



Oakridge School District #76

47997 W. First St., Oakridge, OR 97463

Phone (541)782-2813, FAX (541)786-2982

www.oakridge.k12.or.us

Oakridge Board of Directors February 12, 2024 - Regular Meeting - 6:00 p.m.

- Regular School Board Meeting In-Person or Virtual
Click the link to join the Zoom Webinar
<https://us02web.zoom.us/j/84307709245?pwd=cE9UYTdCL0M0TGVMbXRcdEZ5a0pUdz09>
- Listen by phone: +1 346 248 7799 Webinar ID: 843 0770 9245 Passcode: 900272

The Board values community engagement and recognizes the importance of public input. Community members are required to sign up for public comment and are encouraged to submit written public comment by noon the day of the scheduled meeting.

Please follow this link to sign up for public comment <https://forms.gle/5Fot1fQEYAWJcwHy5>.

Please submit your public comment to osdcomments@ohswarriors.net.

AGENDA

1. Call Meeting to Order
2. Changes or additions to the Agenda
3. Announcements/Correspondence
 - 3.1 Lane ESD – Thank you letter
 - 3.2 Letters from Lena Snyder
4. Public Comment

(Personnel complaints will not be heard at Regular Board Meetings. Individuals with concerns regarding personnel should follow the Complaint Procedure Policy. Complaint information is available on the District website.)
5. Action Items
 - 5.1 Superintendent position (Action)
 - 5.2 Consent Agenda (Action)
 - 5.3 Award/Approve CM/GC contract to Hyland Construction (Action)
 - 5.4 Adopt 2024-2025 Calendar (Action)
6. Information/Reports
 - 6.1 AimsWeb Report
 - 6.2 Superintendent Report
 - 6.3 OES Report
 - 6.4 OJSHS Report

Chad Harrison
Interim Superintendent Dave McGrath
Principal Tina Maher
Principal Kyle Kivett
7. Unfinished Business
 - 7.1 Policies (1st Read/Action)
 - DID – Property Records and Inventory
 - GCBDA/GDBDA – Family Medical Leave – (Version 1)
 - GCBDA/GDBDA – Family Medical Leave – (Version 2)
 - GCGDA/GDBDA (AR(1) – Family Medical Leave (Version 1)
 - GCGDA/GDBDA (AR(1) – Family Medical Leave (Version 2)

7.2 District Mission Statement – Schedule Work Session

8. New Business

8.1 Discuss Open Budget Committee Position

Heather Harrison

8.2 Book Study - Discussion Chapter 8

Susan Hardy

9. Next Meeting

Regular Board Meeting – March 11, 2024 6:00 p.m.

- 10. Executive Session Pursuant to ORS 192.660 (2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing; and (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.**

Members of the media may contact Cathy Korth cathy.korth@oakridge.k12.or.us for login information to access the Executive Session link in accordance with ORS 192.660(4) and ORS 332.061(2) by noon the day of the scheduled meeting.

11. Adjourn



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North
Eugene, OR 97402

541.461.8200
541.461.8298 [Fax]

www.lesd.k12.or.us

EQUITY COMMITMENT LEADERSHIP COLLABORATION INTEGRITY

January 26, 2024

Dear Lane County Community,

We, the Superintendents of Lane County's seventeen school and educational service districts, are writing to thank the organizations and individuals who have led and supported storm recovery efforts.

Last week's multiple rounds of ice and freezing rain caused widespread damage to trees, roads, and property at homes, businesses, and campuses. Most areas faced power outages, several thousand for days on end, with some expected to be without power for another week. Most schools were canceled for the week, some longer. Pictures of damage across the region made the call for a state of emergency apparent. And, yet, within a week, thanks to the labor of so many, we are nearing a return to normalcy.

To our utility companies: Blachly-Lane Electric Co-op, Central Lincoln PUD, Emerald People's Utility District, Eugene Water & Electric Board, Lane Electric, and Springfield Utility Board, thank you! Your crews worked early morning to late night in dangerous conditions to identify outages and to strategically repair and rebuild lines. Your line crews often had to clear trees and debris on iced hillsides to start the process of bringing electricity back to our buildings. Your ongoing communications showed empathy, taught the process, and made tracking progress and maintaining hope easier.

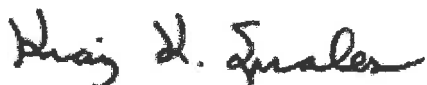
Thank you to our city, state, and county transportation departments and road crews! Your teams assessed, triaged, and repaired many landslides, downed trees, branches, and power lines, and floods. Like the line crews, they were often required to revisit previously cleared areas during the second round of icy rain and then the thaw. Tripcheck was a valuable resource for those needing to access resources, and your employees stationed at road closures did their best to communicate efforts without overpromising.

Electrical and road crews coordinated seamlessly, expediting repairs and limiting impact on traffic as roads opened. Please share our deepest gratitude to your employees and to the mutual aid crews who came from other regions to provide support. We would also like to acknowledge the locals, especially in rural areas, who showed up with chainsaws and equipment to safely clear initial paths for locals to connect. In times of emergency, these efforts allow for checking in and sharing needed resources with elders and others in need.

Additionally, Lane County Disaster Relief, the American Red Cross, Lane County and its public services departments (including Department of Human Services) have all gone above and beyond to support our communities and coordinate between agencies to provide relief where needed, thank you!

Finally, to those individuals and organizations who provided and continue to provide shelter, water, firewood, charging stations, generators, hot showers, laundry services, warm food, and caring messages to loved ones, neighbors, and strangers, we see you! The stories of caring and connection make us proud to work and serve Lane County students and families.

Thank you all!



Bethel School District



Blachly School District



Creswell School District



Crow-Applegate-Lorane School District



Eugene School District



Fern Ridge School District



Lowell School District



Junction City School District



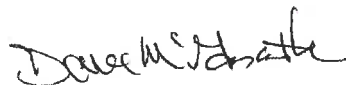
Mapleton School District



Marcola School District



McKenzie School District



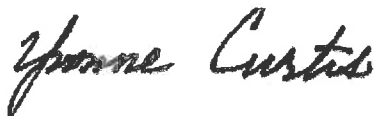
Oakridge School District

Tim Crist

Pleasant Hill School District



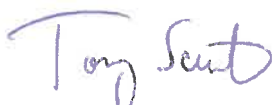
Siuslaw School District



South Lane School District



Springfield Public Schools



Lane Education Service District

February 4,2024

Dear Dave McGrath, Superintendent
Board of Directors
Kyle Kivett, Principle
Dave Tipton, Athletic Director
Mark Hager and staff of Oakridge District

The Family of Jerry Snyder wish to THANK the above for ALL the Support
That was given in the use of the "gymnasium" for Jerry's Memorial.

To Dave McGrath and Board of Directors, Thank you for the Beautiful
Bouquet of flowers and "Heartfelt Letter."

To Kyle Kivett, Principle, Thank you for going ABOVE and BEYOND in
Assisting Gerry in the setup of the sound system, projector, as well as
the stage and screen. For his help outside directing people for efficient
entry into the venue.

To Dave Tipton, thank you for securing the gymnasium, stage, screen,
chairs and teams to help setup and take down the venue.

To Mark Hager and staff, our APPRECIATION for their assistance in
caring for the gymnasium before and after the memorial.

THE FAMILY OF JERRY SNYDER,

LENA, JIMMY, TRACY AND CLAUDINE

Dear Superintendent McGrath
and Board of Directors
The family of Jerry Snyder wish
to thank you for the Beautiful
Bouquet of flowers and "Heart-
felt letter". Also for all
the help we received from
the School District during
this time.

Words cannot express
our feelings of
Appreciation.

Love & Family
Jimmy, Tracy
& Claudine

Start of Consent Agenda

February 12, 2024

1. Meeting Minutes

➤ Regular Session

- January 8, 2024 – Regular Board Meeting

2. Personnel Report

3. February 2024 Enrollment Numbers

4. December 2023 Expenditures

End of Consent Agenda



**Oakridge Board of Directors
Regular Meeting Minutes
January 8, 2024
6:00 p.m.**

1. Call Meeting to Order

Present: Director Pope, Vice-Chair Hardy, Director Samuelson, Director Curtis, and Director Wright. Director Pope called the Regular meeting of the Board of Directors to order at 6:00pm. Director Pope led with the Pledge of Allegiance.

2. Changes to the Agenda

No changes to the Agenda.

3. Announcements/Correspondence

Interim Superintendent McGrath read thank you letters to the Board from OSEA and OTA as well as a letter from OSEA regarding negotiations.

4. Public Comment

Director Pope called for Public Comment. No Public Comment. Director Samuelson asked who our Professional Development provider is: ED Excellence has been our provider for the past three years.

5. Action Items

5.1 Consent Agenda (Action)

Vice-Chair Hardy moves to approve the Consent Agenda

Director Samuelson seconds the Motion

Motion passes with all Directors voting Yes.

5.2 Early Literacy Grant Application (Action) – non-competitive grant – will be used to hire Early Literacy EA (K-3) at OES.

Director Samuelson moves to approve the Consent Agenda

Director Wright seconds the Motion

Motion passes with all Directors voting Yes.

5.3 LESD Service Plan (Action) – plan was presented by the Lane ESD Superintendent at the December 11, 2023 meeting.

Director Samuelson moves to approve the Consent Agenda

Director Wright seconds the Motion

Motion passes with all Directors voting Yes.

5.4 SIA-Quarter 4 Report and Grant Agreement (Action) – Retro-active vote.

Vice-Chair Hardy moves to approve the Consent Agenda

Director Curtis seconds the Motion

Motion passes with all Directors voting Yes.

5.5 Donation of Art Supplies from Dave Sulick (Action) – Interim Superintendent was approached before Winter Break regarding the donation. The Artist had passed away and the family wanted the supplies to be donated. Mark Osborn and Amy Bradley will collect the supplies. If Board approves, we will acknowledge donation on the Highway 58 Herald.

Director Wright moves to approve the Consent Agenda

Vice-Chair Hardy seconds the Motion

Motion passes with all Directors voting Yes.

5.6 OSEA Collective Bargaining Agreement (Action) – Administration recommends accepting. Everyone worked long and hard during the process, eliminating a lot of old language and added a section on pay equity. Gave a 4% COLA for each of the next three years and 1 additional day of vacation (Martin Luther King, Jr. Day).

Vice Chair Hardy moves to approve the Consent Agenda

Director Samuelson seconds the Motion

Motion passes with all Directors voting Yes.

6. Adjourn Regular Board Meeting and reconvened as Local Contract Review Board

Public Comment – No Public Comment

6.1 Allows Board to hire one project manager to complete projects in a more efficient manner.

7. Adjourn Local Contract Review Board and reconvene Regular Board Meeting

Adjourn Local Contract Review Board at 6:25pm; Reconvene Regular School Board Meeting at 6:25pm

7.1 Findings – CMGC process (Action)

Vice-Chair Hardy moves to approve the Findings – CMGC process

Director Curtis seconds the Motion

Motion passes with all Directors voting Yes.

8. Information Reports

8.1 Superintendent Report

Interim Superintendent McGrath shared January's enrollment numbers: 2022- 2023 SY: 503; and 2023-2024 SY: 494. The new scoreboard at the softball field has an estimated completion date of February 12, 2024. Discussion turned to COGNIA and the accreditation process and what that means for the District. OJSHS has not been an accredited school since approximately 2014 when the Administrator at that time withdrew from the accreditation process. Accreditation is not a requirement in Oregon but students could be at a disadvantage when applying for higher education. COGNIA is a company that can help with the accreditation process which could take as long as 2 – 3 years. The District has submitted an Application for Candidacy and scheduled a virtual meeting to get the ball rolling. SAM (Sex Abuse) training was held on January 2, 2024 and will happen again in the Fall. Curriculum Day welcomed staff back with a lunch catered by the local restaurant, The Campfire, Home of Cowgirl Cookn'. Before, during, and after photos were shared of the OES Kitchen Hood; the project is now complete! More and more requests are coming in for information to be included on the new Reader Board. The Administrative Team will be meeting to set up protocols and guidelines for usage of the Reader Board. A shout-out was given to Business Manager Heather Harrison for completing the Audit as well as to everyone in the District! Everyone is working hard to make things happen.

8.2 OES Report

Principal Maher gave shout-outs to our custodians! Thank you for working over Winter Break re-waxing floors and sanitizing everything in the building. OES hosted The Festival of Trees and Toys for Tots in December. Toys for Tots contacted the School District wanting to re-new their partnership with schools and OES became that site this year. Teachers were very happy with the ED-Ex Training on Curriculum Day. OES Staff and students enjoyed Dress-up days, Peppermint, and Elf on the shelf that wreaked havoc!

8.3 OJSHS Report –

Principal Kivett shared photos of Winter Spirit Week which held themed days and students could choose between an Assembly/Enrichments or going to the gym for fun activities, the Winter Concert - Kathryn Pounds did a wonderful job of mentoring the younger kids for the Winter Concert, and Winter Sports which kept everyone very busy with 1 shared Wrestling tournament in Coquille, Girls Wrestling in Junction City, and Boys in Riddle. The Basketball teams shared a tournament, the Harney County Crossover, as well as five additional games each. There were only three days over the break without basketball. Upcoming events include Basketball games throughout January, the Celebration of Life for Jerry Snyder, Semester 1 Finals and Grading Day on January 26. Principal Kivett shared an image "As you stress about having to go back to school soon, just remember, there is a child who hasn't been in an encouraging atmosphere since they left your class, bus, lunchroom, library, before Christmas Break – They can't wait to see you!" The theme for the month is Encouragement; make sure we're encouraging each other over the next couple of months.

9. Unfinished Business

9.1 District Mission Statement - Discussion

Board discussed their Mission Statement and shared thoughts on how to go about developing it. A date will be set for a Work Session to discuss, possibly with Community Members, students, and staff.

10. New Business

10.1 Student Representative to the Board – Discussion

Board discussed having a student representative to the Board and how it would benefit students. It would be a good opportunity for growth and insight into leadership and community service. The District did have a student representative prior to COVID and this is something we could bring back.

10.2 Book Study – Discussion Chapter 7

Vice-Chair Hardy led discussion on Chapter 7 of Engage Every Family and ways to engage parents, the community, and students.

11. Next Meeting

Next Regular Board meeting will be held on February 12, 2024 at 6:00 p.m.

12. Executive Session

Board Adjourned Regular Board Meeting at 7:50 p.m. -Entered Executive Session at 7:54 p.m.

13. Adjourn

Board reconvened Regular Board Meeting at 8:14 p.m. Adjourned Regular Meeting at 8:15 p.m.

APPROVED:

CSK

Board Chair

Superintendent

Personnel Report (Action)

February 12, 2024

A. Employee New Hires

1. Classified

- a. Natasha Callahan – Early Literacy EA (K-3)

2. Extra-Duty Contracts

- a. David Tipton – Head Golf Coach

Oakridge School District

Monthly Enrollment Report 2023-24

	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024
--	-------------------	-----------------	---------------	------------------	-----------------	------------------

Oakridge Elementary School

Kindergarten						
Brissette	16	16	17	17	17	17
Gardner	15	16	17	16	16	16
Total Kindergarten	31	32	34	33	33	33

Grade 1						
Dappert	17	17	17	16	16	16
Shafor	18	17	16	18	18	18
Total Grade 1 Enrollment	35	34	33	34	34	34

Grade 2						
King	20	20	20	22	22	22
McGill	21	20	20	21	22	22
Total Grade 2 Enrollment	41	40	40	43	44	44

Grade 3						
Tysoe	18	18	17	17	17	18
Porter	17	16	16	16	16	16
Total Grade 3 Enrollment	35	34	33	33	33	34

Grade 4						
Shaw	19	18	19	19	18	19
Yoder	18	18	18	18	19	18
Total Grade 4 Enrollment	37	36	37	37	37	37

Grade 5						
Howard	22	22	22	22	22	22
Irvine	20	21	21	21	21	21
Total Grade 5 Enrollment	42	43	43	43	43	43

Grade 6						
Brissette	21	22	24	23	22	23
Wilkinson	22	22	23	23	23	23
Total Grade 6 Enrollment	43	44	47	46	45	46

OES Transfer out of District

<u>Oakridge Elementary School</u>	264	263	267	269	269	271
2022-23 Enrollment	292	278	275	279	271	271

Oakridge Junior High

Grade 7 Enrollment	35	35	37	37	37	37
Grade 8 Enrollment	43	43	42	42	42	41
	78	78	79	79	79	78

<i>Oakridge Junior High School</i>	78	78	79	79	79	78
2022-23 Enrollment	97	87	89	90	88	89
<i>Oakridge High School</i>						
Grade 09 Enrollment	50	50	47	47	44	44
Grade 10 Enrollment	48	48	47	47	47	48
Grade 11 Enrollment	26	26	26	27	27	27
Grade 12 Enrollment	31	31	28	28	28	29
<i>Oakridge High School</i>	155	155	148	149	146	148
2022-23 Enrollment	168	149	147	145	143	140
<i>Total District Enrollment 23-24</i>	497	496	494	497	494	497
<i>Total District Enrollment 2022-23</i>	513	496	499	501	503	502

Review of Expenditures for December 2023

Our total operating budget for 2023-2024 is \$21,450,624

We spent \$626,855 to operate the month of December. That is 2.92% of the total District operating budget. This total includes all expenditures including payroll.

Through December 31, we have encumbered and expended \$6,928,639 from a General Fund budget of \$9,967,354. This represents 69.5% of the General Fund budget. *

Through December 31, we have expended a total of \$3,100,194 from the General Fund, which represents 31.1%

*Although we are 6 months into the fiscal year, as of December 2023 we have encumbered and expended 69.5% of the General Fund. However, it is important to remember that encumbrances include financial obligations. This primarily involves purchase orders awaiting delivery and unexpended salary through June 30, 2024 for licensed staff, i.e. summer checks.









(Source of Information is the Summary Expenditure Status Report)

CHECK NUMBER	VENDOR	TOTAL
52148	AMAZON	\$ 433.64
52149	AMAZON	\$ 244.09
52150	BANNER BANK	\$ 318.69
52151	BRIDGEWAY CONTRACTING, LLC	\$ 47,444.53
52152	BRIDGEWAY HOUSE	\$ 1,975.00
52153	BULLFROG ENTERPRISES	\$ 210.55
52154	CENTURYLINK	\$ 1,261.07
52155	WEX BANK	\$ 474.40
52156	FIRST CITIZENS BANK & TRUST	\$ 315.11
52157	D & T CONSTRUCTION	\$ 800.00
52158	DASH DELIVERY	\$ 133.38
52159	EMERALD FRUIT/PRODUCE CO	\$ 5,119.78
52160	HOME DEPOT PRO	\$ 925.21
52161	HOME SCIENCE TOOLS	\$ 28.95
52162	JOHN TAYLOR	\$ 85.15
52163	KYLE KIVETT	\$ 189.96
52164	LANE COUNTY BASKETBALL OFFICIALS	\$ 2,162.50
52165	LUMEN ACCESS BILL	\$ 2,363.99
52166	TINA MAHER	\$ 26.40
52167	MARK OSBORN	\$ 63.54
52168	MID-STATE INDUSTRIAL SERVICE, INC	\$ 1,465.00
52169	CYNTHIA NEACE	\$ 8,500.00
52170	OAKRIDGE HS STUDENT BODY	\$ 67.31
52171	OAKRIDGE TIRE CENTER	\$ 18.61
52172	ODP BUSINESS SOLUTIONS LLC	\$ 1,382.63
52173	ON TOP CONSTRUCTION	\$ 4,625.00
52174	OREGON DEPARTMENT OF EDUCATION	\$ 3,720.82
52175	OREGON WATER SERVICES INC	\$ 125.00
52176	ORIENTAL TRADING COMPANY	\$ 205.91
52177	PACIFIC OFFICE AUTOMATION	\$ 300.10
52178	PAULA MOONEYHAN	\$ 214.20
52179	PIVOT ARCHITECTURE	\$ 8,042.50
52180	PLATT ELECTRICAL SUPPLY COMPANY	\$ 1,127.88
52181	DAVID TIPTON	\$ 112.01
52182	TYREE OIL, INC	\$ 3,713.93
52183	UMPQUA DAIRY PRODUCTS COMPANY	\$ 2,744.06
52184	UMPQUA VALLEY FIRE SERVICES, INC	\$ 504.07
52185	VERIZON WIRELESS	\$ 450.60
52186	WILLAMETTE ESD	\$ 4,263.64
52187	BANNER BANK	\$ 2,071.86
52188	AMAZON	\$ 319.57
52189	AMAZON	\$ 87.58
52190	CENTURY LINK	\$ 24.88
52191	OAKRIDGE SANI-HAUL	\$ 1,735.06
52192	CITY OF OAKRIDGE	\$ 154.00
52193	ODP BUSINESS SOLUTIONS LLC	\$ 399.80

CHECK NUMBER	VENDOR	TOTAL
52194	WALKER QUALITY SERVICES	\$ 2,765.02
52195	AMAZON	\$ 161.07
52196	CITY OF OAKRIDGE	\$ 2,311.82
52197	AMERICAN FIDELITY	\$ 2,813.18
52198	HEALTH EQUITY	\$ 1,738.29
52199	HORACE MANN	\$ 722.90
52200	MATRIX TRUST COMPANY	\$ 425.00
52201	HORACE MANN INSURANCE CO	\$ 5,245.00
52202	MASA	\$ 162.00
52203	OAKRIDGE TEACHERS ASSOCIATION	\$ 442.00
52204	OEA	\$ 2,853.32
52205	OSEA	\$ 820.36
52206	OSEA/OAKRIDGE CHAPTER 46	\$ 42.00
52207	THRIVENT FINANCIAL FOR LUTHERANS	\$ 925.00
52208	VALIC	\$ 1,685.00
52209	ACCESS INFORMATION HOLDINGS, LLC	\$ 166.90
52210	BAXTER PLUMBING	\$ 536.00
52211	CHARTER COMMUNICATIONS	\$ 124.98
52212	THE COLLEGE BOARD	\$ 538.56
52213	COSA	\$ 400.00
52214	EARLY CHILDHOOD - CARES	\$ 3,025.00
52215	ES&A SIGN & AWNING CO.	\$ 1,736.50
52216	FASTSIGNS	\$ 353.48
52216	FASTSIGNS	\$ (353.48)
52217	FERRELLGAS	\$ 1,734.71
52218	FM SHEET METAL, INC.	\$ 4,316.55
52219	DAVID GORDON	\$ 180.00
52220	HARVEY & PRICE	\$ 64,595.00
52221	HOME DEPOT CRC	\$ 1,546.08
52222	HOME DEPOT PRO	\$ 2,209.35
52223	HUNGERFORD LAW FIRM	\$ 1,212.25
52224	LIGNETICS, INC	\$ 7,458.40
52225	OAKRIDGE TIRE CENTER	\$ 189.45
52226	OASBO	\$ 230.00
52227	OREGON DEPARTMENT OF REVENUE	\$ 411.00
52228	PACIFIC OFFICE AUTOMATION	\$ 347.60
52229	PBS	\$ 10,000.00
52230	PIVOT ARCHITECTURE	\$ 360.00
52231	QUADIENT, INC	\$ 1,335.60
52232	RKW DESIGNS	\$ 235.33
52233	SCOFIELD ELECTRIC	\$ 6,950.26
52234	SYSCO	\$ 11,531.68
52235	UNITED RENTALS	\$ 2,340.00
52236	VERIZON WIRELESS	\$ 81.62
52237	WASHINGTON STATE SUPPORT REGISTRY	\$ 331.00
52238	ARMORZONE	\$ 834.50

CHECK NUMBER	VENDOR	TOTAL
52239	FASTSIGNS	\$ 176.74
52240	CENTURYLINK	\$ 1,335.80
52241	FIRST CITIZENS BANK & TRUST	\$ 315.11
52242	EMERALD FRUIT/PRODUCE CO	\$ 2,926.60
52243	EVERBANK COMMERCIAL FINANCE	\$ 240.98
52244	FIRST STUDENT, INC.	\$ 47,016.94
52245	FISHER PEST MANAGEMENT	\$ 1,500.00
52246	GENE STRINGFIELD BUILDING MATERIALS	\$ 2,566.20
52247	LEVEL 3 COMMUNICATIONS, LLC	\$ 818.46
52248	CENTURY LINK	\$ 25.46
52249	OETC	\$ 529.00
52250	OREGON WATER SERVICES INC	\$ 1,051.50
52251	PACIFIC OFFICE AUTOMATION	\$ 208.00
52252	PLATT ELECTRICAL SUPPLY COMPANY	\$ 6.98
52253	PRO-ED	\$ 112.20
52254	STORMWIND	\$ 1,190.00
52255	TYREE OIL, INC	\$ 2,377.69
52256	UMPQUA DAIRY PRODUCTS COMPANY	\$ 2,085.21
52257	VERIZON WIRELESS	\$ 450.60
52258	LUMEN ACCESS BILL	\$ 2,092.61
52259	HOME DEPOT PRO	\$ 901.60
52260	INTEGRATED ELECTRONIC SYSTEMS	\$ 405.00
52262	LANE ELECTRIC CO-OP	\$ 16,185.47
52263	OETC	\$ 2,415.00
52264	ON TOP CONSTRUCTION	\$ 446.00
52265	OREGON WATER SERVICES INC	\$ 300.00
52266	SCOFIELD ELECTRIC	\$ 2,558.22
52267	SIERRA SPRINGS	\$ 176.86
52268	TYREE OIL, INC	\$ 789.93
52269	SYSCO	\$ 9,894.36
88798	XXXXXXXXXXXXXXXXXX	\$ 2,324.38
88799	XXXXXXXXXXXXXXXXXX	\$ 2,324.46
88800	XXXXXXXXXXXXXXXXXX	\$ 2,324.38
88801	XXXXXXXXXXXXXXXXXX	\$ 2,391.80
88802	XXXXXXXXXXXXXXXXXX	\$ 2,344.38
88803	XXXXXXXXXXXXXXXXXX	\$ 2,611.50
88804	XXXXXXXXXXXXXXXXXX	\$ 2,631.50
88805	XXXXXXXXXXXXXXXXXX	\$ 2,305.38
88806	XXXXXXXXXXXXXXXXXX	\$ 2,255.97
88807	XXXXXXXXXXXXXXXXXX	\$ 2,563.97
88808	XXXXXXXXXXXXXXXXXX	\$ 2,552.50
88809	XXXXXXXXXXXXXXXXXX	\$ 2,496.47
88810	XXXXXXXXXXXXXXXXXX	\$ 2,406.32
88811	XXXXXXXXXXXXXXXXXX	\$ 2,324.38

[illegible]

CHECK NUMBER	VENDOR	TOTAL
88853	XXXXXXXXXXXX	\$ 2,324.38
88854	XXXXXXXXXXXX	\$ 2,465.38
88855	XXXXXXXXXXXX	\$ 2,611.50
88856	XXXXXXXXXXXX	\$ 2,729.50
88857	XXXXXXXXXXXX	\$ 2,344.38
88858	XXXXXXXXXXXX	\$ 2,592.50
88859	XXXXXXXXXXXX	\$ 2,324.38
88860	XXXXXXXXXXXX	\$ 2,246.38
88861	XXXXXXXXXXXX	\$ 2,611.50
88862	XXXXXXXXXXXX	\$ 2,510.50
88863	XXXXXXXXXXXX	\$ 2,246.38
88864	XXXXXXXXXXXX	\$ 2,391.80
88865	XXXXXXXXXXXX	\$ 2,270.38
88866	XXXXXXXXXXXX	\$ 2,246.38
88867	XXXXXXXXXXXX	\$ 2,496.47
88868	XXXXXXXXXXXX	\$ 2,457.47
88869	XXXXXXXXXXXX	\$ 2,246.38
88870	XXXXXXXXXXXX	\$ 2,489.30
88871	XXXXXX  XXXXXXXXXXXX	\$ 2,391.80
88872	XXXXXX  XXXXXXXXXXXX	\$ 2,246.38
88873	XXXXXXXXXXXX	\$ 2,324.38
88874	XXXXXXXXXXXX	\$ 2,391.80
88875	XXXXXXXXXXXX	\$ 2,496.47
88876	 XXXXXXXXXXXX	\$ 2,421.13
88877	 XXXXXXXXXXXX	\$ 2,546.32
88878	 XXXXXXXXXXXX	\$ 2,324.38
88879	 XXXXXXXXXXXX	\$ 2,391.80
88880	 XXXXXXXXXXXX	\$ 2,633.30
88881	 XXXXXXXXXXXX	\$ 2,529.50
88882	XXXXXXXXXXXX	\$ 2,367.32
88883	XXXXXXXXXXXX	\$ 674.35
88884	XXXXXXXXXXXX	\$ 876.34
88885	XXXXXXXXXXXX	\$ 916.01
88886	XXXXXXXXXXXX	\$ 221.18
88887	XXXXXXXXXXXX	\$ 2,592.41
88888	XXXXXXXXXXXX	\$ 270.88
88889	XXXXXXXXXXXX	\$ 825.41
88890	XXXXXXXXXXXX	\$ 1,461.56
88891	XXXXXXXXXXXX	\$ 1,538.08
88892	XXXXXXXXXXXX	\$ 272.14
V19586	XXXXXXXXXXXX	\$ 1,312.99

CHECK NUMBER	VENDOR	TOTAL
V19587	XXXXXXXXXXXX	\$ 1,371.07
V19588	XXXXXXXXXXXX	\$ 1,484.01
V19589	XXXXXXXXXXXX	\$ 1,164.53
V19590	XXXXXXXXXXXX	\$ 4,036.68
V19591	XXXXXXXXXXXX	\$ 1,525.35
V19592	XXXXXXXXXXXX	\$ 1,320.32
V19593	XXXXXXXXXXXX	\$ 3,029.84
V19594	XXXXXXXXXXXX	\$ 3,533.35
V19595	XXXXXXXXXXXX	\$ 2,362.33
V19596	XXXXXXXXXXXX	\$ 2,652.94
V19597	XXXXXXXXXXXX	\$ 3,497.03
V19598	XXXXXXXXXXXX	\$ 261.86
V19599	XXXXXXXXXXXX	\$ 3,392.49
V19600	XXXXXXXXXXXX	\$ 179.78
V19601	XXXXXXXXXXXX	\$ 2,640.49
V19602	XXXXXXXXXXXX	\$ 2,636.12
V19603	XXXXXXXXXXXX	\$ 2,205.81
V19604	XXXXXXXXXXXX	\$ 403.37
V19605	XXXXXX # XXXXX # XXXXXX	\$ 394.37
V19606	XXXXXXXXXXXXXXXXXXXX	\$ 590.27
V19607	XXXXXXXXXXXXXXXXXXXX	\$ 1,199.06
V19608	XXXXXXXXXXXX	\$ 1,262.92
V19609	XXXXXXXXXXXXXXXXXXXX	\$ 1,691.38
V19610	XXXXXXXXXXXX	\$ 2,415.67
V19611	XXXXXXXXXXXX	\$ 3,529.15
V19612	XXXXXXXXXXXX	\$ 807.74
V19613	XXXXXXXXXXXX	\$ 1,922.64
V19614	XXXXXXXXXXXX	\$ 3,461.98
V19615	XXXXXXXXXXXX	\$ 876.01
V19616	XXXXXXXXXXXXXXXXXXXX	\$ 4,326.22
V19617	XXXXXXXXXXXX	\$ 4,354.64
V19618	XXXXXXXXXXXXXXXXXXXX	\$ 2,791.10
V19619	XXXXXXXXXXXX	\$ 106.54
V19620	XXXXXXXXXXXX	\$ 2,656.76
V19621	XX #XXXXXXXXXXXX	\$ 4,435.21
V19622	XX #XXXXXXXXXXXX	\$ 1,326.21
V19623	XXXXXXXXXXXXXXXXXXXX	\$ 2,485.19
V19624	XXXXXXXXXXXX	\$ 2,932.52
V19625	XXXXXXXXXXXX	\$ 770.91
V19626	XXXXXXXXXXXX	\$ 1,390.00
V19627	XXXXXXXXXXXX	\$ 1,457.81

CHECK NUMBER	VENDOR	TOTAL
V19628	XXXXXXXXXXXX	\$ 1,803.16
V19629	XXXXXXXXXXXX	\$ 1,989.01
V19630	XXXXXXXXXX	\$ 1,055.62
V19631	XXXXXXXXXXXX	\$ 4,425.77
V19632	XXXXXXXXXXXX	\$ 3,142.81
V19633	XXXXXXXXXXXX	\$ 6,364.24
V19634	XXXXXXXXXXXX	\$ 1,183.22
V19635	XXXXXXXXXXXX	\$ 3,379.51
V19636	XXXXXXXXXX	\$ 1,276.96
V19637	XXXXXXXXXXXX	\$ 1,389.34
V19638	XXXXXXXXXXXX	\$ 1,521.12
V19639	XXXXXXXXXXXX	\$ 5,000.76
V19640	XXXXXXXXXXXX	\$ 1,015.23
V19641	XXXXXXXXXXXX	\$ 212.15
V19642	XXXXXXXXXXXX	\$ 1,179.78
V19643	XXXXXXXXXXXX	\$ 2,381.47
V19644	XXXXXXXXXXXXXXXXXXXX	\$ 971.55
V19645	XXXXXXXXXXXX	\$ 4,956.76
V19646	XXXXXXXXXXXX	\$ 3,158.54
V19647	XXXXXXXXXXXX	\$ 9,021.32
V19648	XXXXXXXXXXXX	\$ 2,879.97
V19649	XXXXXXXXXXXX	\$ 4,719.67
V19650	XXXXXXXXXXXX #XXXX	\$ 3,086.08
V19651	XXXXXXXXXXXX	\$ 2,967.03
V19652	XXXXXXXXXXXX	\$ 2,681.03
V19653	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$ 3,198.94
V19654	XXXXXXXXXXXX	\$ 4,028.39
V19655	XXXXXXXXXXXX	\$ 3,113.08
V19656	XXXXXXXXXXXX	\$ 1,777.87
V19657	XXXXXXXXXXXX	\$ 4,333.28
V19658	XXXXXXXXXXXXXXXXXXXX	\$ 2,733.84
V19659	XXXXXXXXXXXX	\$ 4,446.72
V19660	XXXXXXXXXXXX	\$ 1,246.96
V19661	XXXXXXXXXXXX	\$ 3,223.51
V19662	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$ 1,379.37
V19663	XXXXXXXXXXXX	\$ 1,522.19
V19664	XXXXXXXXXXXX	\$ 3,705.28
V19665	XXXXXXXXXXXX	\$ 1,434.50
V19666	XXXXXXXXXXXX	\$ 3,506.83
V19667	XXXXXXXXXXXX	\$ 3,841.07
V19668	XXXXXXXXXXXX	\$ 3,373.19

CHECK NUMBER	VENDOR	TOTAL
V19669	XXXXXXXXXXXX	\$ 3,407.80
V19670	XXXXXXXXXXXX	\$ 1,744.52
V19671	XXXXXXXXXXXX	\$ 1,540.83
V19672	XXXXXX XXXXXXXX	\$ 4,975.32
V19673	XXXXXX XXXXXXXX	\$ 4,212.43
V19674	XXXXXXXXXXXX	\$ 2,942.91
V19675	XXXXXXXXXXXX	\$ 2,199.85
V19676	XXXXXXXXXXXX	\$ 1,070.55
V19677	XXXXXXXXXXXX	\$ 208.89
V19678	XXXXXXXXXXXX	\$ 3,799.09
V19679	XXXXXXXXXXXX	\$ 4,235.35
V19680	XXXXXXXXXXXX	\$ 3,534.54
V19681	XXXXXXXXXXXX	\$ 3,131.96
V19682	XXXXXXXXXXXX	\$ 549.94
V19683	XXXXXXXXXXXX	\$ 3,378.82
V19684	XXXXXXXXXXXX	\$ 840.68
V19685	XXXXXXXXXXXX	\$ 1,608.92
V19686	XXXXXXXXXXXX	\$ 1,336.42
V19687	XXXXXXXXXXXX	\$ 3,089.10
88893	XXXXXXXXXXXX	\$ 3,398.37

SUNGARD PENTAMATION
DATE: 02/05/2024
TIME: 14:50:47

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 6/24

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
EXPSTALL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5110	LONG-TERM DEBT	3,163.00	.00	3,162.88	.00	.12	100.00
5215	BUS REPLACEMENT TRANSFER	1,435,993.00	.00	.00	193,116.84	1,242,876.16	13.45
5220	FOOD SERVICE TRANSFER	.00	.00	.00	.00	.00	.00
6110	OPERATING CONTINGENCY	398,842.00	.00	.00	.00	398,842.00	.00
7000	UNAPPROP END FUND BALANC	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL FUND	9,967,355.00	626,855.26	3,828,445.75	3,100,193.74	3,038,715.51	69.51
TOTAL REPORT		9,967,355.00	626,855.26	3,828,445.75	3,100,193.74	3,038,715.51	69.51

SUNGARD PENTAMATION
DATE: 02/05/2024
TIME: 14:50:47

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 6/24

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTAIL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1111	PRIMARY, K-3	1,472,206.00	123,473.85	810,249.57	483,885.49	178,070.94	87.90
1112	INTERMEDIATE PROGRAMS	.00	.00	.00	.00	.00	.00
1121	MIDDLE/JR. HIGH PROGRAMS	653,835.00	34,019.72	164,851.05	127,356.27	361,627.68	44.69
1131	HIGH SCHOOL PROGRAMS	728,901.00	77,773.29	509,907.10	300,645.39	-81,651.49	111.20
1132	HIGH SCHOOL EXTRACURR.	225,923.00	30,124.33	50,666.40	142,324.86	32,931.74	85.42
1140	PRE-KINDERGARTEN PROGRAM	.00	.00	.00	.00	.00	.00
1141	PRE-K	.00	.00	.00	.00	.00	.00
1210	TALENTED AND GIFTED	.00	.00	.00	.00	.00	.00
1221	LEARN CENTERS/STRUC&INTE	903,156.00	40,483.22	292,127.22	158,369.44	452,659.34	49.88
1250	LESS RESTRICT.W/DISABILI	.00	.00	.00	.00	.00	.00
1260	EARLY INTERVENTION	.00	.00	.00	.00	.00	.00
1271	REMEDIATION	.00	.00	.00	4,441.64	-4,441.64	.00
1272	EDUCATIONALLY DISADVANTA	.00	.00	.00	.00	.00	.00
1280	ALTERNATIVE EDUCATION	126,821.00	8,544.51	60,802.79	40,927.10	25,091.11	80.22
1291	ENGLISH LANGUAGE LEARNER	1,787.00	.00	.00	.00	1,787.00	.00
1299	OTHER PROGRAMS	.00	.00	.00	.00	.00	.00
1460	SPECIAL PROG. SUMMER SCH	15,127.00	.00	.00	2,553.73	12,573.27	16.88
2112	ATTENDANCE SERVICES	112,808.00	7,407.60	49,872.94	47,239.91	15,695.15	86.09
2115	STUDENT SAFETY	15,000.00	.00	.00	.00	15,000.00	.00
2120	GUIDANCE SERVICES	162,507.00	10,583.33	75,168.05	45,635.62	41,703.33	74.34
2130	HEALTH SERVICES	715.00	.00	.00	451.40	263.60	63.13
2134	NURSE SERVICES	.00	.00	.00	.00	.00	.00
2150	SPEECH PATHOLOGY/AUDIO	116,265.00	9,060.02	60,975.23	35,133.92	20,155.85	82.66
2160	OTHER STUDENT TREATMT SV	.00	.00	164.00	.00	-164.00	.00
2190	SERV.DIRECTION-STUD.SUPP	.00	37.43	1,715.00	10,890.60	-12,605.60	.00
2213	CURRICULUM DEVELOPMENT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION
DATE: 02/05/2024
TIME: 14:50:47

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 6/24

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTAIL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2222	LIBRARY/MEDIA CENTER	60,981.00	4,635.94	30,756.43	17,524.91	12,699.66	79.17
2223	MULTIMEDIA SERVICES	.00	.00	.00	.00	.00	.00
2230	ASSESSMENT AND TESTING	.00	.00	.00	.00	.00	.00
2240	INSTRUCTIONAL STAFF DEVE	15,000.00	.00	.00	.00	15,000.00	.00
2310	BOARD OF ED SERVICES	88,441.00	1,786.90	16,788.60	33,197.00	38,455.40	56.52
2321	OFFICE OF SUPERINTENDENT	501,545.00	37,950.08	185,227.06	211,825.60	104,492.34	79.17
2329	OTHER EXECUTIVE ADMIN	188,054.00	.00	533.00	118,094.00	69,427.00	63.08
2410	OFFICE OF PRINCIPAL SERV	532,108.00	38,862.02	216,831.50	179,678.13	135,598.37	74.52
2520	FISCAL SERVICES	214,224.00	22,919.80	118,632.79	128,571.04	-32,979.83	115.40
2541	SERVICE AREA DIRECTION	.00	.00	.00	.00	.00	.00
2542	CARE,UPKEEP OF BLDGS SVC	1,010,860.00	108,164.72	540,815.00	522,140.18	-52,095.18	105.15
2543	CARE,UPKEEP OF GROUNDS	45,826.00	4,570.67	16,003.28	20,407.39	9,415.33	79.45
2551	SERVICE AREA DIRECTION	52,175.00	3,613.60	19,369.53	21,387.74	11,417.73	78.12
2552	VEHICLE OPERATION SERVIC	448,853.00	38,304.12	338,545.60	110,273.40	34.00	99.99
2553	REIMBURSABLE FIELD TRIPS	2,400.00	500.31	2,189.12	1,191.68	-980.80	140.87
2554	NON-REIMBURSABLE TRIPS	.00	1,372.67	28,906.60	17,445.25	-46,351.85	.00
2558	SPECIAL ED TRANSPORT SVC	190,345.00	7,372.70	171,537.10	18,813.82	-5.92	100.00
2633	PUBLIC INFORMATION SVCS	.00	.00	.00	1,848.26	-1,848.26	.00
2660	TECHNOLOGY SERVICES	235,794.00	15,211.54	62,030.39	101,502.32	72,261.29	69.35
2690	OTHER SUPPORT SERVICES	.00	.00	.00	.00	.00	.00
2700	SUPP. RETIREMENT PROGRAM	7,000.00	.00	.00	2,989.24	4,010.76	42.70
3360	WELFARE SERVICES	700.00	82.89	617.52	331.57	-249.09	135.58
3361	WELFARE ACTIVITIES	.00	.00	.00	.00	.00	.00
3390	COMMUNITY SAFETY NET	.00	.00	.00	.00	.00	.00
4000	FACILITIES	.00	.00	.00	.00	.00	.00



Oakridge School District 76

"Schools and community partnering to prepare students
for a productive citizenship."

Dave McGrath
Interim Superintendent
76499 Rose St.
Oakridge, Oregon 97463
dave.mcgrath@oakridge.k12.or.us



INTENT TO AWARD ANNOUNCEMENT

OSD ESSER III Projects

Date: 02/6/2024

RFQ S-P20076-00009211

TITLE: Request for Qualifications for Construction Services

Oakridge School District intends to award the CM/GC services for *OSD ESSER III projects* to Hyland Construction in accordance with the District RFQ policies and the subject RFQ.

We thank you all for your participation in this procurement process. We hope you will continue to take an interest in projects at Oakridge School District.

This Notice of Intent to Award is subject to execution of a written contract and, as a result, this notice does NOT constitute the formation of a contract between Oakridge School District and the apparent successful Proposer. The above-named apparent successful Proposer shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to Oakridge School District is executed. If the apparent successful Proposer fails to negotiate and execute a contract with Oakridge School District, Oakridge School District may revoke the award and award the contract to the next highest ranked. Oakridge School District further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

This Notice of Intent to Award starts the seven (7) calendar day period during which an unsuccessful Proposer may file a protest in accordance Oakridge School District policy. Proposers may review the procurement file by submitting a public records request to the undersigned person(s). Any protest to this Notice of Intent to Award must be in writing and delivered by hand, mail, or e-mail to the undersigned person(s). Protests must be clearly marked as a protest, and include the title and number of the solicitation.

Thank you,

A handwritten signature in black ink that reads "Dave McGrath". The signature is written in a cursive, flowing style.

Dave McGrath
Interim Superintendent
Oakridge School District 76



RE: Letter of Intent to Award

1 message

Jeff Emmett <jeffemmett@jhconst.com>

Thu, Feb 8, 2024 at 10:48 AM

To: Heather Harrison <hharrison@oakridge.k12.or.us>, Cathy Korth <cathy.korth@oakridge.k12.or.us>, "dave.mcgrath@oakridge.k12.or.us" <dave.mcgrath@oakridge.k12.or.us>

Cc: Shaun Hyland <shaun@jhconst.com>, Tyler Paddock <tyler@jhconst.com>, David Shaw <dshaw@jhconst.com>

Oakridge School District Team,

Thank you very much for selecting Hyland for this project. We're very excited about this opportunity and look forward to working with you. Please let me know when you would like to schedule a kick-off meeting. In the meantime, please let me know if you need anything from us

Thanks,

Jeff

Adopted: _____
Revised: 2/9/2024
Certified

Oakridge School District
2024 – 2025

Students First Day of School - Sept. 3rd (half day am)
Students Last Day of School - June 11 (half day am)

July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October = 21d

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January = 19d

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April = 20d

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August = 4d

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November = 18d

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February = 17d

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

May = 19d

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September = 19d

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December = 13d

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March = 15d

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June = 9d

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
11	23	24	25	26	27	28
29	30					

Holidays/ Vacations - No School

Sept. 2	Labor Day	Jan. 20	Martin Luther King Jr. Day
Nov. 11	Veteran's Day (observed)	Feb. 17	President's Day
Nov. 28	Thanksgiving	March 24-28	Spring Break
Dec. 23- Jan. 3	Winter Break	May 26	Memorial Day
Jan. 1	New Year's Day		

Grading Days

End of Quarter =	1st Quarter – 37 days	2nd Quarter – 36 days	3rd Quarter – 37 days	4th Quarter – 39 days-OHS
	Nov. 1	Jan. 24	April 4	June 12

Curriculum Days

In-Service Days	Aug. 26	Aug. 27	Aug. 28	Sept. 3 (half day pm)	June 11 (half day pm)

Conferences

Nov. 25-26	April 10	April 11
Parent Teacher Conferences	OES Only; Parent Teacher Conferences (No School)	All Schools; Parent Teacher Conferences

Other/Underlined Days

Aug. 29	Sept. 27	June 7
Oct. 11	Nov. 27	Graduation
State In-Service Day	Conf. Comp Day	

Start Day: Aug 26th/ Last Day: June 13 = 174 Days Total


Teacher Contract Days: 174; Instructional Days: OJSH = 149 OES = 148 - Inclement weather school closures will be made up in this order: March 21, April 18, May 2, May 16, May 23.

School Board

TINA MAHER

FEBRUARY 12, 2024





Shout Outs

Aimsweb Testing Team

Renee Saxon, Vicki Bates, Amanda Martin, Tara Lane,
Megan Leach, Kiera Porter, Jordan Wilson, and Cailey
Jensen



Some scores

▲ See copies

Fan Night

- ▶ January 6
- ▶ Boys and Girls Basketball



2nd grade math skills

- ▶ 2nd grade is working hard at their measurement skills



This months bulletin board



More at OES

- ▶ 4th-6th Grade attended a play at the high school put on by the drama class during their final
- ▶ Upper Willamette Youth basketball for 4th-6th grade began
- ▶ Monster Cookie Dough fundraiser began, ends February 15
- ▶ Movie and Hot cocoa activity for 800 lion bucks
- ▶ Volunteers have been coming in and reading with students



Report

Group Tier Transition

School Year

2023-2024

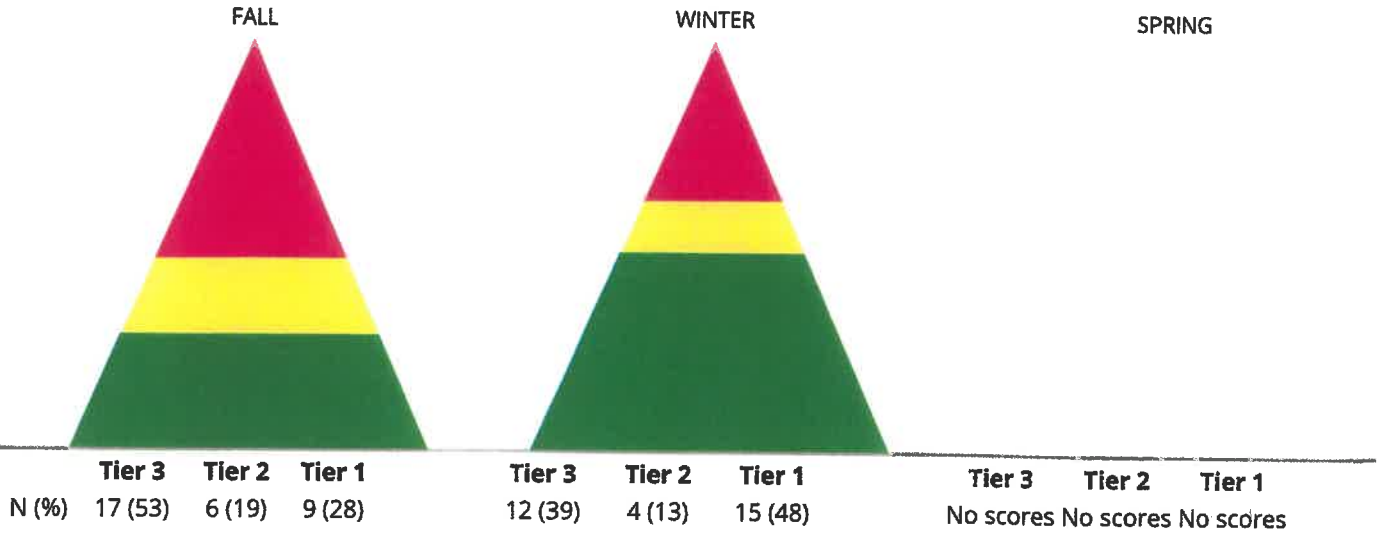
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Early Numeracy | Grade: K | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 17 (53)	11	4	1	1 12 (39)				1 0 (0)			
2 6 (19)			5	2 4 (13)				2 0 (0)			
3 9 (28)			9	3 15 (48)				3 0 (0)			
32	11	4	15	31				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	0.68	42				
2	1.01	69				
3	0.70	58				
	0.80	56				

Report

Group Tier Transition

School Year

2023-2024

Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Early Literacy | Grade: K | Target: Account (30 %ile)

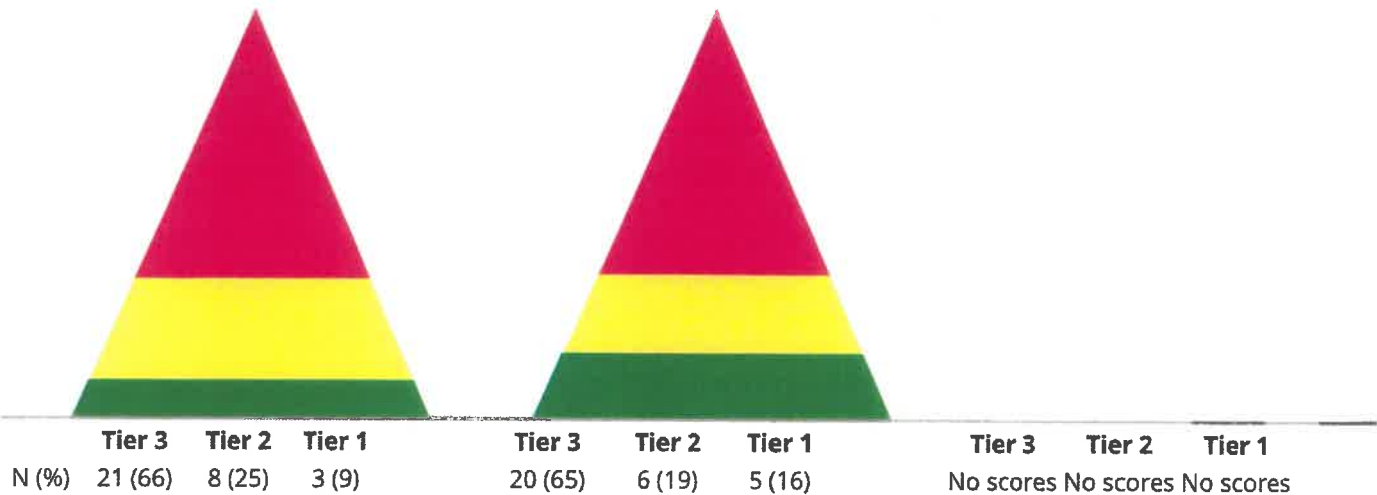
Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary

FALL

WINTER

SPRING



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 21 (66)	16	3		1 20 (65)				1 0 (0)			
2 8 (25)	3	3	2	2 6 (19)				2 0 (0)			
3 3 (9)			3	3 5 (16)				3 0 (0)			
32	19	6	5	31				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	1.10	24				
2	1.58	39				
3	2.07	45				
	1.58	36				

Report

Group Tier Transition

School Year

2023-2024

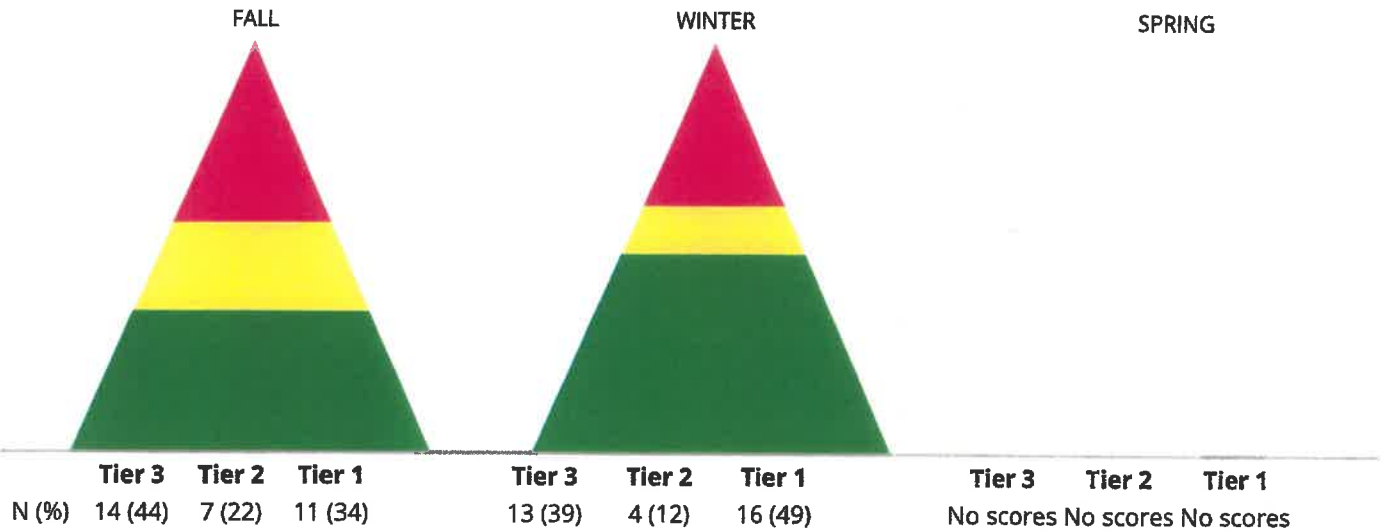
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Early Numeracy | Grade: 1 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 14 (44)	10	2	1	1 13 (39)				1 0 (0)			
2 7 (22)	2		4	2 4 (12)				2 0 (0)			
3 11 (34)		1	10	3 16 (49)				3 0 (0)			
32	12	3	15	33				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	0.55	33				
2	0.78	53				
3	0.49	41				
	0.61	42				

Report

Group Tier Transition

School Year

2023-2024

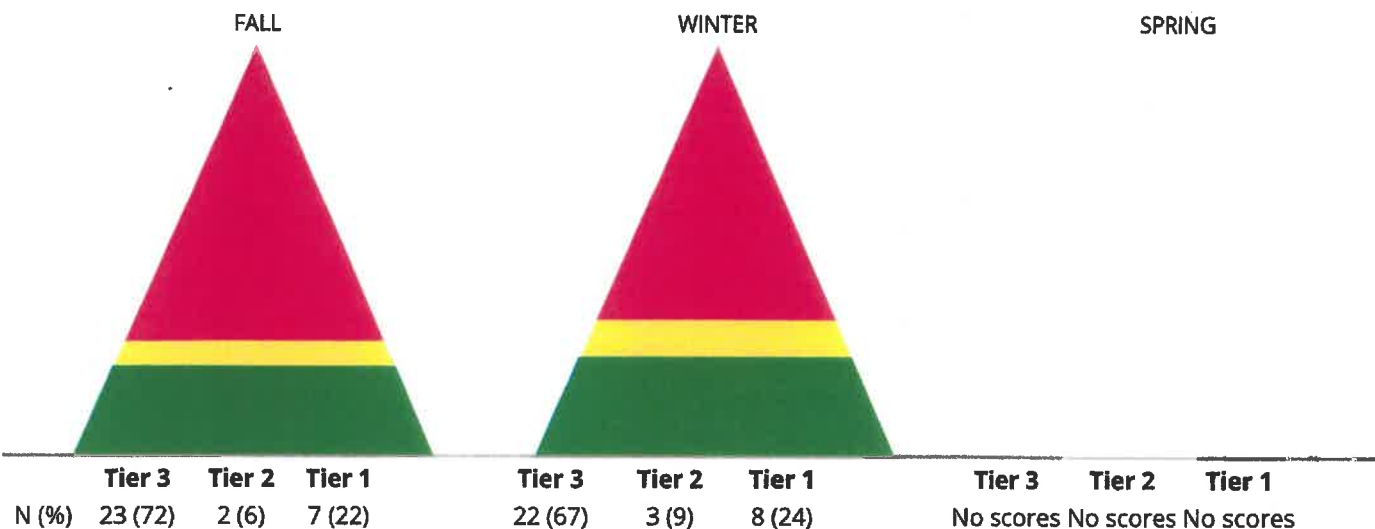
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Early Literacy | Grade: 1 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 23 (72)	20	1		1 22 (67)				1 0 (0)			
2 2 (6)		2		2 3 (9)				2 0 (0)			
3 7 (22)			7	3 8 (24)				3 0 (0)			
32	20	3	7	33				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	0.40	26				
2	0.67	25				
3	1.40	44				
	0.82	32				

Report

Group Tier Transition

School Year

2023-2024

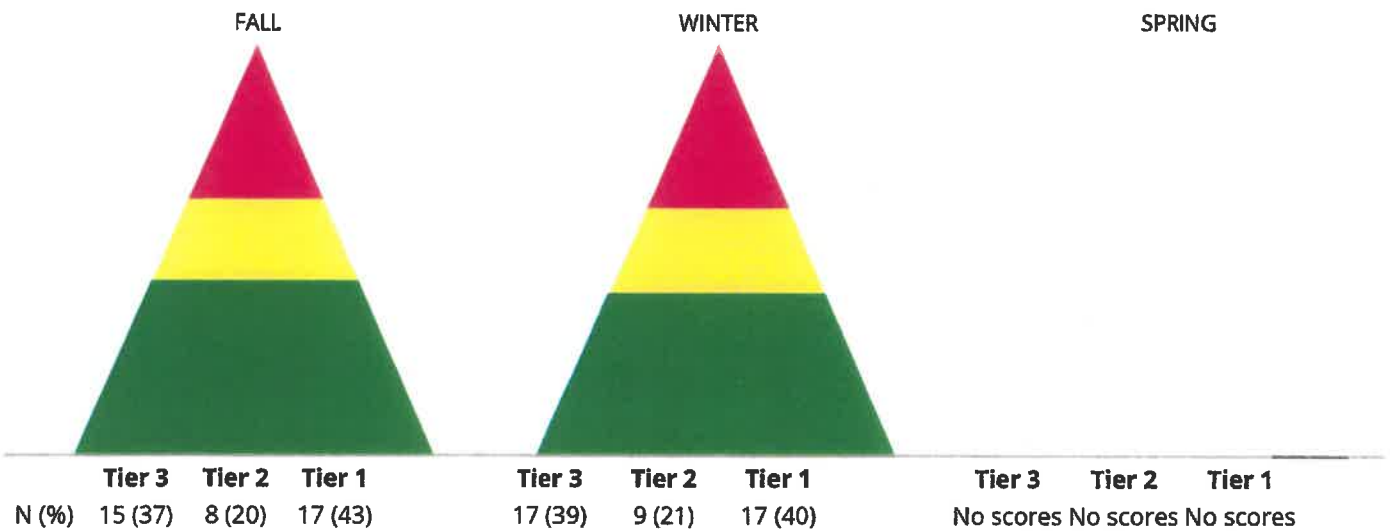
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Math | Grade: 2 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 15 (38)	12	2	1	1 17 (40)				1 0 (0)			
2 8 (20)	1	4	3	2 9 (21)				2 0 (0)			
3 17 (42)	1	3	13	3 17 (39)				3 0 (0)			
40	14	9	17	43				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	1.09	42				
2	1.53	55				
3	1.09	49				
	1.24	49				

Report

Group Tier Transition

School Year

2023-2024

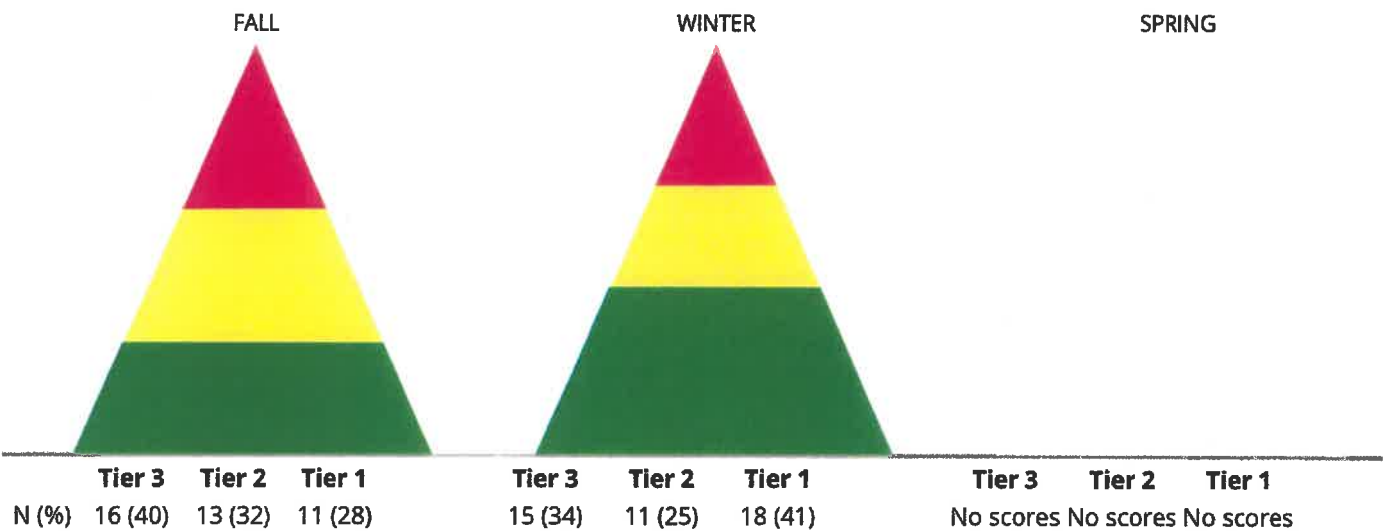
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Reading | Grade: 2 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 16 (40)	11	4	1	1 15 (34)				1 0 (0)			
2 13 (33)	1	6	6	2 11 (25)				2 0 (0)			
3 11 (27)		1	10	3 18 (41)				3 0 (0)			
40	12	11	17	44				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	1.92	30				
2	2.72	51				
3	2.63	61				
	2.42	47				

Report

Group Tier Transition

School Year

2023-2024

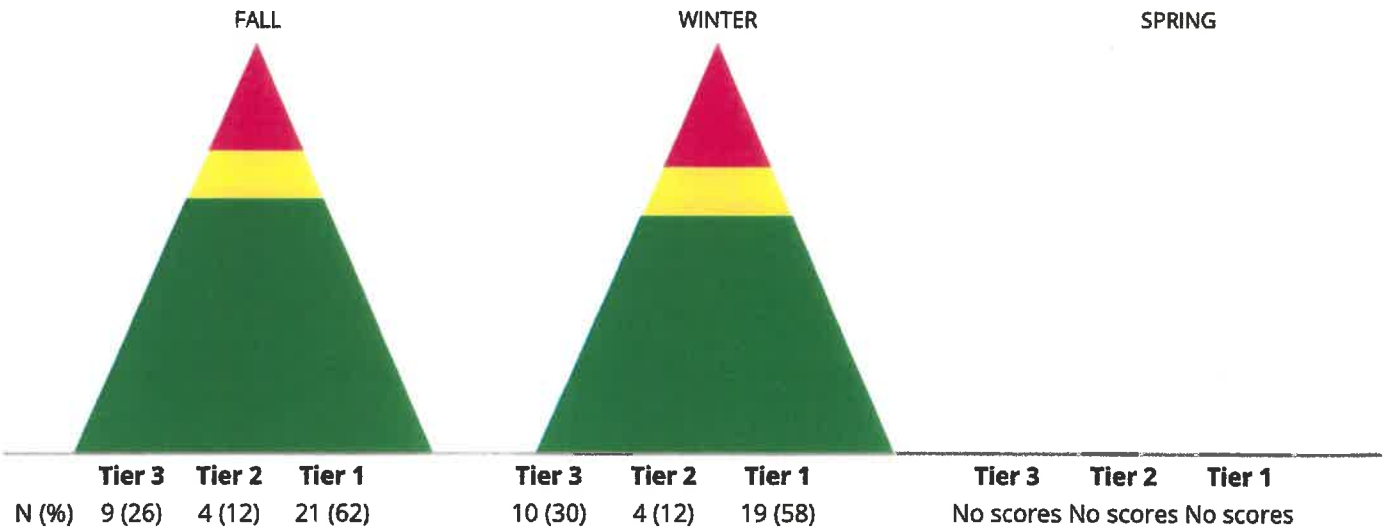
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Math | Grade: 3 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 9 (26)	8	1		1 10 (30)				1 0 (0)			
2 4 (12)	1	1	2	2 4 (12)				2 0 (0)			
3 21 (62)	1	2	17	3 19 (58)				3 0 (0)			
34	10	4	19	33				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	0.60	25				
2	0.69	40				
3	0.88	50				
	0.72	38				

Report

Group Tier Transition

School Year

2023-2024

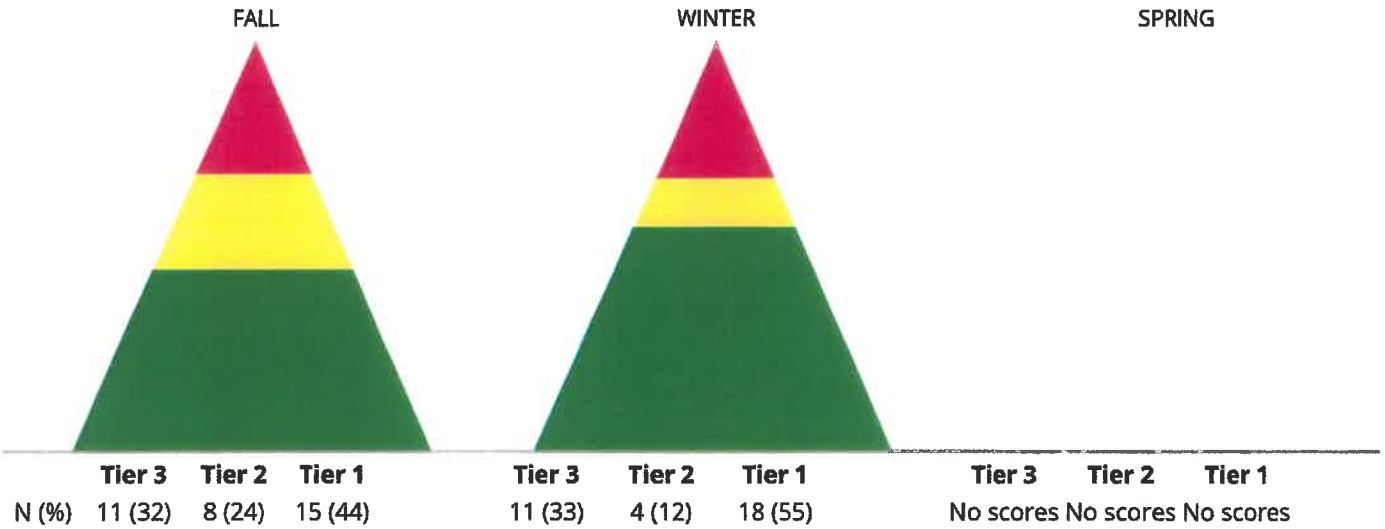
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Reading | Grade: 3 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 11 (32)	9	1	1	1 11 (33)				1 0 (0)			
2 8 (24)	2	3	2	2 4 (12)				2 0 (0)			
3 15 (44)			15	3 18 (55)				3 0 (0)			
34	11	4	18	33				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	0.32	20				
2	1.13	41				
3	2.18	65				
	1.21	42				

Report

Group Tier Transition

School Year

2023-2024

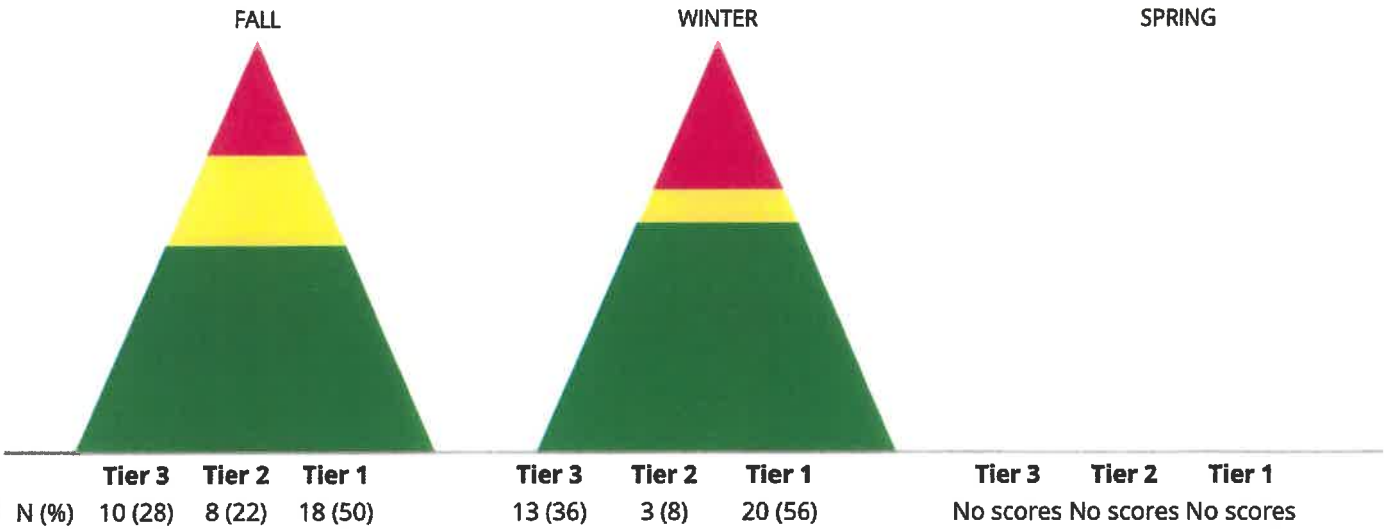
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Math | Grade: 4 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 10 (28)	7	1	1	1 13 (36)				1 0 (0)			
2 8 (22)	4	1	2	2 3 (8)				2 0 (0)			
3 18 (50)		1	17	3 20 (56)				3 0 (0)			
36	11	3	20	36				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	0.32	24				
2	0.48	39				
3	0.43	56				
	0.41	40				

Report

Group Tier Transition

School Year

2023-2024

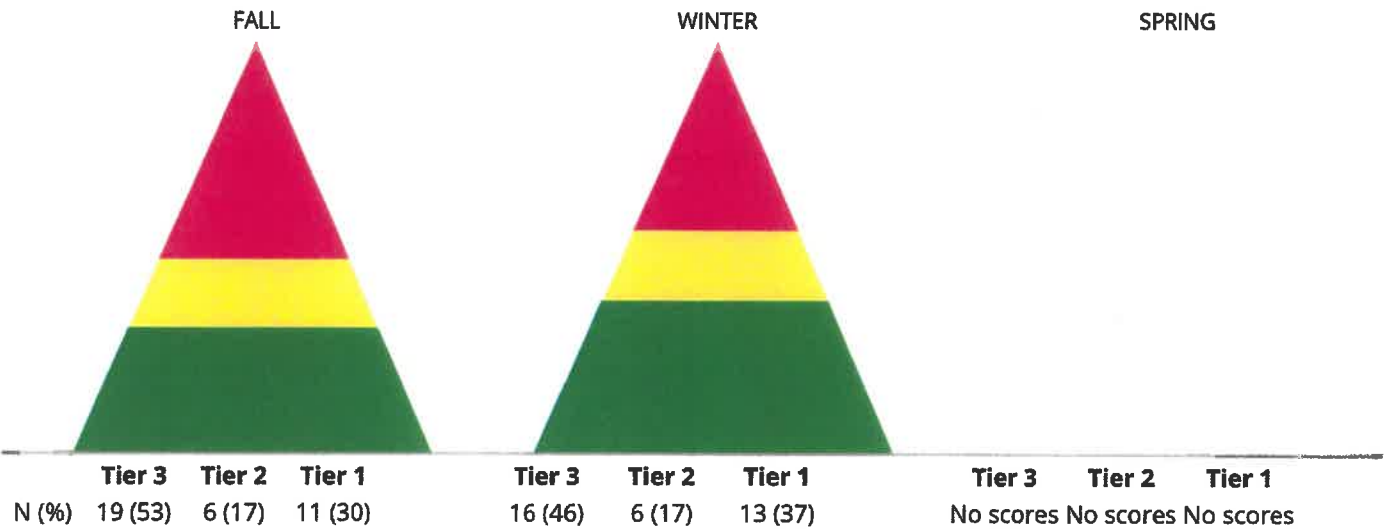
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Reading | Grade: 4 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 19 (53)	14	3		1 16 (46)				1 0 (0)			
2 6 (17)	1	3	1	2 6 (17)				2 0 (0)			
3 11 (30)			11	3 13 (37)				3 0 (0)			
36	15	6	12	35				0			

Tier Transition Growth

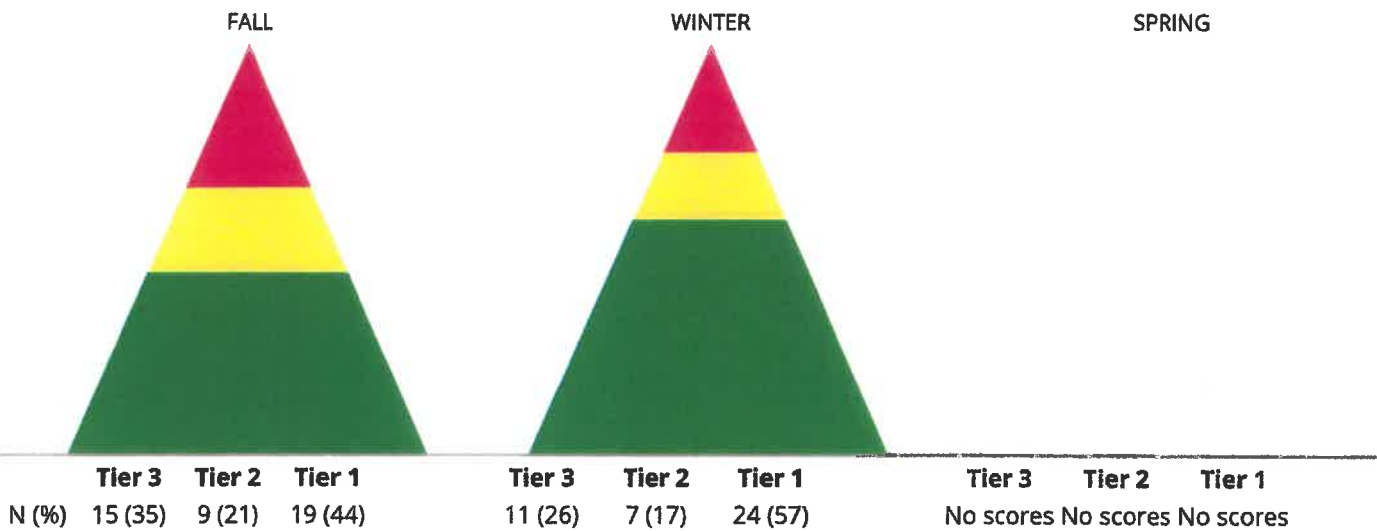
Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	0.79	31				
2	0.33	45				
3	0.96	59				
	0.69	45				

Report School Year Roster
Group Tier Transition 2023-2024 OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Math | Grade: 5 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 15 (35)	9	2	3	1 11 (26)				1 0 (0)			
2 9 (21)	2	2	5	2 7 (17)				2 0 (0)			
3 19 (44)		3	16	3 24 (57)				3 0 (0)			
43	11	7	24	42				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	1.01	43				
2	0.90	53				
3	0.64	54				
	0.85	50				

Report

Group Tier Transition

School Year

2023-2024

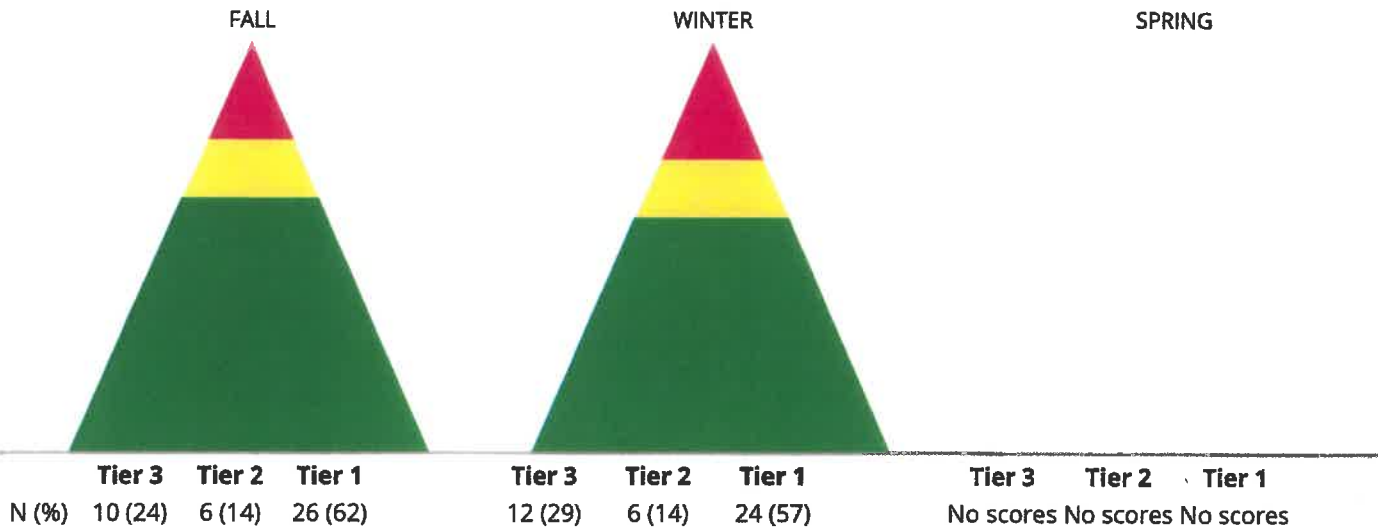
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Reading | Grade: 5 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 10 (24)	6	1	3	1 12 (29)				1 0 (0)			
2 6 (14)	2	1	2	2 6 (14)				2 0 (0)			
3 26 (62)	3	4	19	3 24 (57)				3 0 (0)			
42	11	6	24	42				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	1.75	53				
2	0.68	51				
3	0.07	50				
	0.83	51				

Report

Group Tier Transition

School Year

2023-2024

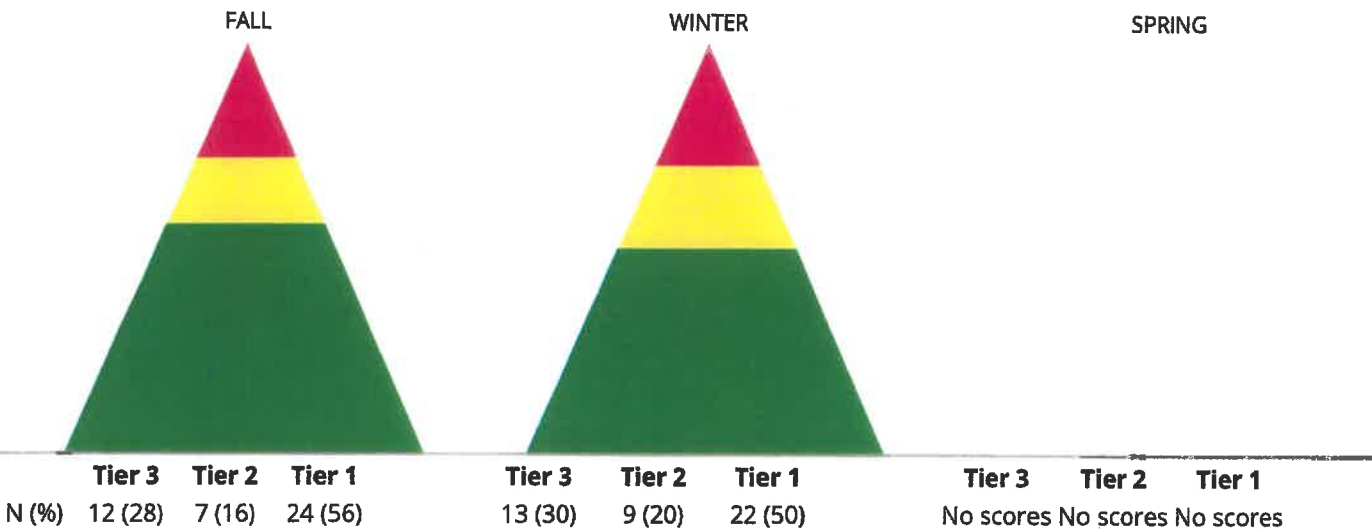
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Math | Grade: 6 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 12 (28)	10			1 13 (30)				1 0 (0)			
2 7 (16)		6	1	2 9 (20)				2 0 (0)			
3 24 (56)	1	2	21	3 22 (50)				3 0 (0)			
43	11	8	22	44				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	-0.10	29				
2	0.87	56				
3	0.52	47				
	0.43	44				

Report

Group Tier Transition

School Year

2023-2024

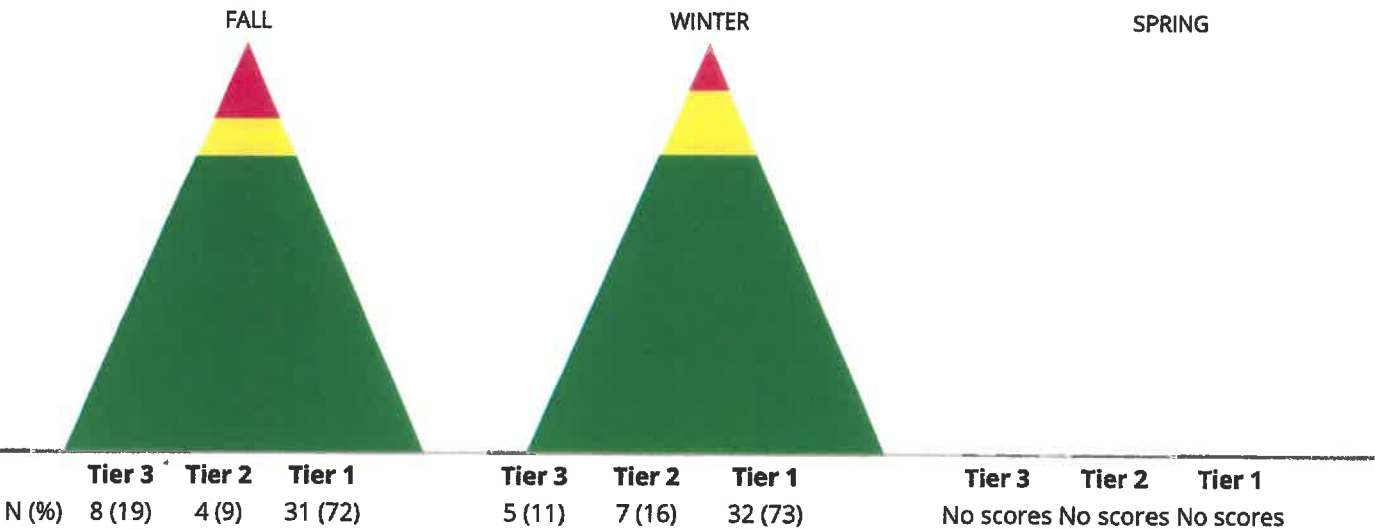
Roster

OAKRIDGE ELEMENTARY

District: Oakridge SD 76 | Battery: Reading | Grade: 6 | Target: Account (30 %ile)

Tier: 1 Low Risk 2 Moderate Risk 3 High Risk

Tier Transition Summary



Transition Details

Fall to Winter Transition				Winter to Spring Transition				Fall to Spring Transition			
Fall	Winter Tier for Fall Students			Winter	Spring Tier for Winter Students			Fall	Spring Tier for Fall Students		
Tier N (%)	1	2	3	Tier N (%)	1	2	3	Tier N (%)	1	2	3
1 8 (19)	4	1	1	1 5 (11)				1 0 (0)			
2 4 (9)		3	1	2 7 (16)				2 0 (0)			
3 31 (72)	1		29	3 32 (73)				3 0 (0)			
43	5	4	31	44				0			

Tier Transition Growth

Tier	F to W		W to S		F to S	
	ROI	SGP	ROI	SGP	ROI	SGP
1	1.32	48				
2	1.06	50				
3	-0.37	47				
	0.67	48				

Board Report: February

Kyle Kivett • 2.12.2024

Overview

Review

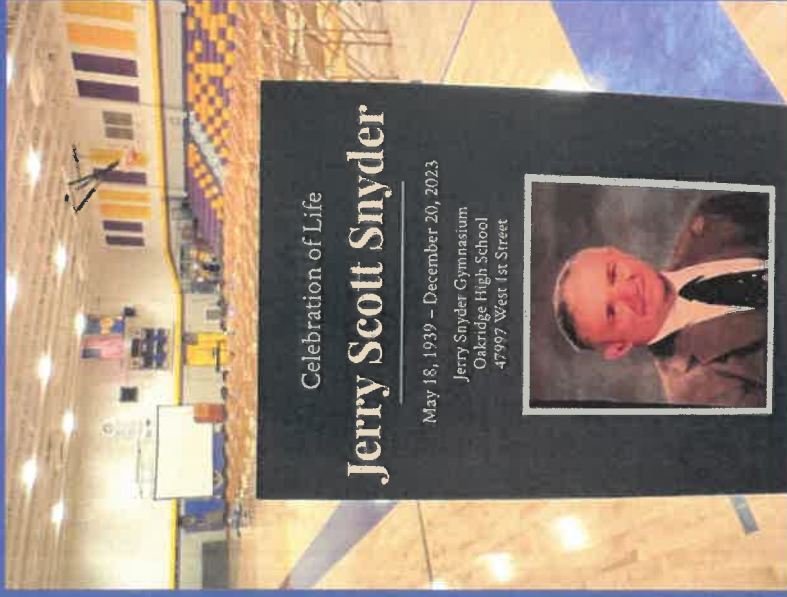
- Jerry Snyder memorial
- Semester 1 Finals
 - JH Drama production
- Home Wrestling meet 2/2
- Improved JH basketball

Preview

- Indicators of Progress
- CTE Projects
- Winter Sports tournaments

Celebrations

Review



Jerry Snyder's Celebration of Life

- 300+ visitors
- Coordination of community members and resources
- Reminder of legacy
 - Family members were appreciative of the honor



Review

TIPS

for Finals

- Use your time wisely

- Study with Class mates

- Create flashcards

- Stay Organized

- Use Review (if provided)

- Pace yourself

Semester 1 Finals

- Increased focus from students
- JH Drama Production
 - Revealed some tech work necessary in the auditorium



Review

Boys & Girls Wrestling dual meet on February 2



Review

JH Basketball has been improving all season



Preview



Indicators of progress

- Graduate Portrait Task Force meeting
- Grading Committee meeting with Synergy (other options pending)
- Early Aimsweb data is encouraging
- Title I presentation to parents
- Master Scheduling Conference
- Google Business Profiles
- Teacher reports

Preview



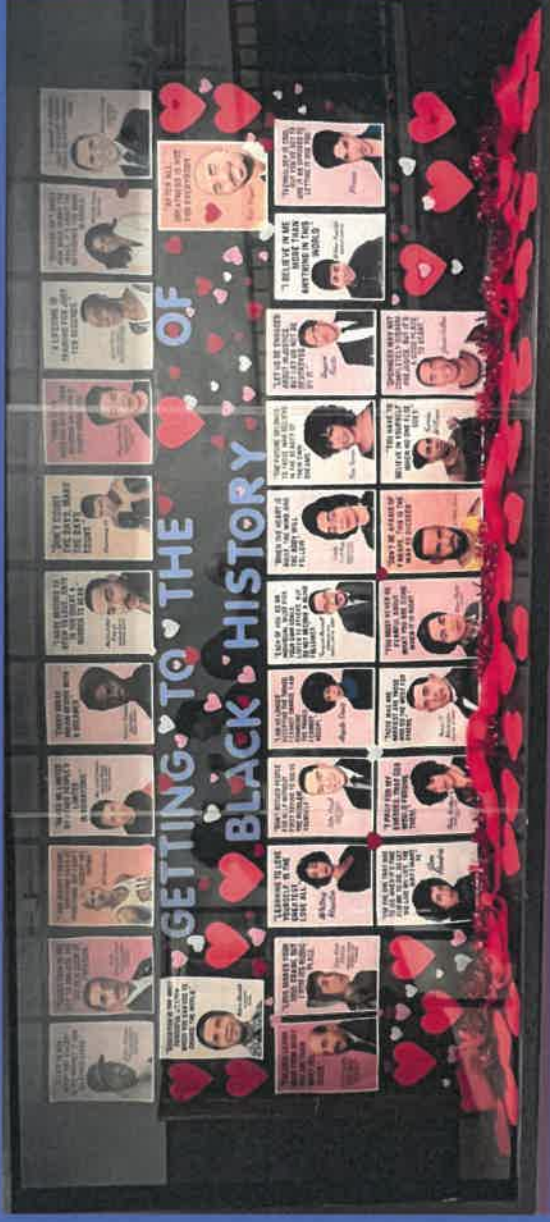
CTE projects

- Community Wood Storage units
 - Assembled in Wood Shop
- Plasma Cutter used in increasing & improving school branding

Winter Sports Tournaments

- Wrestling
 - Districts: Boys @ Lowell 2/16
 - Districts: Girls @ CG 2/16-17
 - State: Portland 2/22-24
- Basketball
 - League: 2/13-17
 - State: Pendleton 2/29 - 3/3

— Celebrations



- Multicultural affinity group
- Victoria Keller
- Leanne Howard

Theme for the month:

Growth

Oakridge School District No. 76

Code: **DID**
Adopted: 10/26/99
Revised/Readopted: 12/11/01
Orig. Code(s): DID

Property Records and Inventory

The Board recognizes that efficient management and effective provision for full replacement upon loss requires accurate inventories and properly maintained records of all equipment and properties, whether located in the ESD central office or at other ESD program sites.

The intent of this policy is to provide for an accurate inventory and properly maintained records of all ESD equipment and property.

The inventory of all capitalized items will be maintained in accordance with the procedures required by auditing standards and will be utilized to determine replacement value for insurance purposes.

Inventory records for items owned or leased by the ESD which have a value less than the capitalization level and which otherwise would be defined as equipment will be maintained by each service area director in accordance with procedures to be established by the superintendent.

Definitions as used in auditing standards are as follows:

1. **Cost:** The original acquisition price of an asset. The cost includes installation cost paid, freight, taxes and related costs;
2. **Specific asset (control asset):** An item with a value greater than the capitalization level that is a distinct unit of property such as desks or typewriters;
3. **Building improvements:** The replacement or major renovation of existing building elements such as carpets, air conditioners, new roof. Items not included are repairs to maintain the condition of an asset and cost less than \$5,000;
4. **Class items:** Items that are individually under the capitalization level but when combined are over the limit and meet the equipment definition;
5. **Capitalization level:** The minimum dollar amount to capitalize. The capitalization level for Lane ESD shall be \$5,000;
6. **Leased assets:** Assets being purchased under a lease purchase where title to the assets may pass to the ESD at the end of the lease. If an item is acquired in installments, the total of the installments less interest is to be used to determine if the item should be capitalized;

7. Equipment is defined as follows:

- a. It has anticipated useful life of more than one year;
- b. It is of significant value (\$5,000 minimum except for certain class items);
- c. It retains its original shape and appearance with use;
- d. If damaged it is usually more feasible to repair it than to replace it;
- e. It does not lose its identity through incorporation into a different or more complex unit.

The superintendent shall periodically cause to be conducted a complete inventory by physical count of all ESD-owned equipment and properties.

The superintendent shall maintain a system of property records which shall include all descriptive matter required by law and by commonly accepted auditing standards.

END OF POLICY

Legal Reference(s):

ORS 334.125

Cross Reference(s):

DN - Disposal of Surplus District Equipment and Properties

OSBA Model Sample Policy

Code:
Adopted:

GCBDA/GDBDA

Family Medical Leave *

(Version 1)

{Highly recommended policy. The law does not require districts to have a board-adopted policy, but the district is required to follow the law. Having policy and an administrative regulation in place can assist with compliance. Policy is intended for districts with 50 or more employees as counted in accordance with ORS 659A.153. If the district has between 25 and 50 employees, the district should use version 2 of GCBDA/GDBDA – Family Medical Leave *. If the district does not have 25 employees, the district should not adopt this policy.}

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA){¹}, the Oregon Family Leave Act (OFLA){²}, the Oregon Military Family Leave Act (OMFLA), Paid Family Medical Leave Insurance (PFMLI) and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employs 50 district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

PMFLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years³, contributed to the PMFLI fund in the alternate or base years and are otherwise eligible.⁴

Federal and state leave entitlements generally run concurrently.

{¹ Generally, FMLA applies only to entities with 50 or more employees, however, FMLA applies to all public elementary and secondary educational institutions. See 29 CFR 825.600(b). The rule regarding individual employee eligibility does apply: an employee is only eligible if the employee "is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite." See 29 CFR 825.110(a)(3). Consequently, FMLA applies to districts with fewer than 50 employees, but individual employees will not be eligible to receive benefits.}

{² OFLA applies to employers with 25 or more employees in Oregon (ORS 659A.153) and OMFLA applies to all public-sector employers in Oregon. (ORS 659A.090(2)) (Oregon BOLI Leave Laws – 2023 Edition)}

³ The wages are not required to have been earned for work in the district.

⁴ See OAR 471-070-1010 for additional information.

The superintendent [or designee] will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 659A.090
ORS 659A.093

ORS 659A.096
ORS 659A.099
ORS 659A.150 - 659A.186

ORS 659B.010
OAR 839-009-0200 - 0320

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).
Americans with Disabilities Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Escriva v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).
Senate Bill 999 (2023).

OSBA Model Sample Policy

Code:
Adopted:

GCBDA/GDBDA

Family Medical Leave *

(Version 2)

{Highly recommended policy. The law does not require districts to have a board-adopted policy, but the district is required to follow the law. Having policy and an administrative regulation in place can assist with compliance. This policy is intended for districts with between 25 and 50 employees. If the district does not have 25 employees, the district should not adopt this policy.}

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA){¹}, the Oregon Family Leave Act (OFLA){²}, the Oregon Military Family Leave Act (OMFLA), Paid Family Medical Leave Insurance (PFMLI) and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employs 50 district employees within 75 miles of the worksite.³

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

PMFLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years⁴, contributed to the PMFLI fund in the alternate or base years and are otherwise eligible.⁵

Federal and state leave entitlements generally run concurrently.

{¹ Generally, FMLA applies only to entities with 50 or more employees, however, FMLA applies to all public elementary and secondary educational institutions. See 29 CFR 825.600(b). The rule regarding individual employee eligibility does apply: an employee is only eligible if the employee "is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite." See 29 CFR 825.110(a)(3). Consequently, FMLA applies to districts with fewer than 50 employees, but individual employees will not be eligible to receive benefits.}

{² OFLA applies to employers with 25 or more employees in Oregon (ORS 659A.153) and OMFLA applies to all public-sector employers in Oregon. (ORS 659A.090(2)) (Oregon BOLI Leave Laws – 2023 Edition)}

³ While the district is subject to FMLA, the district does not have any eligible employees. Consequently, FMLA eligibility language has been omitted from this policy and the accompanying AR.

⁴ The wages are not required to have been earned for work in the district.

⁵ See OAR 471-070-1010 for additional information.

The superintendent [or designee] will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 659A.090
ORS 659A.093

ORS 659A.096
ORS 659A.099
ORS 659A.150 - 659A.186

ORS 659B.010
OAR 839-009-0200 - 0320

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).
Americans with Disabilities Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Escriva v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).
Senate Bill 999 (2023).

OSBA Model Sample Policy

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed:

Family Leave * (Version 1)

{Highly recommended administrative regulation (AR). The law does not require districts to have this information in an AR, but the district is required to follow the law. Having an AR in place can assist with compliance. This AR is intended for districts with 50 or more employees. If the district has between 25 and 50 employees, use version 2 of GCBDA/GDBDA-AR(1) - Family Leave *. If the district does not have 25 employees, the district should not use this AR.}

Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. In such instances, the employee may not need to requalify as an eligible employee.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave.¹ For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week.

An employee is eligible to take leave for purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district is eligible to take leave for purposes of OFLA if the employee:

1. Separates from employment with the district, irrespective of any reason:
 - a. Is eligible to take leave OFLA at the time the employee separates; and
 - b. Is reemployed by the district within 180 days of separation from employment; or
2. Is eligible to take OFLA leave:

¹ The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

- a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and
- b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

An employee who has previously qualified for and has taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. In such instances, the employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify leave in the same leave year;
2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave;
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason;
4. An employee unable to work because of a disabling compensable injury² need not requalify in order to use OFLA leave following a period the employee is off work due to the compensable injury; and
5. An employee who has taken serious health condition leave to care for a family member who dies during the employee's serious health condition need not requalify to take leave for the death of that family member.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, the district must consider days, paid or unpaid, an employee is maintained on payroll. Full-time public school teachers who have been maintained on payroll by the district for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25 hours per week during the 180 days immediately preceding the start date of the OFLA leave.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

Qualifying Reason

Eligible employees may access FMLA leave for the following reasons:

² As defined in ORS 656.005.

1. Serious health condition of the employee or the employee's covered family member. Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care³ or continuing treatment by a health care provider⁴.
2. Parental leave⁵ (separate from eligible leave as a result of a child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted child or newly placed child in foster care^{6} under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military Caregiver Leave: leave for the care for spouse, child or next-of-kin who is a covered servicemember with a serious injury or illness;
4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee's spouse, child or parent.

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. Serious health condition means:
 - a. An illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility;
 - b. An illness, disease or condition that in the medical judgement of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or requires constant care;
 - c. Any period of disability due to pregnancy, or period of absence for prenatal care; or
 - d. Any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.⁷
2. Parental leave (separate from eligible leave as a result of the child's serious health condition):

³ Inpatient care means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. 29 CFR 825.114.

⁴ Continuing treatment includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR 815.115.

⁵ Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

⁶ {ORS 659A.159 uses the term "foster child." Districts can choose to use either "foster child" or "child in foster care" throughout this AR.}

⁷ This definition is from ORS 659A.150(7). A more detailed definition is available in OAR 839-009-0210(22).

- a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Sick Child Leave: leave for non-serious health conditions of the employee's child. For OFLA, sick child leave includes absence to care for an employee's child whose school or child care provider has been closed⁸ in conjunction with a statewide public health emergency declared by a public health official.⁹
 4. Bereavement Leave: leave related to the death of a covered family member.¹⁰
 5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.
 6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same leave year may be reconfirmed at the start of each qualified leave requested.

Definitions

1. Family member:
 - a. For the purposes of FMLA, "family member" means:
 - (1) Spouse¹¹;
 - (2) Parent;
 - (3) Child; or
 - (4) Persons who are "in loco parentis".
 - b. For the purposes of OFLA, "family member" means:
 - (1) Spouse or domestic partner;

⁸ "Closure" for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider. OAR 839-009-0210(4).

⁹ The district may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

¹⁰ Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

¹¹ "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage.

- P
- (2) Child or the child's spouse or domestic partner;
 - (3) Parent or the parent's spouse or domestic partner;
 - (4) Sibling or stepsibling, or the sibling's or stepsibling's spouse or domestic partner;
 - (5) Grandparent or the grandparent's spouse or domestic partner;
 - (6) Grandchild or the grandchild's spouse or domestic partner; or
 - (7) Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.¹²

2. Child:

- R
- a. For the purposes of FMLA, "child" means a biological or adopted child, a child in foster care, a stepchild, a legal ward or a child of a person standing "in loco parentis", who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
 - b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, "child" means the employee's child on covered active duty regardless of that child's age.
 - c. For the purposes of OFLA, "child" means a biological or adopted child, a child in foster care or stepchild of the employee, the child of the employee's domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis".
 - d. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

- O
- a. For the purposes of FMLA, "in loco parentis" means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
 - b. For the purposes of OFLA, "in loco parentis" means person in the place of the parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

S

¹² "Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

- E
- a. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
 - b. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
 - c. The expectation to provide care because of the relationship or the prior provision of care;
 - d. Cohabitation and its duration and purpose;
 - e. Geographic proximity; and
 - f. Any other factor that demonstrates the existence of a family-like relationship.
- D

For the purposes of FMLA , “next of kin” means the nearest blood relative other than the servicemember’s spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

- a. Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions;
- b. Siblings;
- c. Grandparents;
- d. Siblings of parents and their spouses; and
- e. First cousins.

5. Covered servicemembers:

For the purposes of FMLA, “covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

For OFLA a public health emergency means;

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

Leave Period

For the purposes of calculating an employee’s leave period, the district will use [the calendar year] [any fixed 12-month “leave year”] [the 12-month period measured forward from the date the employee’s leave begins] [a “rolling” 12-month period measured backward from the date the employee uses any family and medical leave] [a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences] {¹³}. The same method for calculating the one-year period for FMLA and OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of OMFLA and Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district’s designated leave period described above.

{¹³ Beginning July 1, 2024, districts are required to use the final bracketed option for OFLA purposes. See SB 999 (2023). Prior to making a change to the leave period calculation, 60 days’ notice must be provided to employees. FMLA continues to measure the leave year as 12 months, which could result in slight differences for some employees.}

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period¹⁴. Spouses who work for the district may be limited to a combined 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for the birth of a child or to care for a child after birth, placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement, or to care for the employee's parent's serious medical condition. Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the designated leave period. However, an employee may be entitled to an additional, full 12 weeks of parental leave during the designated leave period following the birth of a child regardless of how much OFLA qualified leave the employee has taken prior to the birth of such child during the designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA.¹⁵ Unlike FMLA, OFLA does not combine the leave entitlement for spouses working for the district. However, under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.¹⁶

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Except as otherwise noted above, qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12¹⁷. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of

¹⁴ An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

¹⁵ Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

¹⁶ Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family member wants to take Bereavement Leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

¹⁷ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

the leave period shall be used for calculating the employee's normal workweek¹⁸. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Intermittent Leave

With the exception of parental leave which must be taken in one continuous block of time, an eligible employee is permitted under FMLA and OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.) rather than in one continuous block of time and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(30)(a).

When an exempt employee is eligible for OFLA but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the district is not in operation, are not counted against the eligible employee's intermittent OFLA leave period unless the employee was scheduled and expected to work on any such day.

Alternate Work Assignment

The district may transfer an employee recovering from a serious health condition to an alternate position which accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;

¹⁸ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

4. The transfer is compliant with state and federal law, including but not limited to the applicable protections provided for in FMLA and/or OFLA; and
5. The transfer is not used to discourage the employee from taking FMLA and/or OFLA leave for a serious health condition or to create a hardship for the employee.

The district may transfer an eligible employee who is on intermittent OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements;
4. The transfer is compliant with state and federal law, including but not limited to the applicable protections provided for in FMLA and/or OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position to accommodate the employee's serious health condition, and as a result the employee works fewer hours than the employee was working in the original position, the employee's OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period.

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

Special Rules for School Employees

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as interpreters for the hearing impaired, are included in this definition. This definition does not apply to teacher assistants or aides who do not have as their principal job actual teaching or instructing, counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

For the purposes of OFLA, "school employee" means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

FMLA and/or OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a servicemember with a serious medical condition or because of the employee's own serious medical condition, the district may require the eligible school employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's original position.

2. Limitation on Leave Near the End of the School Year

When an eligible school employee requests leave near the end of the school year, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the school year:
 - (1) For the purposes of FMLA leave, the eligible school employee may be required to continue taking leave until the end of the school year provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee would return to work during the three-week period before the end of the term.
 - (2) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee's own serious health condition, the eligible school employee may be required to remain on leave until the end of the school year, provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee's return to work would occur within three weeks of the end of the school year.
- b. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:
 - (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two-week period before the end of the school year.

- c. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

If the district requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family Medical Leave Insurance (PMFLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with OFLA and FMLA when taken for the same purpose. Subject to any related provisions in any applicable collective bargaining agreement [an employee may elect to use any available accrued paid leave including personal and sick leave, or available accrued vacation leave during the leave period.]{¹⁹} This includes when an employee is being paid through PMFLI. The district will notify the eligible employee that the requested leave has been designated as FMLA and/or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a FMLA or OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.²⁰ The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days

¹⁹ {Coordinate with any language regarding use of accrued leave during PMFLI from GDBDF/GDBDF or any equivalent plan information.}

²⁰ See also ORS 342.934(4)(d) in reduction force situations.

late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Fitness-for-Duty Certification

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave. Failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the fitness-for-duty certification shall be borne by the employee.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

Application

Under federal and state law, an eligible employee requesting FMLA and/or OFLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

The district may request additional information to determine that the requested leave qualifies as FMLA and/or OFLA leave. The district may designate the employee as provisionally on FMLA and/or OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take FMLA and/or OFLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

When an employee fails to give advance notice for both the FMLA and OFLA above, the district must choose the remedy that is most advantageous to the employee.²¹

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

Medical Certification

The district may require an eligible employee to provide medical documentation, when appropriate²², to support the stated reason for such leave. The district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. If the employee provides less than 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Posted Notice

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite that is accessible to and regularly frequented by employees.²³ The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.²⁴

Record Keeping

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

Federal vs. State Law

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law; and that OFLA

²¹ See OAR 839-009-0250(4)(c).

²² Medical documentation is not allowed in every situation. Review current laws and guidance for more information.

²³ https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf; electronic posting is not sufficient to satisfy this requirement, but may be used to supplement the physical posting.

²⁴ <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>; electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.

and FMLA leave entitlements run concurrently. State law requires that FMLA and OFLA leave entitlements run concurrently when possible.

P

R

O

P

O

S

E

D

OSBA Model Sample Policy

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed:

Family Leave *

(Version 2)

{Highly recommended administrative regulation (AR). The law does not require districts to have this information in an AR, but the district is required to follow the law. Having an AR in place can assist with compliance. This AR is intended for districts with between 25 and 50 employees. If the district does not have 25 employees, the district should not use this AR.}

Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.¹

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave.² For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week.

An employee is eligible to take leave for purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district is eligible to take leave for purposes of OFLA if the employee:

1. Separates from employment with the district, irrespective of any reason:
 - a. Is eligible to take leave OFLA at the time the employee separates; and
 - b. Is reemployed by the district within 180 days of separation from employment; or
2. Is eligible to take OFLA leave:
 - a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and

¹ While the district is subject to FMLA, the district does not have any eligible employees. Consequently, most FMLA eligibility language has been omitted from this AR.

² The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

- b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

An employee who has previously qualified for and has taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. In such instances, the employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify leave in the same leave year;
2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave;
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason;
4. An employee unable to work because of a disabling compensable injury³ need not requalify in order to use OFLA leave following a period the employee is off work due to the compensable injury; and
5. An employee who has taken serious health condition leave to care for a family member who dies during the employee's serious health condition need not requalify to take leave for the death of that family member.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, the district must consider days, paid or unpaid, an employee is maintained on payroll. Full-time public school teachers who have been maintained on payroll by the district for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25 hours per week during the 180 days immediately preceding the start date of the OFLA leave.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

Qualifying Reason

Eligible employees may access OFLA for the following reasons:

³ As defined in ORS 656.005.

1. Serious health condition of the employee or the employee's covered family member. Serious health condition means:

- a. An illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility;
- b. An illness, disease or condition that in the medical judgement of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or requires constant care;
- c. Any period of disability due to pregnancy, or period of absence for prenatal care; or
- d. Any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.⁴

2. Parental leave (separate from eligible leave as a result of the child's serious health condition):

- a. Bonding with and the care for the employee's newborn (within 12 months following birth);
- b. Bonding with and the care for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
- c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
- d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.

3. Sick Child Leave: leave for non-serious health conditions of the employee's child. For OFLA, sick child leave includes absence to care for an employee's child whose school or child care provider has been closed⁵ in conjunction with a statewide public health emergency declared by a public health official.⁶

4. Bereavement Leave: leave related to the death of a covered family member.⁷

5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

⁴ This definition is from ORS 659A.150(7). A more detailed definition is available in OAR 839-009-0210(22).

⁵ "Closure" for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider. OAR 839-009-0210(4).

⁶ The district may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

⁷ Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same leave year may be reconfirmed at the start of each qualified leave requested.

Definitions

1. Family member:

- a. For the purposes of OFLA, “family member” means:

- (1) Spouse or domestic partner;
- (2) Child or the child’s spouse or domestic partner;
- (3) Parent or the parent’s spouse or domestic partner;
- (4) Sibling or stepsibling, or the sibling’s or stepsibling’s spouse or domestic partner;
- (5) Grandparent or the grandparent’s spouse or domestic partner;
- (6) Grandchild or the grandchild’s spouse or domestic partner; or
- (7) Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.⁸

2. Child:

- a. For the purposes of OFLA, “child” means a biological or adopted child, a child in foster care or stepchild of the employee, the child of the employee’s domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis”.
- b. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

- a. For the purposes of OFLA, “in loco parentis” means person in the place of the parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Public health emergency:

⁸ “Affinity” means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

- a. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
- b. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
- c. The expectation to provide care because of the relationship or the prior provision of care;
- d. Cohabitation and its duration and purpose;
- e. Geographic proximity; and
- f. Any other factor that demonstrates the existence of a family-like relationship.

For OFLA a public health emergency means;

- P**
- a. A public health emergency declared under ORS 433.441.
 - b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

Leave Period

For the purposes of calculating an employee's leave period, the district will use [the calendar year] [any fixed 12-month "leave year"] [the 12-month period measured forward from the date the employee's leave begins] [a "rolling" 12-month period measured backward from the date the employee uses any family and medical leave][a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences]{9}. The same method for calculating the one-year period for OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of shall be dependent on the start of any such leave regardless of the district's designated leave period described above.

Leave Duration

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the designated leave period. However, an employee may be entitled to an additional, full 12 weeks of parental leave during the designated leave period following the birth of a child regardless of how much OFLA qualified leave the employee has taken prior to the birth of such child during the designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA.¹⁰ OFLA does not combine the leave entitlement for spouses working for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.¹¹

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12¹². If an employee's schedule varies from

{⁹ Beginning July 1, 2024, districts are required to use the final bracketed option for OFLA purposes. See SB 999 (2023). Prior to making a change to the leave period calculation, 60 days' notice must be provided to employees.}

¹⁰ Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

¹¹ Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family member wants to take Bereavement Leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

¹² For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹³. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Intermittent Leave

With the exception of parental leave which must be taken in one continuous block of time, an eligible employee is permitted under OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.) rather than in one continuous block of time and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for OFLA but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the party-day absence.

An employee's intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the district is not in operation, are not counted against the eligible employee's intermittent OFLA leave period unless the employee was scheduled and expected to work on any such day.

Alternate Work Assignment

The district may transfer an employee recovering from a serious health condition to an alternate position which accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state and federal law, including but not limited to the applicable protections provided for in OFLA; and
5. The transfer is not used to discourage the employee from taking OFLA leave for a serious health condition or to create a hardship for the employee.

¹³ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

The district may transfer an eligible employee who is on intermittent OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements;
4. The transfer is compliant with state and federal law, including but not limited to the applicable protections provided for in OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position to accommodate the employee's serious health condition, and as a result the employee works fewer hours than the employee was working in the original position, the employee's OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period.

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

Special Rules for School Employees

For the purposes of OFLA, "school employee" means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a servicemember with a serious medical condition or because of the employee's own serious medical condition, the district may require the eligible school employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's original position.

2. Limitation on Leave Near the End of the School Year

When an eligible school employee requests leave near the end of the school year, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the school year:
 - (1) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee's own serious health condition, the eligible school employee may be required to remain on leave until the end of the school year, provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee's return to work would occur within three weeks of the end of the school year.
- b. For the purposes of OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:
 - (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two-week period before the end of the school year.
- c. For the purposes of OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

If the district requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

Paid/Unpaid Leave

OFLA does not require the district to pay an eligible employee who is on a qualified leave. Paid Family Medical Leave Insurance (PMFLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with OFLA when taken for the same purpose. Subject to any related provisions in any applicable collective bargaining agreement [an employee may elect to use any available accrued paid leave

including personal and sick leave, or available accrued vacation leave during the leave period.]}¹⁴ This includes when an employee is being paid through PMFLI. The district will notify the eligible employee that the requested leave has been designated as OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.¹⁵ The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Fitness-for-Duty Certification

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as OFLA leave. Failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

Application

Under state law, an eligible employee requesting OFLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a

¹⁴ {Coordinate with any language regarding use of accrued leave during PMFLI from GDBDF/GDBDF or any equivalent plan information.}

¹⁵ See also ORS 342.934(4)(d) in reduction force situations.

reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

The district may request additional information to determine that the requested leave qualifies as OFLA leave. The district may designate the employee as provisionally on OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take OFLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

Medical Certification

The district may require an eligible employee to provide medical documentation, when appropriate¹⁶, to support the stated reason for such leave. The district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. If the employee provides less than 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Posted Notice

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite that is accessible to and regularly frequented by employees.¹⁷ The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.¹⁸

Record Keeping

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific

¹⁶ Medical documentation is not allowed in every situation. Review current laws and guidance for more information.

¹⁷ https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf; electronic posting is not sufficient to satisfy this requirement, but may be used to supplement the physical posting.

¹⁸ <https://www.dol.gov/sites/dolgov/files/WHd/legacy/files/fmlaen.pdf>; electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.

notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

P
R
O
P
O
S
E
D

The Oakridge School District #76 (OSD76) has one opening for its Budget Committee. The District is seeking District residents to fill the positions.

Budget Committee members are appointed for a 3-year term and must be residents of the Oakridge School District, and registered voters in Oregon.

The function of the Budget Committee is to approve the annual operating budget for the OSD76. The Budget Committee does not determine programs, but only approves levels of spending. Once the Budget Committee approves the budget, the School Board will make the final adoption.

The OSD76 Budget Committee is scheduled to meet Monday April 8, 2023 at 5:30pm, May 13@ 5:00pm and the final budget hearing is June 10@ 5:45pm. The School Board will take action on the adoption of the budget at the regular board meeting immediately following the final budget hearing.

Community Members interested in serving on the Oakridge School District #76 Budget Committee should apply by Thursday, March 21 @ 4:30pm. Applications are available online or by contacting cathy.korth@ohswarriors.net.

Mail completed application to: District Office, Oakridge School District 76, 76499 Rose St., Oakridge, OR 97463.

Submit completed applications at: District Office, Oakridge School District 76, 47997 W 1st St, Oakridge, OR 97463

Or email completed applications to cathy.korth@ohswarriors.net

Oakridge School District No. 76 Budget Committee Information Sheet

Please fill out and return by **March 21, 2024** to the school administrative office at 47997 W 1st Street or mail to 76499 Rose Street.

Last Name	First Name	Middle Initial
-----------	------------	----------------

Business Address _____

Business Telephone _____

Home Address _____

Home Telephone _____

Email

Occupation _____

Number of years in district

Schools attended

Do you have children in the school district?

Which schools?

Have you worked on any school committees?

If so which committees?

Precinct where you are registered to vote

Other community or business activities

What qualifications do you have that will help you to be a member of the budget committee?

_____ I am willing to serve as a member of the budget committee and to adhere to the policies of the
(initials) district.

(Signature)

(Date) _____