learning experiences.

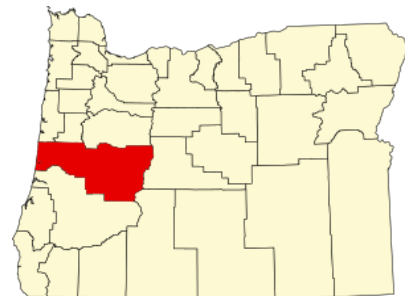
Resource - Deliver fiscally sound services that support equitable allocation for students countywide.

Vision - Cultivate a clear vision for educational excellence and equity, guiding strategic planning, and fostering a shared mission among Lane County's invested communities.

Engage - Promote engagement and collaboration among educators, families, and community partners to create a supportive educational environment that promotes justice-centered engagement for all invested communities.

Component School Districts

| | |
|-----------------------|---------------|
| Bethel | Mapleton |
| Blachly | Marcola |
| Creswell | McKenzie |
| Crow-Applegate-Lorane | Oakridge |
| Eugene | Pleasant Hill |
| Fern Ridge | Siuslaw |
| Junction City | South Lane |
| Lowell | Springfield |



Purpose of the Local Service Plan

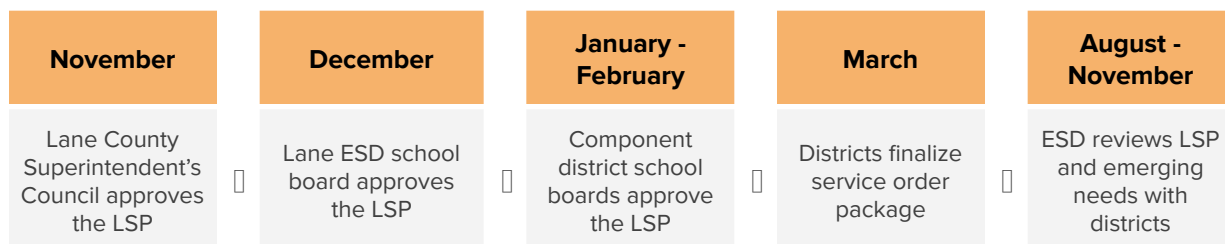
The Local Service Plan is a foundational document for Lane ESD and our component school districts, designed to outline the range of services and programs offered to support district needs. Its primary purpose is to define the services available and clarify how resources, staffing, and funding will be allocated to support districts effectively. With this document, districts can make informed decisions about which services best align with their unique needs and goals, selecting from available services each year.

Additionally, the Local Service Plan plays an essential role in promoting equity and access by ensuring that all districts—regardless of their size or individual resources—have the opportunity to access crucial educational services, especially in areas where Lane County’s smaller districts may struggle to provide these independently. The plan also promotes accountability and transparency, clearly documenting the services to be delivered and setting mutual expectations for the ESD and our component districts. This transparency enables stakeholders to assess service outcomes and effectiveness.

Recommended Use of the Local Service Plan

The district may:

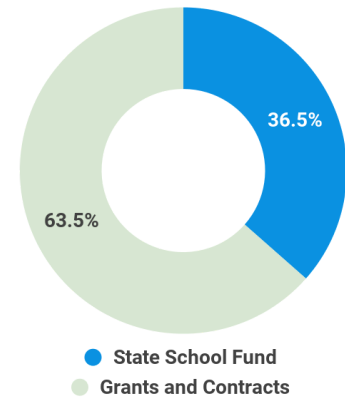
- familiarize itself with funding structures and services in the Local Service Plan.
- assess their needs and priorities to meet their goals and mission.
- determine which ESD services could provide valuable support or enhancement.
- submit its service order package to the ESD by March 31st, 2025.
- review the document throughout the year to determine if additional services are needed.



How Services are Funded

State School Fund resources are provided to ESDs to offer services for children with special needs, technology, school improvement, and administrative support to component school districts as described in the Local Service Plan. Pursuant to ORS 327.019, 90% of these resources are allocated to component school districts based on weighted student population (ADMw). Of the amount allocated to districts, approximately 12% goes directly to services available to all districts (Core Services), while approximately 88% is allocated as flex funds, which can be used to purchase services through the local service plan menu (Menu Services or Custom Services).

Local Service Plan Resources



Core Services provide stability and flexibility in meeting student needs where the level of support may vary from district to district and year to year; this commitment supports the equitable distribution of resources for students county-wide and basic operational needs.

Menu Services are optional for districts to choose from using their allocated Flex funds and individual district budgets.

Custom Services can be requested by an individual district or group of districts based on a specific need. These services may include staffing or the provision of services.

Grants and Contracts support specialized, innovative, and often temporary programs or services with qualifying conditions at no cost to districts. The ESD intentionally applies for grants that extend the services of the four component areas provided through the State School Fund to support the educational mission of the county.

State and Federal Contracts are in place to ensure that the ESD supports school districts in implementing state and federal educational policies and programs, complies with mandates, and provides specialized services.

Grants are targeted funds that the ESD has identified and applied for to support specific educational programs and initiatives for the component districts.

Core Services

Core services are available to all component districts at no cost and represent approximately 12% of the local service plan allocations to districts.

| SERVICE AREA | SERVICE | DESCRIPTION |
|---|------------------------------------|---|
| Programs for Children with Special Needs | Life Skills High-Cost Pool | Provides funds to districts with an overrepresentation of Life Skills students (including districts that do not participate in the ESD Life Skills consortium). |
| Technology Support | Network Services | Provide high-speed internet access, CIPA-compliant internet filtering, 24-7 internet connectivity monitoring, and utilization reporting with reliability and equitable access as the focus areas. |
| | Professional Development | Organize regional professional development opportunities and support local partnerships, including an internship program. |
| | Technology Leadership | Facilitate opportunities for regional technology leaders to provide problem-solving collaboration, job-alike groups, state and regional initiatives, consortium purchases, lifecycle plan assistance, and director mentoring and coaching. |
| | Grant Support | Assistance in the writing, coordination, and implementation of county-wide grant activities |
| | Cybersecurity | Assist with developing and maintaining incident response plans, cybersecurity handbooks, insurance compliance, vulnerability scanning and reports. |
| School Improvement Services | Curriculum and Instruction* | General education curriculum and instructional services include professional development, coaching, and consultation to assist districts in curriculum adoption, instruction, and assessment. Lane ESD has content specialists in Health, Social Studies/Ethnic Studies, English Language Arts, Math, Science, Career Connected Learning, and Project Based Learning. |
| | Curriculum Leaders* | This network meets monthly during the school year and comprises district and building administrators from all 16 component districts. Experts on topics of interest give presentations, the work of component districts is featured, resources are shared, and leaders can network with job-alikes across districts. |

| | | |
|--|---|--|
| | Promise Programs | The Lane Regional Promise supports teachers in obtaining College Now endorsements to offer college credit for courses taken in high school. |
| | Lane Career Academy | The Lane Career Academy collaboration provides Lane County students with technical education to access high-wage, high-demand jobs. Current programming includes HOPE Factory (construction/manufacturing); future programming to include Emergency Medical Services (EMS) and Behavioral Health. |
| Administrative and Support Services | Home School | Home Schooling is a mandated service in which Lane ESD is responsible for accepting notifications from parents or guardians who intend to educate their children at home. Lane ESD is a primary information source for parents, students, schools, and districts. The ESD is also responsible for monitoring compliance with homeschool notification requirements, monitoring academic progress requirements, and providing detailed reports to districts. |
| | Attendance and Truancy Services* | Attendance and truancy support assist component school districts in meeting legal requirements regarding mandatory school attendance. This is a state-mandated service for districts with less than 1,000 students. |
| | Connected Lane County | A contribution to Connected Lane County supports the collaborative work between districts, industry partners, workgroups, and community organizations to create opportunities and prepare underserved youth for their lives beyond high school. |
| | Oregon Licensed Contract Dashboard | Subscriptions to RS2's interactive Oregon Licensed Contract Dashboard provide access to licensed salary, benefits, insurance contributions and work schedules with the ability to create custom comparison groups. |

* Services provided to support districts in making progress toward the goals of the Student Success Act (see page 11).

Menu Services

Menu services are available for individual districts to purchase as needed using flex funds or other district resources.

| SERVICE AREA | SERVICE | DESCRIPTION |
|---|--|--|
| Programs for Children with Special Needs | Life Skills Consortium Placements | <p>The Life Skills Education Program serves students with moderate, severe, and profound disabilities. Kindergarten through grade 12 classrooms are located in several elementary, middle, and high schools throughout Lane County. Students ages 18-21 are served in the Transitions Program.</p> <p>The Intensive Services Program (ISP) serves students whose support needs require environmental modifications that may not be feasible on a general education campus.</p> |
| | Lane School Placements | <p>Lane School is a structured behavior and academic program for kindergarten through grade eight students who experience significant behavioral, social, and educational difficulties.</p> |
| | Behavior Disorder Consultants | <p>Behavior Disorder Consultants provide in-service training and consultation to districts for behavior and classroom management and strategies for working with students identified as having emotional and behavioral disabilities.</p> |
| | School Psychologists | <p>School Psychologists provide assessments to assist districts in determining student eligibility for special education, coordination assistance, and consultation with district staff, parents, and other professionals.</p> |
| | Speech Language Pathologists | <p>Speech Language Pathologists (SLPs) support districts in assessing and providing Individualized Education Plan (IEP) related services to students with communication disorders, including articulation, cognition, language, literacy, social skills, fluency, voice, and hearing. SLPs also support Safe Eating Teams, helping establish and train protocols and guidelines for safe eating at school.</p> |
| | Augmentative Communication | <p>Augmentative Communication services include evaluation, IEP support, programming equipment, and consultation with classroom teachers and specialists.</p> |

| | | |
|--|--|--|
| | Direction Service | Direction Service provides information and referral services to parents and districts regarding specialized services for families of students with disabilities. Direction Service also acts as a mediator between districts and parents of children with disabilities and focuses on collaborative dispute resolution. |
| | Sign Language Interpretation Services | Sign Language Interpreters facilitate communication for Deaf or Hard of Hearing (DHH) students during school hours and for school-related activities. Interpreters may also act as a resource or provide training to staff and students. Interpreters may also offer services to provide ADA accommodations for school staff and families. |
| | MLK Jr. Education Center | The Martin Luther King, Jr. Education Center is a partnership between Lane ESD and the Lane County Department of Youth Services, providing an educational program for students with an active case with the Department of Juvenile Justice. |
| | Nursing Services | School Nurses provide services for students with medical conditions that may interfere with their ability to participate in their educational program. School Nurses develop Health Management Protocols, which outline specific supports needed for each student, train staff to recognize and respond to students' medical needs, and delegate medication administration and health protocols. |
| Technology Support | Application Hosting and Management | Cloud and on-prem solutions, e.g. video streaming services, backup solutions, help desk solutions, cloud solutions and applications, and technology inventory solutions. |
| School Improvement Services | Career and Technical Education | Career and Technical Education (CTE) staff provide leadership and services to districts so that students can enhance their 21st-century technical skills, career exploration, and successful transition to work or extended schooling. |
| | Library Services | Library services support districts in meeting Division 22 library and media services standards. Professional development, coaching, and consultation are provided for districts that elect this service. |
| Administrative and Support Services | Substitute Teacher List Subscription | Lane ESD maintains a list of approved substitute teachers and provides support with registration, training, and orientation to applicants. |
| | Courier Services | Lane ESD's courier services provide an efficient and secure method of moving materials between the ESD, districts, and other public agencies. |

Grants and Contracts

Through support from grants and contracts, Lane ESD provides certain value-added services at no cost to districts.

| SERVICE AREA | PROGRAM | DESCRIPTION |
|---|--|---|
| Programs for Children with Special Needs | Early Intervention / Early Childhood Special Ed | Contracted service with the University of Oregon Early Childhood CARES. Grant provides EI (birth-3) and ECSE (3-5) education services to all Lane County resident families with children with qualifying special education eligibility. |
| | Lane Regional Inclusive Services | LESD Regional Inclusive Services works in collaboration with Local School Districts, Early Intervention, Early Childhood Special Education (EI/ECSE) programs, Families, and Community Agencies to provide specialized educational support for children with low incidence disability eligibility, including Autism Spectrum Disorder (ASD), Orthopedic Impairments (OI), Traumatic Brain Injury (TBI), Visual Impairments (VI), Deaf/Hard of Hearing (DHH), and DeafBlind (DB). This grant also supports audiology referrals and a Hearing Assistive Technology Equipment Lending Library. |
| | State Hospital | The Oregon State Hospital Education Program offers opportunities for 18 to 21-year-olds to continue their education while in the hospital setting. |
| | Juvenile Detention Education Program | The Juvenile Detention Education Program (JDEP), funded by the Oregon Department of Education, provides educational and re-entry transitional services to students housed overnight in county juvenile detention facilities. |
| | Regional Technical Assistance Program | Lane ESD provides local-level options for professional development and technical assistance within the general supervision areas (special education and federal title programs). |
| School Improvement Services | Western Regional Education Network | The Western Regional Educator Network (WREN) encompasses the 28 school districts in Lane ESD and Linn-Benton-Lincoln ESD. It is an educator-led, improvement-focused network that elevates teachers' voices, emphasizes the Lane ESD Equity Lens to interrupt historical patterns of inequities, and supports educators in creating more inclusive and empowering school cultures. Professional development, coaching, and consultation are provided. |



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|--|---|
| Teacher Pathways* | This Grow Your Own (GYO) grant funded program works to diversify the K-12 education workforce in Lane County by recruitment, selection, clinical practice, hiring placement, and induction support for pre-service teachers centered on building culturally responsive affinity groups. |
| Social Emotional Learning* | Professional development, coaching, and consultation are provided to component districts to meet their goals of authentic implementation of Oregon's Transformation Social Emotional Learning (TSEL) standards, |
| School Safety and Prevention* | Technical expertise, training, and system development is provided to districts in responding to threats of violence and suicide. Our SSPS is the lead responder and coordinator of the Tragedy Response Team. |
| Student Voice* | Professional development, coaching, and consultation are provided to implement ongoing student voice and engagement for district/school strategic planning and continuous improvement. |
| LGBTQ2SIA+ Student Success | This grant funds technical assistance, professional development, curriculum development, and resources, to ensure focal LGBTQ2SIA+ students and their families are safe, feel a sense of belonging, and are supported to achieve at high levels across all Lane County districts. |
| Latinx Student Success | This grant funds technical assistance, professional development, curriculum development, and resources to ensure focal LatinX Students are safe, feel a sense of belonging, and are supported to achieve at high levels across all Lane County districts. |
| Native Youth Wellness* | This grant funds the Native Youth Wellness program (NYW). NYW provides professional development on Tribal History/Shared History and TSEL, culture nights, student affinity groups, coaching on tribal education programs, equity, and culturally sustaining pedagogy. |
| Advanced Manufacturing & Construction | This grant supports a regional advisory committee and industry connections to strengthen the quality of CTE Programs of Study. This grant also sponsors the Construction Utility Career Day. |
| Behavioral Health Career Pathways | This grant provides curriculum, training, and work-based experiences focused on mental and behavioral health pathways between districts and industry partners via Lane Career Academy. Prioritizes rural and underserved communities. |
| Team Oregon Build | Professional development and technical assistance is provided on hands-on construction projects. The project provides pathways for career development while addressing the urgent need for safe and sustainable housing. |

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|---|---|
| Healthcare Workforce Development | Coordinate scholarship and training support to remove cost barriers for students to participate in Behavioral Health and Emergency Services pathways within Lane Career Academy. |
| LaneSTEM* | Lane ESD supports Science, Technology, Engineering, and Math (STEM) education in partnership with LaneSTEM through workshops, school site consultation, classroom coaching, and grant partnerships. |
| Early Literacy* | Lane ESD supports district implementation of their Early Literacy plans by coordinating professional development via Oregon Department of Education contractors and community partners. |
| Administrative Burden Reduction* | Technical assistance completing state and federal required reporting, grant applications, and data collections. The focus is primarily on small/rural districts, but Integrated Guidance technical assistance is provided for all component districts. |
| 21st Century Community Learning Centers* | Crow-Applegate-Lorane, McKenzie, Mapleton, and Siuslaw are in a consortium for the 21st Century Community Learning Centers (CCLC) grant. Lane ESD provides oversight and technical assistance on the completion of grant requirements. |
| English Language Development* | English Language Development (ELD) services include technical assistance relating to curriculum, instruction, assessment, and educational learning platforms. Train general education teachers to learn how to integrate the English Language Proficiency (ELP) standards into their regular curriculum. |
| Migrant Education | Lane ESD coordinates a regional Migrant Education Program (MEP) consortium serving Lane and Douglas counties, including 29 school districts. MEP provides supplemental instruction, community outreach, and parent involvement for eligible MEP students, including summer school, graduation, and preschool services for students ages 3-21. |
| EA/IA Professional Development* | Lane ESD contracts with Cultivate at the University of Oregon to provide professional development modules for Education / Instructional Assistants. |
| Portrait of a Graduate* | Lane ESD contracts with Cosgrave and Swanson to consult rural districts on developing and implementing Portrait of a Graduate. |

* Services provided to support districts in making progress toward the goals of the Student Success Act (see page 11).



Appendix - Links to Other Information

Student Success Act Comprehensive Support Plan

Lane ESD's Student Success Act Comprehensive Support Plan is provided to assist districts with developing and implementing their Integrated Plans for the implementation of the Student Success Act. ***Services are detailed throughout this Local Service Plan and indicated with an (*)***. You can view the 2024 - 2025 outcomes and strategies that guide the services in this local service plan here. (add link)

Lane ESD Budget and Financial Reports - Lane ESD's annually adopted budgets and audit reports can be found on the Lane ESD website at <https://lesd.k12.or.us/administration/business-services>.

Lane ESD Equity Lens - Lane ESD's Vision, Mission, and Purpose are at the center of all decisions made within the agency in service of our county. We employ our Equity Lens and adapt our Equity Tools to meet the needs of the decision at hand by including multiple perspectives, determining the problem to be solved, evaluating potential positive and negative impacts on our students, families, and districts, examining resources available, and at all times orient ourselves toward justice centered engagement while operating in a fiscally responsible and responsive manner. See more at <https://lesd.k12.or.us/strategic-plan>.

Lane ESD Contact Information - For questions, please contact supt-office@lesd.k12.or.us

January 27, 2025 – Resolution #24-25/02

FERN RIDGE SCHOOL DISTRICT 28J
88834 Territorial Road
Elmira, OR 97437
RESOLUTION NO. 24-25-/02

Lane Education Service District
2025-27 Local Service Plan - Year One
Fern Ridge School District Board Action

As required by ORS 334.175, Lane Education Service District has developed a Local Service Plan. The process in developing this plan included analysis of all resolution and core service offerings available to component school districts.

The **2025-27 Local Service Plan - Year One** was developed in collaboration with component district superintendents, Lane ESD administrators and staff, and reviewed and approved by the Lane ESD Board of Directors on January 7, 2025.

The Local Service Plan contains all services mandated by law. Local Service Plan services are intended to: Improve student learning; enhance the quality of instruction provided to students; assure equitable access to resources; and maximize operational and fiscal efficiencies.

The Board of Directors of the **Fern Ridge School District** has completed their annual review of the Lane ESD **2025-27 Local Service Plan - Year One** which includes services for:

- Students with Special Needs
- Instruction, Equity and Partnerships (School Improvement)
- Technology
- Administrative and Support
- Custom Services

The Lane ESD **2025-27 Local Service Plan** provides a two-year framework which must be approved annually by Lane ESD and component district boards no later than March 1 (ORS 334-175 (5)(b)).

BE IT RESOLVED that the Board of Directors of **Fern Ridge School District No. 28J** hereby authorizes the approval of the Lane ESD **2025-27 Local Service Plan - Year One** and requests the Lane ESD to provide the services described during the 2025-26 (year one) fiscal year in accordance with ORS 334.175.

This resolution adopted this 27th day of January, 2025.

Board of Directors, Chair

Superintendent

Fern Ridge School District 28J

Code: **KLD**
Adopted: 8/23/99
Readopted: 5/23/05
Orig. Code(s): 8622

Public Complaints about District Personnel *

Constructive criticism of the schools is welcome when it is motivated by a sincere desire to improve the quality of the educational program.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint about personnel is made directly to the Board as a whole or to a Board member as an individual, it will be referred to administration for study and possible solutions. The individual employee involved will be advised of the nature of the complaint and given every opportunity for explanation, comment and presentation of the facts as he/she sees them.

If it appears necessary, administration, the person who made the complaint, or the employee involved may request a meeting with the Board for the purpose of study and a decision by this body. Generally all parties involved, including the school administration, will be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues.

The Board will conduct such meetings in as fair and just a manner as possible. The Board may request a disinterested third party to act as mediator to help reach a mutually satisfactory solution.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.107](#)

[OAR 581-022-1940](#)

Public Complaints about District Personnel *

1. Any complaint against a school employee will be made with the employee's immediate supervisor and must be in writing. In the case of a licensed employee, this should be done after the complainant has made every effort to resolve the conflict with the employee personally.
2. If the complaining party is not satisfied with administrative action taken by the supervisor, a written complaint may be filed with the superintendent. Written complaints must be specific and must be signed by the complainant. The superintendent shall respond within five working days.
3. If the complaining party is not satisfied with action by the superintendent and wishes to pursue the matter further, the following steps will be taken:
 - a. All complaints against school employees shall be made in writing, signed and submitted to the superintendent on the Board complaint form at least seven working days prior to a Board meeting. The complainant must be present at the meeting where the complaint will be heard in executive session;
 - b. Within four working days, the employee will be notified and permitted to appear and testify on his/her behalf at an executive session with the Board;
 - c. The Board shall notify the complainant and employee of the action they have taken within four working days;
 - d. If either party is not satisfied with action taken at step c., they may, within four working days, call for a hearing with the Board and the other party concerning the complaint. The request must be in writing and must outline any additional or new information which would justify an additional hearing. Either party may be accompanied by legal representation;
 - e. The Board shall notify the complainant and employee in writing within four working days of the action it has taken;
 - f. Should either party disagree with the rendered decision of the Board under step e., they may proceed to the courts.

BOARD COMPLAINT FORM

NAME OF PERSON FILING COMPLAINT _____

DATE COMPLAINT FILED _____

COMPLAINT FILED AGAINST _____

DESCRIPTION OF PROBLEM _____

HAS THIS COMPLAINT BEEN BROUGHT BEFORE THE FOLLOWING PERSONS?

a. Person being charged with the complaint: YES ___ NO ___

b. Direct supervisor of above: _____
(principal or supervisor)

c. Superintendent: _____

I wish to have a hearing before the Board relative to the above complaint.

I will be represented by _____
(name of representative) (title)

Signature of complainant _____ Date _____

Superintendent _____ Date _____

Fern Ridge School District 28J

Code: JHCD/JHCDA-AR
Adopted: 11/16/09
Revised/Readopted: 7/06/10; 3/07/11; 3/17/14;
2/17/15; 4/20/15; 11/16/15;
6/20/16; 12/18/17; 9/17/18;
3/16/20
Orig. Code: JHCD; JHCDA

Medications**

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated personnel or may be permitted to administer prescription or nonprescription medication to them self.

1. Definitions

- a. “Medication” means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug.
- b. “Prescription medication” means any medication that under federal or state law requires a prescription by a prescriber.
- c. “Nonprescription medication” means medication that under federal law does not require a prescription from a prescriber.
- d. “Adrenal crisis” means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800.
- f. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. “Prescriber¹” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- h. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a

¹A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.

- i. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.
- j. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- k. “Designated personnel” means the school personnel designated to administer medication pursuant to district policy and procedure.

2. Designated Staff/Training

- a. The principal will designate personnel authorized to administer prescription or nonprescription medication to a student while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, as required by Oregon law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
- b. The principal will ensure the training required by Oregon law is provided to designated personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- e. A statement that the designated personnel has received the required training will be signed by the staff member and filed in the district office.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

4. ²Administering Naloxone or Other Similar Medication to a Student or Other Individual

- 5. Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained,

² Ibid. p. 1.

designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.

6. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from a school or a school-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health Authority;
- c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

7. Administering Medications to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - (a) The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - (vii) Signature of the prescriber.

- (a) The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.
- (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:
- (c) The nonprescription medication is necessary for the student to remain in school;
 - (d) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;
 - (e) The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions, if any; and
 - (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (f) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.
- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. It is the student's parent's or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;

- d. It is the student's parent's or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication;
- f. Any error in administration of a medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent, and documentation will be made on the district's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the district.

8. Administration of Medication by a Student to Them self

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer medication to them self without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675, and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a school setting.
 - (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.

- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.
- b. The student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- c. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
- e. Upon written request from a parent or guardian, and with a prescriber's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
- f. A student shall not administer medication to them self until the necessary permission form and written instructions have been submitted as required by the district;
- g. Permission for a student to administer medication to them self may be revoked if the student violates the Board policy and/or this administrative regulation;
- h. A students may be subject to discipline, up to and including expulsion, as appropriate;
- i. A student permitted to administer medication to them self may be monitored by designated personnel to monitor the student's response to the medication.

9. Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students

- a. Medication administered by designated personnel to a student or self-administered by a student, must be delivered to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such

medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.

- c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
- d. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication;
 - (2) Medications requiring refrigeration will be stored in a separate refrigerator used solely for the storage of medication;
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.
- e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.

10. Emergency Response

- a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent or guardian and principal will be notified immediately.
- b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.
- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

11. Disposal of Medications

- a. Medication not picked up by the student's parent or guardian, or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and
 - (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
 - (4) Placed in impermeable non-descriptive containers, e.g., empty cans or sealable bags, and placed in the trash.

Prescriptions will be flushed down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so.

Other medication will be disposed of in accordance with established training procedures including sharps and glass.

- b. All medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 10, below.

12. Transcribing, Recording and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
 - (1) The name of the student, name of medication, dosage, method of administration, date, and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).

Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.

Fern Ridge School District 28J

Code: JHCD/JHCDA
Adopted: 4/20/98;
Revised/Readopted: 11/16/09; 12/18/17; 3/16/20
Orig. Code(s): JHCD; JHCDA

Medications**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to them self, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis¹, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to themselves prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The district shall designate personnel authorized to administer medications to students. Annual training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE). When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

A current first-aid and CPR card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication.

¹Under proper notice given to the district by a student or student's parent or guardian.

A request to the district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber².

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law³, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a back-up prescribed autoinjectable epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration in good faith and pursuant to state law, of prescription and/or nonprescription medication.

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-

²A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

³Subject to ORS 109.610, 109.640 and 109.675.

administration of medication, as described in Oregon Revised Statute (ORS) 339.866, if that person in good faith and pursuant to state law, assisted the student in self-administration of the medication,.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages as a result of the use of medication if that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug.

The district and the members of the Board are not liable in a criminal action or for civil damages when a as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers autoinjectable epinephrine to a student or other individual, subject to state law with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, and the implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 109.610](#)
[ORS 109.640](#)
[ORS 109.675](#)
[ORS 332.107](#)
[ORS 339.866 - 339.871](#)

[ORS 433.800 - 433.830](#)
[ORS 475.005 - 475.285](#)

[OAR 166-400-0010\(17\)](#)
[OAR 166-400-0060\(29\)](#)

[OAR 333-055-0000 -055-0115](#)
[OAR 581-021-0037](#)
[OAR 581-022-2220](#)
[OAR 851-047-0030](#)
[OAR 851-047-0040](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

OSBA Model Sample Administrative Regulation

Code: JHCD-AR
Adopted:

Medications**/*

{Required administrative regulation. The requirement comes from ORS 339.866 (2).}

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated district personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions¹

- a. “Administer” means the direct application of a drug or device whether by injection, inhalation, ingestion, or any other means, to the body of a patient or research subject by: (1) a practitioner or the practitioner’s authorized agent; or (2) the patient or research subject at the direction of the practitioner. (ORS 689.005)
- b. “Adrenal crisis” means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or loss of consciousness. (ORS 433.800)
- c. “Adrenal insufficiency” means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones. (ORS 433.800)
- d. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention. (ORS 339.866)
- e. “Delegation” means a formal delegation of a nursing procedure by a registered nurse to district personnel in accordance with the Oregon Nurse Practice Act. (OAR Chapter 851)
- f. “Designated personnel” means the school personnel designated and trained to administer medication pursuant to district policy and procedure.
- g. “Medication” means medication that is not injected; premeasured doses of epinephrine that are injected; medication that is available for treating adrenal insufficiency; and Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug. “Medication” also means any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. “Medication” does not include nonprescription sunscreen. (ORS 339.866; ORS 339.867)
- h. “Nonprescription medication” means nonprescription drugs as defined in ORS 689.005, which means drugs that may be sold without prescription and that are prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government. (OAR 581-021-0037)
- i. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat

¹ There are several laws that apply to medications in schools. Some of these laws have unique definitions that may apply in specific situations. If the applicable law uses a definition that varies from the definition here, use the definition in the law.

adrenal insufficiency crisis, and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered. (OAR 581-021-0037)

- j. “Opioid overdose” means a medical condition that causes depressed consciousness, depressed respiratory function or the impairment of vital bodily functions as a result of ingesting opioids. (ORS 689.800)
- k. “Prescriber²” means a “practitioner” as defined in ORS 689.005, which means a person licensed and operating within the scope of such license to prescribe, dispense, conduct research with respect to or administer drugs in the course of professional practice or research: (a) in this state; or (b) in another state or territory of the U.S. if the person does not reside in Oregon and is registered under the federal Controlled Substances Act. (OAR 581-021-0037)
- l. “Prescription medication” means a “prescription drug” as defined in ORS 689.005, which means a drug that is: required by federal law, prior to being dispensed or delivered, to be labeled with “Caution: Federal law prohibited dispensing without prescription” or “Caution: Federal law restricts this drug to use by or on the order of a licensed veterinarian”; or required by any applicable federal or state law or regulation to be dispensed on prescription only or is restricted to use by practitioners only.
- m. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, or dust. (ORS 339.866)
- n. “Short-acting opioid antagonist” means any short-acting drug approved by the U.S. Food and Drug Administration for the complete or partial reversal of an opioid overdose. (ORS 689.800)

2. Designated Staff/Training

- a. Medications, including injectable medications, may be administered by trained personnel as part of a formal delegation by a registered nurse.
- b. The principal, in consultation with the school nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school-or district-sponsored activities, and may include when a student is in a before-school or after-school care program on school-owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy and this administrative regulation.
- c. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a school nurse.
- d. The principal will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The first training and every third training thereafter shall be provided in-person³. During

² A registered nurse who is employed by a district or local public health authority to provide nursing services at a district may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the district for not more than 90 days.

³ An online training may qualify as “in-person” when these measures are met: content is provided via synchronous, interactive online sessions with a trainer and learners visible on screen; trainers must be licensed and work within their scope of practice;

- subsequent years, designated district personnel may complete an online training so long as a trainer is available following the training to answer questions and provide clarification.
- e. The training for district personnel will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, discussion of the following: safe storage, administration, handling and disposing of medications; accessibility of medication during an emergency; record keeping; whether response to medication should be monitored by designated personnel and the role of designated personnel in such monitoring; emergency medical response procedures following administration of the medication; confidentiality of health information; and assessment of gained knowledge. Training as recommended and/or approved by ODE will be used.
 - f. The district shall maintain documentation of district personnel's completion of training in accordance with OAR 166-400-0010.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained district personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic response, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering Short-Acting Opioid Antagonists

{⁴} A short-acting opioid antagonist may be administered by any district personnel⁵ to any student or other individual, on school premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an overdose of an opioid drug.

The principal shall immediately notify the parent or guardian of a minor student enrolled in a school within the district when a short-acting opioid antagonist is administered to the student while at school, on school property under the jurisdiction of the district or at any activity under the jurisdiction of the district.

The district shall provide to the parent or legal guardian of each minor student enrolled in a school in the district information regarding short-acting opioid antagonists. The information will include at least:

- a. A description of short-acting opioid antagonists and their purpose;
- b. A statement regarding, in an emergency situation, the risks of administering to an individual a short-acting opioid antagonist and the risks of not administering to an individual a short-acting opioid antagonist;
- c. A statement identifying which schools in the district, if any, have short-acting opioid antagonists, and the necessary medical supplies to administer short-acting opioid antagonists, onsite and available for emergency situations; and

and include in-person, skills demonstration for training developed by the Oregon Health Authority for epinephrine, glucagon, and for medication to treat adrenal insufficiency.

⁴ {If the district plans to provide for, and administer a short-acting opioid antagonist, this bracketed language is highly recommended. If the district does not intend to provide and/or administer this medication, there is no requirement to include this language.}

⁵ Including district personnel who have not received medication administration training.

- d. A statement that a representative of the district may administer a short-acting opioid antagonist to a student in an emergency if the student appears to be unconscious and experiencing an opioid overdose.

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a district-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and/or in transit to or from a school or a district-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal of the school the student attends will designate one or more district personnel to receive training and be responsible for administering the medication to treat adrenal insufficiency to a student in the event the student exhibits symptoms the district personnel believe in good faith indicate the student is experiencing symptoms of adrenal crisis;
- b. The designated personnel will successfully complete required training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis;
- c. The student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will develop an individualized health care plan for the student;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available district staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - (a) The written permission of the student's parent or guardian; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - (vii) Signature of the prescriber.

The prescription medication is provided in the original prescription packaging by the student's parent or guardian. The prescription label prepared by a pharmacist at the direction of the prescriber, will be sufficient to meet this requirement if it contains the information listed in (i)-(vi) above.

(2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

- (a) The nonprescription medication is necessary for the student to remain in school;
- (b) The nonprescription medication is:
 - (i) Provided in the original manufacturer's container by the student's parent or guardian; or
 - (ii) Is part of the district's stock medication program in compliance with the Oregon Board of Pharmacy rules including OAR 855-035-0005.
- (c) The written instruction and permission from the student's parent or guardian for the administration of the nonprescription medication⁶ includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions, if any; and
 - (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

⁶ For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 6.a.(2)(d).

- b. The principal or designee will require an individualized health care plan or allergy plan be developed for every student with a need to manage asthma or a known life-threatening allergy. A plan will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic responses, and include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity;
- c. A student being administered a medication may be monitored by designated personnel to monitor the student's response to the medication;
- d. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- e. It is the student's parent or guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- f. It is the student's parent or guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- g. In the event a student refuses medication, the parent or guardian will be notified immediately. No attempt will be made to administer medication to a student who refuses a medication;
- h. Any error in administration of a medication will be reported to the parent or guardian immediately and documented on a medication administration record. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- i. Medication shall not be administered until the necessary permission form and written instructions have been submitted and received as required by the district.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer prescription or nonprescription medication to themselves without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) The written permission from a parent or guardian and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a district setting.

- (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication⁷ and must have:
- (a) The written permission of the student's parent or guardian;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.
- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
- (a) The written permission of the student's parent or guardian; and
 - (b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or district-sponsored activities;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.
- b. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. A student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- d. The sharing and/or borrowing by a student of any medication with another student is strictly prohibited⁸;
- e. The district personnel will request backup medication, when the medication is to treat a student's asthma or severe allergy emergency, from the student's parent or guardian. Backup medication, if provided by a student's parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- g. The permission for a student to administer medication to themselves may be revoked if the student does not responsibly self-administer the medication or abuses the use of the medication as determined by district personnel;
- h. A student may be subject to discipline, up to and including expulsion, as appropriate for violations of these procedures;

⁷ For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 7.a.(3).

⁸ [Except for short-acting opioid antagonists.]

- i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication;
- j. The district allows the application of and use by students of nonprescription sunscreen, including sunscreen that contains para-aminobenzoic acid, without any required documentation from a licensed health care professional per ORS 339.874.

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administration of Medication

- a. Any medication must be delivered to the school in its original manufacturer's or current prescription container, accompanied by the permission form and written instructions, as required above.
- b. Prescription medication must always be the most current prescription and kept in the original, labeled container.
- c. Nonprescription medication must be kept in original manufacturer's bottle or box.
- d. Never administer medication sent to school in unlabeled containers.
- e. Never repackage medication into a plastic bag or other container for any reason.
- f. Designated personnel will follow the written instructions of the prescriber and the student's parent or guardian, and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
- g. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box in a secure area;
 - (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication in a secure area;
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.
- h. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- i. When medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian immediately.

9. Emergency Response

- a. Designated personnel will immediately call 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects and allergic reactions, including the administration of epinephrine. The parent or guardian, district nurse and principal will be notified immediately.
- b. Adverse reactions which result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately.
- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
- d. Any available staff will immediately call 911 when a short-acting opioid antagonist is administered to any student or other individual on district premises.

10. Disposal of Medications

- a. Medication not picked up by the student's parent or guardian, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in the presence of another school employee. The medication may be disposed through a designated drug take-back collection program or in a nonrecoverable fashion as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Mix with an undesirable substance, e.g., coffee grounds, used cat litter;
 - (3) Place in a plastic bag or other sealable container, e.g., such as an empty plastic container; and
 - (4) Place the sealed container with the mixture in the trash as close to garbage pickup time as possible, to prevent theft and misuse.
- b. Prescriptions will never be flushed down the toilet or drain or burnt with other waste.
- c. Sharps and glass will be disposed of in accordance with state guidelines.
- d. All medication will be disposed of by designated personnel following DEQ guidelines and documented on the student's MAR as described below.

11. Transcribing, Recording and Record Keeping

- a. A medication administration record (MAR) will be maintained for each student administered medication by the district. The MAR will be in paper⁹ or electronic form and will include, but not be limited to:
 - (1) The full name of the student, date of birth, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. A MAR for medication administered as part of an IEP goal should be maintained in the IEP record at the end of each school year.
- c. All records relating to administration of medications, including permissions and written instructions, will be maintained. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- d. All records relating to the training of designated district personnel will be maintained by the district in accordance with applicable provisions of OAR 166-400-0010.
- e. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with school personnel with a legitimate

⁹ If a paper record is kept, the record will be documented in blue or black ink, and never in pencil or with use of white-out.

educational interest in the student or others authorized by the parent or guardian in writing or others as allowed under state and federal law.

Non-liability Provisions for Administration of Prescription and Nonprescription Medications and Short-Acting Opioid Antagonists

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of nonprescription medication, if the school administrator, teacher or other school employee in good faith administers nonprescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription medication, if the school administrator, teacher or other school employee in compliance with the instructions of a physician, physician assistant, nurse practitioner, naturopathic physician or clinical nurse specialist, in good faith administers prescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A person may not maintain an action for injury, death or loss that results from acts or omissions of a school administrator, teacher or other school employee during the administration of a short-acting opioid antagonist unless it is alleged and proved by the complaining party that the school administrator, teacher or other school employee was grossly negligent in administering the short-acting opioid antagonist unless other conditions exist and which are outlined in Oregon law in ORS 339.870.

The civil and criminal immunities provided for above do not apply to an act or omission accounting to gross negligence or willful and wanton misconduct.

Non-Liability Provisions for Self-Administration and Autoinjectable Epinephrine

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in ORS 339.866, if the school administrator, school nurse, teacher or other school employee, in compliance with the instructions of the student's Oregon licensed health care professional, in good faith assists the student's self-administration of the medication, if the medication is available to the student pursuant to written permission and instructions of the student's parent, guardian or Oregon licensed health care professional.

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the use of medication if the school administrator, school nurse, teacher or other school employee in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication regardless of whether the student or individual has a prescription for epinephrine.

The district and the members of a district Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine; and the person

administered the autoinjectable epinephrine on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district.

The civil and criminal immunities described above (which are identified in ORS 339.871) do not apply to an act or omission to gross negligence or willful and wanton misconduct.

NEW

OSBA Model Sample Policy

Code: JHCD
Adopted:

Medications**/*

{Required policy. The requirement for policy comes from ORS 339.866 (2).}

The district recognizes administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary to allow the student to attend school. Therefore, the district allows medication, including injectable medications, to be administered to a student by designated personnel and the administration of medication by a student to themselves without assistance from designated personnel, subject to criteria established by the district and in accordance with Oregon law.

The district shall designate personnel authorized to administer medications to students. Medications, including injectable medications, may be administered by designated district personnel as part of a formal delegation by a registered nurse. Annual training shall be provided to designated personnel in accordance with law. The training will align with the ODE Medication Administration Training and include discussion of this policy, procedures and materials, including but not limited to, procedures outlined in administrative regulation JHCD-AR - Medications.

When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon, treatment for adrenal insufficiency, or another medication to a student as prescribed and/or as otherwise allowed by Oregon law.

A current first-aid/CPR/AED card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The district may revoke permission given to a student to self-administer medication if the student does not responsibly self-administer the medication or abuses the use of the medication, as determined by district personnel.

Medications will be handled, stored, monitored, disposed of and records maintained in accordance with law and established district procedures governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup medication is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

{¹} A non-injectable short-acting opioid antagonist may be administered to any student or other individual by district personnel (whether or not they have received training on administering medications) on district premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an opioid overdose.

A school administrator, teacher or other school employee, may administer a short-acting opioid antagonist to a student who experienced or is experiencing an opioid overdose without written permission and instructions of the student’s parents or guardian.

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

The superintendent shall develop administrative regulations to meet the requirements of law and the implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.866 - 339.871](#)

[ORS 433.800 - 433.830](#)

[ORS 689.800](#)

[OAR 166-400-0010\(17\)](#)

[OAR 166-400-0060\(29\)](#)

[OAR 333-055-0000 - 0035](#)

[OAR 581-021-0037](#)

[OAR 581-022-2220](#)

[OAR 851-047-0000 - 0030](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

House Bill 1552 (2024).

¹ {The district is not required to provide or administer this medication. If the district is going to provide for, and administer this medication, this policy language is required. If the district does not intend to provide or administer this medication, there is no requirement to include this language in this policy.}



Fern Ridge School District 28J

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Superintendent

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Classified/Confidential/Manager/Coach Employees Resignations/New Hires/Transfers/Other Report January 27, 2025

Resignations/Retirements

1. Resignation of Sadie Harmon, 3.5 Instructional Assistant at Veneta Elementary School, effective January 2, 2025.

New Hires/Transfers

1. Transfer of Joe Anderson, from 1.0 FTE Custodian to 1.0 FTE Grounds/Maintenance, effective January 7, 2025.
2. Hiring of Brody Erb, 1.0 FTE Custodian, effective January 6, 2025.
3. Hiring of Shaina Brown, 3.5 Instructional Assistant at Veneta Elementary School, effective January 13, 2025.

Other

1. None at this time.

Coaches

1. Hiring of John Rhodes, Varsity Boys Baseball Coach 24-25 at Elmira High School, effective March 3, 2025.