

# Fern Ridge School District Board of Directors

Monday, September 15, 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. Flag Salute

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

## 4. Monthly Items:

### 4.A. Approval of Minutes - Board Action

## 5. Business Office

**Presenter:** Business Manager, Quanah Bennett

### 5.A. Enrollment Report

### 5.B. General Fund Revenue and Expenditure Report - Board Action

## 6. Reports:

### 6.A. Fern Ridge Education Association

### 6.B. Student Representative(s) to the School Board Report

**Presenter:** Rylee Rice and Jake VanDamme

#### 6.B.1. Student Representatives Oath of Office

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

### 6.D. Superintendent's Report

**7. Discussion Items**

7.A. Divission 22 Update

7.B. Board Operating Agreement - Possible Action

7.C. Board Goals - Possible Action

7.D. Board Stipends - Possible Action

7.E. First Reading of Proposed Policy Updates -  
KK - Visitors to district facilities,  
JFCEB NEW and JFCEB R NEW- Personal Electronic  
Devices and Request for Personal Electronic  
Devices Exception,  
(JFCEB DELETE and JFCEB R DELETE)  
GCDA/GDDA - Criminal Records Check,  
BDDH and BDDH-AR Public Comment at Board  
Meetings.

7.F. Report on RAPTOR (Building Security)

7.G. OSBA Annual Convention

**8. Personnel**

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

8.A.1. None at this time

8.B. Non-Licensed Personnel Report

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

**10. Upcoming Events**

**Elmira Elementary:**  
**September 16: 6pm PTA**  
**September 18: 6-7pm Open House**

**Veneta Elementary:**  
**September 18: 6-7pm Meet the Teachers**  
**October 13: 5:30pm PALS**

**Fern Ridge Middle School:**  
**September 25: 6:30pm Open House**  
**October 17: NO School/Teacher Conferences (MS/HS  
only)**

**Elmira High School:**  
**October 1: 5:45pm Open House**  
**October 17: NO School/Teacher Conferences (MS/HS  
only)**

**11. Adjournment**



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

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

**August 18, 2025**

**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 Grover at 5:33pm.

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

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**DISCUSSION ITEMS: (Agenda Item 2):**

**2. A. OSBA Summer Conference:** Directors McCann, Gent, and Grover shared their experiences and perspectives from the Oregon School Board Association Summer Conference.

**2. B. Superintendent Goals – Action Plan:** Superintendent Carpenter presented the 2025-2026 Superintendent Goals document and opened the discussion for feedback.

**2. C. Board Operating Agreement:** It was proposed to skip this item and circle back to it at the end of this work session.

**2. D. Board Meeting Schedule:** The School Board Meeting Schedule update was presented with the work sessions added. The pre-meeting schedule was also presented and discussed.

**2. E. Board Stipends:** Superintendent Carpenter presented the options of moving forward with adopting stipends for the board and not participating all together. There was a time of discussion surrounding this topic.

**2. F. Electronic Devices Building Practices:** Summarized the parameters of the rules and

protocols for the rules not being followed during the school day. It was asked of the board to discuss the language being added to the Parent/Student Handbook that will be updated on the website. There was a time of discussion surrounding this topic.

The work session was reaching the end of the hour and it was proposed to postpone item 2.H. and 2.C. to the work session in September.

Chair Grover moved to postpone the Board Operating Agreement and the Board Action Plan from our Goals to the work session in September, seconded by Director Pizzola.

Director McCann suggested the two other items remaining in the agenda to be moved as well. Superintendent Carpenter and Chair Grover said they will be quick and can be addressed in the remaining minutes of the work session.

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

**2. G. Volunteer / Visitors:** The discussion around having additional systems in place when community members enter the buildings.

**2. G. 1. Report on RAPTOR:** Summarized the system and cost for the entire district. It was presented as a \$9,000 start up cost with a \$4,000 annual cost thereafter. The facility reserve account would fund this system if the district decides to go ahead with this plan. There was a time of discussion about the criteria for the system and if there were alternative companies.

**2. G. 2. Visitor/Volunteer Policy Discussion – GCGA/GDDA and KK:** Decided to move on to the regular meeting.

**2. H. Board Goals – Action Plan:** Postponed until the September work session.

**2. I. Public Comment – change to four minutes from three minutes:**

**ADJOURNMENT (Agenda Item 6):** The work session was adjourned at 6:34 pm.

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

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



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

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

**August 18, 2025**

**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 6:37 pm.

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

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

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**FLAG SALUTE (Agenda Item 2):** Director Grover led the flag salute.

**PUBLIC COMMENT (Agenda Item 3):** None at this time.

**MONTHLY ITEMS (Agenda Item 4):**

**5. A. Approval of Minutes:** The minutes from the regular meeting on July 21, 2025 and the retreat on July 28, 2025, were presented for approval.

Director Pizzola moved to approve the minutes from the last school board meeting on July 21st, seconded by Director Grover.

Director McCann asked for clarification if it was the Retreat and regular meeting minutes for

approval. Director Pizzola said she will change the motion and make it both minutes. Director Pizzola moved to approve the minutes from both minutes from the regular meeting and the retreat, seconded by Director Grover. Director McCann proposed a change to the wording in agenda item 14 from “new law” to “executive order”. Director Grover moved to accept the two agendas with the amendment of changing from a “new law” to “new executive order”, seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

## **BUSINESS OFFICE (Agenda Item 5):**

**5. A. Unaudited Financial Report for 2024-2025:** Business Manager Quanah Bennett reviewed the unaudited financial report for 2024-2025. The district has collected 107% of the budgeted revenue and spent 93% of operating expenditures. The district estimated ending fund balance is 28.15%/roughly \$5.5 million. There was some time of discussion on the previous years ending fund balances.

**5. B. General Fund Revenue and Expenditure Report:** Business Manager Quanah Bennett reviewed the general fund revenue and expenditure report as of July 31, 2025. The district has received 12% of budgeted revenue and spent 4% of operating expenditures.

Director Pizzola moved to approve the general fund revenue and expenditures for fiscal year 24-25; seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

## **REPORTS (Agenda Item 6):**

### **6. A. Director of K-12 Programs:**

**6. A. 1. 24-25 Integrated Plan Annual Report:** Director Marshall presented the 24-25 Annual Report.

**6. B. Superintendent’s Report:** Superintendent Carpenter gave a reminder that teachers are about to return and gave the schedule for in-service with all staff. He gave a brief staffing update. The bond updates for each project schedule was summarized as it pertains to the first day of school when students return and the athletics schedules. There was a time of discussion on the reason for delays with the sports complex.

**6. C. Student Representatives:** Student representatives Rylee Rice and Jake VanDamme presented a request for an outdoor graduation. There was a time of discussion on being on the graduation planning committee and that is a high school decision not a school board decision. There was a time of discussion about state testing and encouraging other students to put in their best efforts.

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

**7. A. Recommendation for Budget Transfer for Site Work Package #4 (EHS to FRMS):** Scott Rose summarized the bond progress and then presented the Recommendation for Budget

Transfer for Site Work Package #4 (EHS to FRMS). There was a time of discussion around the details of the site work.

Director Pizzola moved to approve the transfer the money to the site work budget; seconded by Director Grover. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

**7. B. Board Operating Agreement:** Postponed until September 15, 2025 meeting.

**7. C. Board Meeting Schedule:** The 25-26 School Board Meeting Schedule was presented for approval.

Director Grover moved to approve it based on our conversation earlier; seconded by Director Pizzola. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

**7. D. Board Stipends:** The board made a motion to further investigate Board Stipends.

Director Grover moved to move forward with looking in to it; seconded by Director McCann. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

**7. E. Electronic Devices Building Practices:** The Parent/Student Handbook language regarding the electronic devices policy was presented for approval.

Director Pizzola moved to approve the policy and start at the beginning of the school year; seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

**7. F. First Reading of Proposed Policy Updates:**

**7. F. 1. Policy KK – Visitors to District Facilities, Policy GCDA/GDDA Criminal Records Check and Fingerprinting.**

Policy GCDA/GDDA Criminal Records Check and Fingerprinting was presented to approve edits to wording.

Director Pizzola moved to accept edits as written in policy GCDA/GDDA, seconded by Director Gent. There was no discussion. The motion carried with Directors Gent, Kirkpatrick, Pizzola, Grover and McCann voting yes. 5-0.

Policy KK – Visitors to District Facilities was presented for discussion and the First Reading in September.

**7. B. Board Goals:** Postponed until September 15, 2025 meeting.

**PERSONNEL (Agenda Item 8):**

**8. A. Licensed Employees Resignations/New Hires/Transfers/Other:**

**8. A.1.** Hiring of David Kashuba, Temporary One Year 1.0 FTE Special Education Teacher at Fern Ridge Middle School, effective August 20, 2025.  
Hiring of Tiffany Forsman, Temporary One Year 1.0 FTE Elementary Teacher at Veneta Elementary School, effective August 20, 2025.

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

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

Resignations/Retirements

1. Resignation of Diann Shuck, 7.0 Behavior Instructional Assistant 3-5 at Elmira Elementary School, effective July 29, 2025.
2. Resignation of Diann Shuck, 7.0 Instructional Assistant at Elmira High School, effective August 12, 2025.

New Hires/Transfers

1. Hiring of Diann Shuck, 7.0 Instructional Assistant at Elmira High School, effective August 25, 2025.
2. Hiring of Devin Blair, 6.0 Instructional Assistant at Veneta Elementary School, effective August 25, 2025.
3. Hiring of Alese Williams, 3.0 Instructional Assistant at Veneta Elementary School, effective August 25, 2025.

Other

1. None at this time.

Coaches

1. Resignation of Jamal Wilson, JV Assistant Basketball Coach at Elmira High School, effective July 23, 2025.
2. Hiring of Brycen Bechtel, Assistant Football Coach at Elmira High School, effective August 18, 2025.
3. Hiring of David Querubin, Assistant Football Coach at Elmira High School, effective August 18, 2025.

**LATE ITEMS/CLOSING COMMENTS/BOARD COMMUNITY INVOLVEMENT (Agenda Item 9):**  
Superintendent Carpenter shared that he attended a zoom meeting with UPBEAT which is a WREN funded staff retention and survey program. The district will be moving forward with this.

**UPCOMING EVENTS (Agenda Item 10):**

**10. A. Upcoming Events:**

August 27: Papa's Pizza Fundraiser-FREA/OSEA



**Elmira Elementary:**

August 19: 7am - 7pm Registration  
August 20: 8am - 3pm Registration  
August 21: 8am - 12pm Registration  
September 2: First day for 1st-5th Graders  
September 8: First day for Kindergartners  
September 16: 6pm PTA Meeting  
September 18: 6-7pm Open House

**Veneta Elementary:**

August 19: 7am - 7pm Registration  
August 20: 8am - 3pm Registration  
August 21: 8am - 12pm Registration  
September 2: First day for 1st-5th Graders  
September 8: First day for Kindergartners  
September 9: 5:30pm PALS  
September 18: 6-7pm Meet the Teacher

**Fern Ridge Middle School:**

August 19: 7am - 7pm Student Registration  
August 20: 8am - 3pm Student Registration  
August 21: 8am - 12pm Student Registration  
September 2: First day for 6th Graders Only  
September 3: First Day for 7th & 8th Graders Only  
September 4: All Students attend

**Elmira High School:**

August 20: 8am - 4pm Seniors/Sophomores Registration/Picture Day  
August 21: 10am - 6pm Junior/Freshman Registration/Picture Day  
September 2: First Day for 9th Graders Only  
September 3: All Students back to school

**ADJOURNMENT (Agenda Item 11):** Chair Grover adjourned the meeting at 8:20 pm.

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

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




**FERN RIDGE SCHOOL DISTRICT 28J**

## General Fund Revenue and Expenditures

| August 31, 2025                                       | ADOPTED 25-26<br>BUDGET | 2025-2026        |                  | TOTAL<br>YTD     | REMAINING<br>BALANCE |
|---|-------------------------|------------------|------------------|------------------|----------------------|
|   |                         | JULY             | AUG              |                  |                      |
| Beginning Fund Balance                                | 3,342,741               | -                | -                | -                | 3,342,741            |
| <b>OPERATING REVENUE:</b>                             |                         |                  |                  |                  |                      |
| PROPERTY TAXES  | 5,750,283               | 9,846            | 13,713           | 23,559           | 5,726,724            |
| TRANSPORTATION FEES                                   | 2,100                   | -                | -                | -                | 2,100                |
| EARNINGS ON INVESTMENTS                               | 342,641                 | 34,045           | 30,812           | 64,857           | 277,784              |
| EXTRACURRICULAR ACTIVITIES                            | 4,626                   | -                | -                | -                | 4,626                |
| RENTALS/DONATIONS/LEASES / PY REV / GRANT FEES / MISC | 147,154                 | 6,348            | 4,861            | 11,209           | 135,945              |
| COUNTY SCHOOL FUND / ESD                              | 188,000                 | -                | -                | -                | 188,000              |
| OTHER INTERMEDIATE SOURCES                            | 5,500                   | -                | 1,725            | 1,725            | 3,775                |
| STATE SCHOOL FUND                                     | 12,751,881              | 2,272,642        | 1,096,497        | 3,369,138        | 9,382,743            |
| COMMON SCHOOL FUND                                    | 199,740                 | -                | -                | -                | 199,740              |
| STATE MANAGED COUNTY TIMBER                           | -                       | -                | 37,030           | 37,030           | (37,030)             |
| RESTRICTED GRANTS-IN-AID                              | -                       | -                | -                | -                | -                    |
| RESTRICTED FR FED/GOV ST                              | -                       | -                | -                | -                | -                    |
| FEDERAL FOREST FEES                                   | 58,620                  | -                | -                | -                | 58,620               |
| INTERFUND TRANSFERS                                   | 7,360                   | -                | 7,360            | 7,360            | -                    |
| SALE OF FIXED ASSETS                                  | -                       | -                | -                | -                | -                    |
| <b>TOTAL OPERATING REVENUE</b>                        | <b>19,457,905</b>       | <b>2,322,880</b> | <b>1,191,998</b> | <b>3,514,878</b> | <b>15,943,027</b>    |

*TOTAL BUDGETED REVENUE (INCLUDES  
BEGINNING FUND BALANCE)*

22,800,646

18%

3,514,878

| <b>OPERATING EXPENDITURES:</b>      |                   |                |                |                  |                   |
|-------------------------------------|-------------------|----------------|----------------|------------------|-------------------|
| SALARIES                            | 8,442,595         | 159,578        | 181,552        | 341,131          | 8,101,464         |
| BENEFITS                            | 6,558,782         | 107,516        | 125,623        | 233,140          | 6,325,642         |
| PURCHASED SERVICES                  | 4,343,999         | 151,940        | 99,074         | 251,014          | 4,092,985         |
| SUPPLIES & MATERIALS                | 477,310           | 52,532         | 64,401         | 116,933          | 360,377           |
| CAPITAL OUTLAY                      | -                 | -              | -              | -                | -                 |
| OTHER                               | 292,515           | 280,772        | 11,860         | 292,632          | (117)             |
| <b>TOTAL OPERATING EXPENDITURES</b> | <b>20,115,201</b> | <b>752,338</b> | <b>482,510</b> | <b>1,234,849</b> | <b>18,880,352</b> |

6%

| <b>NON-OPERATING EXPENDITURES</b>       |                  |          |                |                |                  |
|---|------------------|----------|----------------|----------------|------------------|
| INTERFUND TRANSFERS                     | 533,500          | -        | 525,000        | 525,000        | 8,500            |
| CONTINGENCY                             | 2,151,945        | -        | -              | -              | 2,151,945        |
| <b>TOTAL NON-OPERATING EXPENDITURES</b> | <b>2,685,445</b> | <b>-</b> | <b>525,000</b> | <b>525,000</b> | <b>2,160,445</b> |

*TOTAL BUDGETED EXPENDITURES*

22,800,646

1,759,849

# Fern Ridge Education Association (FREA)



School Board Meeting  
September 15, 2025



# FREA's Appreciations

All the bond work so far! [Scott and Gary, among others]



Everyone who showed up for the Papa's Pizza Night! [classified, certified, D.O. group, and the community]



**FUNDRAISER**



# Union Updates/Info

Fern Ridge Education Association **(Local)**

Three Rivers Education Council **(Regional)**

group of made up of leadership from Lane County locals to network and receive communication

Lane Unified Bargaining Council **(Regional)**

helps unify bargaining goals for schools and verify that contracts align with OEA contract goals

Oregon Education Association **(State)**

National Education Association **(National)**

Labor Day was created as a holiday to recognize the contributions that labor movements (and unions) have made to America's strength, prosperity, and well-being. Oregon was the first state to pass a law to recognize Labor Day!



# Fern Ridge School District 28J

Code: BCBA  
Adopted: 1/23/23  
Revised/Readopted: 6/17/24

## Student Representative to the Board

The Board establishes two positions of student representative on the Board. A student representative shall not be a voting member of the Board.

A student representative shall be installed on the Board with the following Oath of Office:

“I \_\_\_\_\_, will support the Constitution and the laws of the United States, the state of Oregon and the laws thereof, and the policies of the Fern Ridge School District, and will discharge the duties of Student Representative on the Board to the best of my ability.”

The superintendent will develop administrative regulations to include application and selection processes, roles and responsibilities of a student representative, communication expectations, procedures and regulations for student representative. The information will be published in appropriate school communications.

The district will ensure the process and management of student representative application materials, communications and the interview process (if applicable) will comply with the requirements of law related to student records.

A student representative shall not be liable for any acts of the Board.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

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 (2023).

### Visitors to District Facilities\*\*

The Board believes that a better understanding of district educational programs and improved relationship between the schools and the community can be fostered through school and classroom visitations by parents and patrons. Such visitations should be encouraged, arranged and permitted within consideration of the educational and extra-curricular programs, the orderly administration of the school, school grounds, classrooms and student safety and welfare. To ensure that no unauthorized persons enter a school, all visitors will report to the school office when entering and sign in to and will receive authorization to visit elsewhere in the building. To verify the identity of a visitor, presenting picture I.D. may be required.

Before the morning bell, at the Elementary School level, visitors and guests are not required to sign in or present picture I.D. at the office.

If the number of expected guests for a scheduled event would make it impractical for visitors and guests to provide a picture I.D. in exchange for a visitor's pass (e.g. assemblies, concerts, graduations, etc..) the requirement of signing in or providing a picture I.D. upon request may be waived by the school administrator.

Any unauthorized or disruptive person on school property will be reported to the school administrator(s) and superintendent. The person may be asked to leave and may lose visitation privileges. Police may be called if the situation warrants.

The superintendent or superintendent's designee is directed to establish guidelines for parents, patrons or other guests to gain or lose access to school site(s). Students will not be permitted to bring visitors to school without prior approval of the building principal. Parents and visitors are expected to comport themselves in a respectful and professional manner or lose the privilege to visit campus.

END OF POLICY

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Legal Reference(s):

[ORS 164.245](#)  
[ORS 164.255](#)  
[ORS 166.025](#)  
[ORS 166.155](#) - 166.165  
[ORS 332.107](#)

Cross Reference(s):

BG - Board-Staff Communications



# OSBA Model Sample Policy

Code: JFCEB

Adopted:

## Personal Electronic Devices \*/\*\*

{This policy is required by ORS 336.840 and EO 25-09. EO-25-09 requires policy to be adopted and in place by October 31, 2025, with full implementation by January 1, 2026.}

Student possession or use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver)<sup>1</sup>.

Except as otherwise provided in this policy, “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure.<sup>2</sup> This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student’s medical provider’s order for the care and treatment of a medical condition;<sup>3</sup>
2. The student’s individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);<sup>4</sup>
3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within [ten] school days.<sup>5</sup>

Personal electronic devices may be kept by students in lockers or backpacks, but personal electronic devices are not to be stored on the student’s person or in the student’s clothing during regular instructional hours.

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<sup>1</sup> If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours. {ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides that districts have discretion related to field trips. The district could include language regarding field trips here.}

<sup>2</sup> ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides “This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.”

<sup>3</sup> JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

<sup>4</sup> If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

<sup>5</sup> JFCEB-AR must be submitted to the building administrator.

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (including suspension or expulsion), but could include [detention, Saturday school, a change to storage requirements, etc. {<sup>6</sup> }]. However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.<sup>7</sup> Consequences for noncompliance of the personal electronic device policy include:

- 1st offense: The device is confiscated and turned into the office for the remainder of the school day. Families are notified, and the student can reclaim their device(s) at the end of the day.
- 2nd offense: The device is confiscated and families are notified. Parents or guardians can reclaim their device(s) any time after the conclusion of that school day. It can be arranged for an earlier pick-up; however, the device cannot be returned to the student until the end of the day.
- 3rd offense: The device is confiscated and will only be returned directly to a parent or guardian of the student. The student will be assigned detention during a non-academic time (AM, lunch, PM)
- 4th offense: The device is confiscated and a family meeting is held with school administration to address the issue. Consequences and a plan for success will be discussed.
- Any subsequent offense: Discipline may include
  - o Required family meetings
  - o Lunch or Breakfast detentions
  - o Loss of privileges on campus (driving, open campus, etc...)
  - o Loss of the ability to attend extracurricular events
  - o Loss of athletic eligibility
  - o Others
- Failure to turn over a device: Failure to turn over an electronic device to a staff member when asked, will result in the issue being processed appropriately through our policy regarding defiance.

Necessary communications during the school day while on school grounds between students and parents or guardians can be made through the school office.

The superintendent or designee shall ensure this policy is posted on the district website and made available to district personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

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<sup>6</sup> {Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.}

<sup>7</sup> For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices<sup>8</sup> that support academic activities and independent communications<sup>9</sup>, except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge. *{MOVED FROM EARLIER IN POLICY.}*

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR, Request for Personal Electronic Devices Exemption. Appeals can be filed with the superintendent or designee in accordance with KL-AR(1) – Public Complaint Procedure.

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

This policy takes effect on January 1, 2026.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 336.840](#)

Oregon Executive Order 25-09

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<sup>8</sup> The use of “personal electronic device” in this paragraph comes from ORS 336.840, which does not define the term. However, the definition in EO 25-09 wouldn’t necessarily apply. Consequently, items like laptop computers or other devices required to support academic activities would likely be considered personal electronic devices within this paragraph.

<sup>9</sup> “Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).

# OSBA Model Sample Policy

Code: JFCEB-AR  
Revised/Reviewed:

## Request for Personal Electronic Devices Exception

A parent or guardian may request an exception to the personal electronic device prohibition by submitting the following form to the principal:

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

If the reason for the request is included in the student's individualized education program, as defined in ORS 343.025 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, this form is not required.

This request is:

- in compliance with the student's medical provider's order for the care and treatment of a medical condition (attach a copy of the order);
- to accommodate the individual circumstances of the student;
- to further specific educational outcomes for the student.

Exemption Requested (describe the requested possession and/or use of a personal electronic device to be allowed and reason for the requested exemption):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration for Requested Exemption: \_\_\_\_\_<sup>1</sup>

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Parent or Guardian Phone \_\_\_\_\_ Email \_\_\_\_\_

### FOR COMPLETION BY SCHOOL ADMINISTRATION

Request            Granted                      Expiration of Exemption \_\_\_\_\_  
                        Denied                         Reason for Denial \_\_\_\_\_  
                        More information needed. Please submit by date: \_\_\_\_\_ for reconsideration.

\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> The maximum duration of an exemption is the end of the student's enrollment at this school.

Signed \_\_\_\_\_ Date \_\_\_\_\_

School administrative team decisions will be issued and communicated to the parent or guardian within ten school days of receipt and can be appealed with the superintendent or designee in accordance with KL-AR(1) – Public Complaint Procedure within ten school days of issuance. The superintendent’s/designee’s decision will be final. Denied requests may be resubmitted if circumstances change or after 12 months, whichever is earlier.

Guidelines for exemption consideration:

1. Exemptions should only be approved for clearly documented needs of students and their families, not mere convenience;
2. Exemptions should be consistently granted in a non-discriminatory manner;
3. Exemptions should be limited to address the specific need, with any limitations communicated to the student regarding other possession and use;
4. Exemptions should only be approved when other communication methods and device availability (school phones, laptops, computers, available internet, etc.) are not adequate for the specific need;
5. Exemptions should be communicated to necessary staff in a way that protects student privacy;
6. Exemptions should minimize disruption to other students, staff and the educational environment.

## **Personal Electronic Devices and Social Media**

(Student may possess a personal electronic device with certain restrictions.)

Student possession or use of personal electronic devices on district property, in district facilities during the school day and while the student is in attendance at school-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the building principal and approved by the superintendent.

A “personal electronic device” is a device (PED) is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

“Independent communication” means communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.

Personal electronic devices shall be turned off during instructional or class time, or at any other time where such use of the device would cause a disruption of school activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the building principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices, for curriculum.

A process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied, will be provided.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities including but not limited to theft, damage or content.

Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative. The district will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student’s individualized education program (IEP).

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy<sup>1</sup> and/or rules set forth in the student-parent handbook. A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student's parent or property owner, as appropriate.

The superintendent shall ensure that the Board's policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents through building handbooks and other means.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2006).

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<sup>1</sup>The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

## **Personal Electronic Devices and Social Media**

Students may use and possess personal electronic devices on district grounds subject to the following:

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules as outlined in student-parent handbooks. Students and parents must sign off via the standard handbook sign off, indicating they have read and understand the language in the student handbook regarding personal electronic devices and before bringing any personal electronic device to school that provides access to a wireless, unfiltered connection to the Internet;<sup>1</sup>
2. Personal electronic devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or at district-sponsored events unless as expressly authorized in advance by the building principal or designee;
3. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;
4. Personal electronic devices, may be used as electronic study aids during the school day if provided as a part of a student's individualized education plan (IEP), or if permission is received from the student's teacher;
5. The use of personal electronic devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;
6. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
7. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;
8. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate.

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<sup>1</sup>The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.



9. Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative.

# Fern Ridge School District 28J

Code: GCDA/GDDA  
Adopted: 4/07/97  
Readopted: 5/23/05; 2/25/08; 11/16/09;  
12/03/12; 3/17/14; 3/07/16;  
7/11/16; 12/18/17; 11/18/19;  
12/16/24  
Orig. Code: 3230

## **Criminal Records Checks and Fingerprinting**

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

### **Requirements for Employees not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)**

All newly hired employees<sup>1</sup> not identified under Oregon Revised Statutes (ORS) 342.223<sup>2</sup> are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district<sup>3</sup> or private school, and has not resided outside the state between the two periods of employment.

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

The district may<sup>4</sup> begin the employment of an individual on a probationary basis pending the return and disposition of the required criminal records checks.

When the criminal records check indicates an individual has been convicted of any crimes<sup>5</sup> prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal records check indicates an individual has knowingly made a false statement as to the conviction of any crime, the individual may be employed by the district, or if employed by the district may be terminated. An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law may be employed by the district. Employment

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<sup>1</sup> Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

<sup>2</sup> ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

<sup>3</sup> As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

<sup>4</sup> Decisions regarding which employees may begin before the return of the required criminal records checks must be made in a nondiscriminatory manner.

<sup>5</sup> See OAR 581-021-0511(8).

termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

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

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

### **Requirements for Contractors**

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students<sup>6</sup> or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

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

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

1. Refusal to consent to a criminal records check and fingerprinting; or

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<sup>6</sup> “Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

2. Notification<sup>7</sup> from the Superintendent of Public Instruction that the individual has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

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

### **Requirements for Volunteers**

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

1. Head coach;
2. Assistant coach.

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

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

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

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

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

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

### **Requirements for Others**

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

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

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<sup>7</sup> Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

## **Notification**

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

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

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

## **Processing and Reporting Procedures**

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

Fingerprints may be collected by one of the following:

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

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

The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any

individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, contract or volunteering.

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

END OF POLICY

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**Legal Reference(s):**

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

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

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

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

**Cross Reference(s):**

IIIC - Volunteers

# Fern Ridge School District 28J

Code: BDDH  
Adopted: 9/2/98  
Revised/Readopted: 5/23/05; 12/20/21  
Orig. Code: 1311.1

## Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend Board meetings to become acquainted with the programs and operations of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

### Procedures for Oral Public Comment

The Board establishes the following procedures for public comment at Board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a Board meeting.

1. Public comment is limited to its designated place on the agenda and while time allows, not to exceed a total of 30 minutes for all commenters.
2. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will complete and submit the Intent to Speak form to the Board secretary prior to the Board meeting as described in BDDH-AR.<sup>1</sup> A request to give public comment in-person or electronically does not guarantee time will be available.
3. A person speaking during the public comment portion of the meeting may comment on topics on the agenda, as well as topics not on the published agenda.
4. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. In the interest of time, and to allow more voices to be heard, a spokesperson should be designated to represent a group with a common purpose.
5. A person giving public comment is limited to an established time limit of three minutes. Statements should be brief and concise. The Board chair has discretion to waive time limits or extend the overall time allotted for public comment. Additional time will be allocated in a fair and equitable manner. If a person has more comments than time allows or is unable to comment due to time constraints, the

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<sup>1</sup> When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity.

person is encouraged to submit additional written comments to the Board through the district office as directed.

6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair and may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.

The Board will not hear public comment at Board work sessions.

While topics raised during the public comment portion will be heard, they usually will not be responded to. They may be considered for inclusion as agenda items at future Board meetings.

### **Procedures for Written Comment**

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email. Materials or comments submitted at least 72 hours in advance of a Board meeting will be provided to the Board before the Board meeting, but will not be read at the Board meeting. Written materials or comments submitted may not warrant action by the Board.

### **Comments Regarding Staff Members**

A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 165.535](#)  
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)  
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

*Baca v. Moreno Valley Unified Sch. Dist.*, 936 F. Supp. 719 (C.D. Cal. 1996).

*Leventhal v. Vista Unified Sch. Dist.*, 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

#### **Cross Reference(s):**

BDDA - Notification of Board Meetings

BDDC - Board Meeting Agenda

KC - Community Involvement in Decision Making

KLD - Public Complaints about District Personnel



# Fern Ridge School District 28J

Code: BDDH-AR  
Revised/Reviewed: 12/20/21; 10/21/24

## Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the speaker refrains from repeating a similar point.

To provide public comment in person, if the opportunity is available on the Board agenda, please complete and submit the Intent to Speak form to the Board secretary by 1:00 PM on the day of the board meeting at [bscriber@fernridge.k12.or.us](mailto:bscriber@fernridge.k12.or.us). Those attending virtually who want to provide public comment should notify the Board secretary by submitting an email to [bscriber@fernridge.k12.or.us](mailto:bscriber@fernridge.k12.or.us) by 1:00 PM on the day of the board meeting.

A person speaking during the public comment portion of the meeting may comment on topics on the agenda, as well as topics not on the published agenda. A person providing public comment will be allowed three minutes. Signing up to provide public comment does not guarantee time will be available.

Any person, who is allowed to speak to the Board during a meeting, should state their name, whether they are a resident of the district and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Comments about a specific employee or group of employees should comply with Board policy BDDH - Public Comment at Board Meetings:

“A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee’s rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.”

*SEE FORM ON REVERSE*

**INTENT TO SPEAK**

The Board welcomes input. To provide in-person or virtual public comment please submit this completed form to the Board secretary at [bscriber@fernridge.k12.or.us](mailto:bscriber@fernridge.k12.or.us) by 1:00 PM on the day of the board meeting.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Topic or comment to be presented (brief description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please indicate how you will present your comment:**

In-Person

Virtually

**If you are attending virtually, please provide the attendee name or phone number you will join under:** \_\_\_\_\_

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted by the Board regarding personnel may take place in an executive session.

**The Board requires that a topic or comment is limited to three minutes or less.**



## Fern Ridge School District 28J

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Gary E. Carpenter Jr.  
Superintendent

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

### **Classified/Confidential/Manager/Coach Employees Resignations/New Hires/Transfers/Other Report** September 15, 2025

#### Resignations/Retirements

1. None at this time.

#### New Hires/Transfers

1. Hiring of Randall Heide, 7.0 Instructional Assistant at Elmira High School, effective September 18, 2025.
2. Hiring of Jaimie Atwater, 6.75 Instructional Assistant at Fern Ridge Middle School, effective August 25, 2025.

#### Other

1. None at this time.

#### Coaches

1. None at this time.