

North Clackamas School Board

Thursday, June 10, 2021 6:30 PM

Board Room/Zoom, 12400 SE Freeman Way, Milwaukie, OR 97222

OPEN SESSION

6:30 Call to Order

Native Land Acknowledgement

Flag Salute

Minutes - May 27, 2021

Consent Agenda

A. Employment Changes

B. Non-Licensed Administrator Contract
Renewals

C. Exempt Administrator Contract
Renewals

D. Oregon School Employee Association
Memo of Understanding

6:35 1. Community Requests

6:50 2. Spring Mountain Elementary - School
Presentation

7:20 3. NCEA Recognition

7:30 4. Alternative Placements 2021-2022 -
Discussion

7:40 5. Budget Hearing

7:45 6. Adopting the Budget, Making
Appropriations, and Declaring the Tax Levy
for 2021-2022 - Action

7:55 7. Comprehensive Sexuality Education
Plan - Action

8:05 8. Policy Review - Discussion/Action

8:15 9. Rental Fees for Community Use of
District Facilities - Action

8:25 Adjourn



Native Land Acknowledgment

We acknowledge the land on which we sit and which we call the North Clackamas School District rests on the traditional and indigenous lands and village sites of the Native peoples of the Kalapuya, Chinook, Molalla, and the Clackamas. We take this opportunity to offer gratitude for the ability to learn, work, and be a community on this land, and we offer thanks to the original caretakers of this region. We recognize the historic policies of colonization, genocide, relocation, and assimilation that affected Indigenous and Native families both past and present and that will affect those in the future, and honor the resilience and revitalization of our Indigenous and Native communities. We pay our respects to the Elders, both past and present, who have been the stewards of this land throughout the generations.

**NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS REGULAR MEETING
May 27, 2021
Boardroom/Zoom/YouTube**

Open Session

With due notice having been given and a quorum present, Chair Libra Forde convened open session at 6:32 p.m. with the following members present:

Libra Forde	–	Chair
Mitzi Bauer	–	Vice Chair
Jena Benologa	–	Director (Virtually on Zoom)
Kathy Wai	–	Director
Orlando Perez	–	Director
Tory McVay	–	Director
Matt Utterback	–	Superintendent
Sandra Henderson	–	Board Secretary

Also present virtually on Zoom were Cindy Detchon, Derrick Brown, Gayellyn Jacobson, Khaliyah Williams-Rodriguez, Libby Miller, Mark Moser, Maureen Callahan, Petra Callin, Shay James, Shelly Reggiani, Tiffany Shireman, and Vivian Garrison. District employees and community members were provided a live stream on YouTube.

Vice Chair Mitzi Bauer read the Native Land Acknowledgement.

Minutes

R20/21-106 Kathy Wai moved, Mitzi Bauer seconded the motion to approve the minutes of the governance Board meeting held May 6, 2021. Motion passed unanimously.

R20/21-107 Kathy Wai moved, Orlando Perez seconded the motion to approve the minutes of the regular Board meeting held May 13, 2021. Motion passed unanimously.

R20/21-108 **Consent Agenda** – Tory McVay moved, Mitzi Bauer seconded the motion to adopt the consent agenda as recommended:

Employment Changes - Approve employment changes as listed, with a copy of the list made as part of the official minutes, as recommended by the Executive Director of Human Resources:

<i>Administrative</i>	–	appointment, terminations
<i>Licensed</i>	–	appointment, terminations

Motion passed unanimously.

Community Requests – Julie Skarphol, Milwaukie OR, requested additional trauma-informed training for staff and better outreach to families regarding available social services.

NCEA Featured Educator – NCEA Vice-President Andrea Anderson recognized School Nurses as the featured educators for the Month of May. Nurses Carrie Tierney, Erika Wallin, Melissa Skeels, Penny Bradley, Savannah Corr, Sherri Purcell, Sherry Acosta, and Chantel Page attended the meeting along with Claire Davis-Thran who accepted the award and commented on the nurses' role during the pandemic.

R20/21-109

Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) Pride Month

Proclamation – Board Members took turns reading the LGBTQ+ Pride Month Proclamation into the record. Mitzi Bauer moved, Orlando Perez seconded the motion to adopt the proclamation declaring the Month of June 2021 as Lesbian, Gay, Bisexual, Transgender, Queer+ Pride Month in the North Clackamas School District. Motion passed unanimously.

Superintendent's Report – Superintendent Matt Utterback reported on the status of the following topics:

- Reported on the pandemic response and new face covering expectations.
- Announced that commencement ceremonies will be held outside at Providence Park rather than holding the ceremonies in high school stadiums to allow additional guests.
- Reported that the State Legislative K-12 school budget is currently proposed at 9.3 billion. The district is advocating for 9.6 billion.
- Recognized Clackamas High School English Language Arts and AVID teacher Etheyln Tumulad for being named Oregon Regional Teacher of the Year by the Clackamas Education Service District.
- Recognized Milwaukie High School Kitchen Manager Shannon Murphy for being named a K-12 Foodservice Hero by Food Management, a noncommercial/on-site food service trade publication.
- Commented on the ribbon cutting ceremony of the Joe Krumm Community Room.
- Congratulated Mitzi Bauer, Kathy Wai and Tory McVay on their reelections.
- Reviewed the vandalism incident at Clackamas High School. The district is supporting the school community with listening circles, affinity groups and providing the employee assistance program.

Board Reports – Board members made brief reports on committee meetings along with district activities and community events they had attended.

Comprehensive Sexuality Education Plan – Maureen Callahan, Executive Director of Teaching and Learning and Kara Mortimer, Associate Director of Teaching and Learning shared the 2021-2023 draft North Clackamas School District Comprehensive Sexuality Plan. Questions and comments from the Board were addressed.

School Resource Officers (SRO) – Assistant Superintendent of Education Shay James and Associate Director of Secondary Programs and Athletics Tammy O'Neill reviewed key components and analysis from an SRO program review. Greater community understanding of racial and social justice issues and the intersectionality with law enforcement made this an appropriate time to review the district's SRO Program. The review surfaced several recommended changes to district practices. Questions and comments from the Board were addressed.

Student Investment Account Plan – Student Success Act Lead Administrator Joel Stuart presented a report to the Board regarding the 2021-2023 Student Investment Account Plan. Questions and comments from the Board were addressed.

Capital Projects Bond Update –Senior Director of Capital Projects Ron Stewart, Chief Financial Officer Gayellyn Jacobson, and Assistant Superintendent of Operations Cindy Detchon provided an update regarding financial information, project status and future projects of the capital bond program.

There being no further business to come before the Board, the meeting adjourned at 9:24 p.m.

Unapproved



Code: **BDDH**
Adopted: 6/19/86
Revised/Readopted: 1/20/11; 2/24/18
Orig. Code(s): BDDH

Public Comment at Board Meetings

All meetings of the Board, with the exception of executive sessions, will be open to the public. The Board invites community members of the district to attend Board meetings so that they may become acquainted with the program and operation of the district. Members of the public are also encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids¹ and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with at least 48 hour notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used as determined by the district.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts the following procedures and rules pertaining to public comment at Board meetings:

1. Anyone wishing to speak before the Board, either as an individual or as a member of a group, may do so by following the district's guidelines for public comment. These printed guidelines are available at each Board meeting;
2. Any individual desiring to speak will submit their name, address and the group, if any, that is represented; and
3. A speaker should give their name, and the group, if any, that is represented and should limit his/her presentation to three minutes. Time may be extended at the discretion of the Board chair.

Comments

Speakers may offer objective criticisms of district operations and programs that are of a concern to them. The Board is restricted from hearing, and will not consider complaints regarding any individual district staff member or any person connected with the district.

¹Auxiliary aids include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Brailled materials and large print.

The Board vests in its chair or other presiding officer authority to terminate the remarks of any individual when those remarks do not adhere to the rules established in this policy.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

END OF POLICY

Legal Reference(s):

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

[ORS 192.610 to -192.690](#)

[ORS 332.057](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2017); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Americans with Disabilities Act Amendments Act of 2008.

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

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

Cross Reference(s):

KC - Community Involvement in Decision Making

SCHOOL PRESENTATION:

Spring Mountain Elementary School

PRESENTATION

Agenda Item #2

June 10, 2021

Superintendent's Recommendation:

This item is presented for Board Information

Background:

This year, a school will be highlighted each month and will make a presentation to the School Board to engage in a discussion on student achievement.

Spring Mountain Elementary School is featured this month and will present the following:

- Welcome
- School Mission
- Student, Staff, and Family Input
- Highlights from 2018-21
- Looking Ahead

Attachments

- Spring Mountain Elementary Data Summary Sheet
- 2019-20 Oregon At-A-Glance School Profile
- Spring Mountain Elementary School Board Presentation Slides
- [2020 Virtual Art Night Gallery](#)

Presenter/Staff Contact:

Khaliyah Williams-Rodriguez, Executive Director of Elementary Programs

Jessica Son, Principal of Spring Mountain Elementary School

Others Notified of Item:

Spring Mountain Elementary Staff

Spring Mountain Elementary PTA and Parents



Principal: Jessica Son

Program & Enrollment Information			Race & Ethnicity Information		
	Number	Percent		Number	Percent
Total Number of Students	414	100%	Hispanic/Non-Hispanic	34/380	8%/92%
English Learners	68	16%	Multi-Racial	55	13%
Students with Disabilities	83	20%	American Indian/ Alaska Native	9	2%
Economically Disadvantaged Students	82	20%	Asian	114	28%
Male	227	55%	Black/African American	23	6%
Female	187	45%	Hawaiian/Pacific Islander	8	2%
Non-Binary	NA	NA	White	323	78%

*This race/ethnicity data includes duplicated numbers recognizing students' multiple identifications.

Number of students attending North Clackamas Virtual Online Program (VOP):

- Kindergarten – 1
- First Grade – 2
- Second Grade – 1
- Third Grade – 3
- Fourth Grade – 3
- Fifth Grade – 2

Total: 12

Total Spring Mountain Students including VOP - 426



STUDENTS WE SERVE^

484 Student Enrollment

^Student enrollment as of October 1, 2019

DEMOGRAPHICS

American Indian/Alaska Native

Students: <1%

Teachers: 0%

Asian

Students: 17%

Teachers: 0%

Black/African American

Students: 2%

Teachers: 0%

Hispanic/Latino

Students: 9%

Teachers: 3%

Multiracial

Students: 12%

Teachers: 3%

Native Hawaiian/Pacific Islander

Students: 1%

Teachers: 0%

White

Students: 60%

Teachers: 93%

INTRODUCTION

The At-A-Glance School and District profiles tell a story about Oregon's schools and districts. This year's profiles do not include statewide assessments data, class size data, or attendance data as a result of the necessary statewide school closures and the implementation of Distance Learning for All. The profiles present all available data not impacted by the state's response to COVID-19.

REQUIRED VACCINATIONS

92%

OUR STAFF (ROUNDED FTE)

24 Teachers

7 Educational assistants

0 Counselors/Psychologists

85% Average Teacher retention rate

89% of licensed teachers with more than 3 years of experience

No: Same principal for the last 3 years?

SPRING MOUNTAIN ELEMENTARY



*Home
of the Hawks*

**School Board Presentation
June 10, 2021**





Mission and Vision



We at Spring Mountain Elementary are dedicated to the success of all children.

To ensure that all children will reach their potential:

- We will maintain high expectations and promote academic excellence for all students.
- We will create and support a positive school environment in which all children and adults feel welcomed, respected, trusted, and an important part of our school.
- We will create rich, varied, experiences in learning that accommodate different learning styles.
- We will encourage students to be confident, knowledgeable, responsible, and productive citizens in a diverse, ever-changing world.
- We will provide an environment which is safe, orderly, inviting, and enriching.

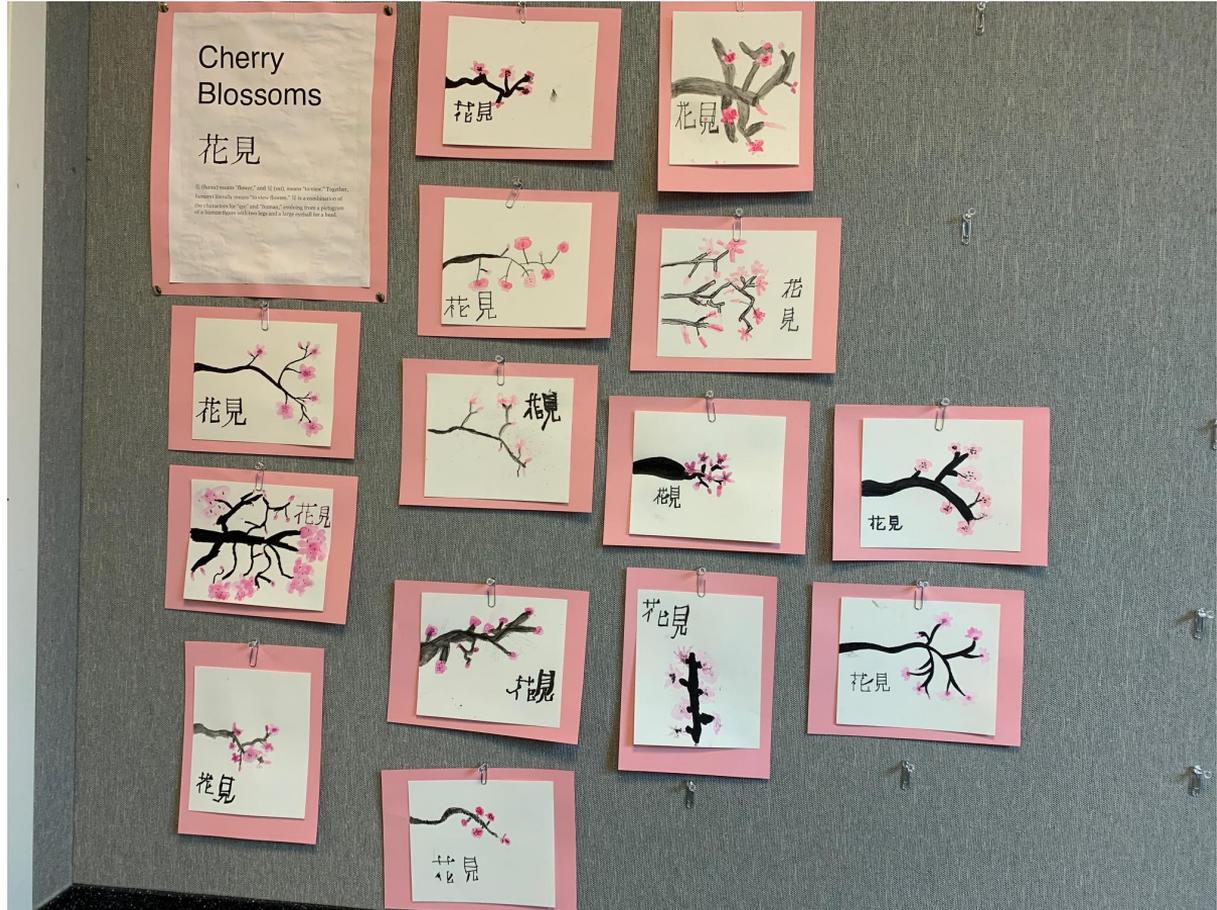
How we put it into practice

Professional Learning
Communities

Teacher Leadership Team

Collaborative Learning and
Discussion Groups

- Tier 1 Instructional Leadership
- Social Emotional Learning/Morning Meetings
- Community Building
- School Spirit
- Culturally Relevant Learning



We will maintain high expectations and promote academic excellence for all students

Multi-tiered System of Supports

- Tier 1 **Social Emotional Learning** Curriculum to meet the needs of our students
 - Caring School Communities
- Teacher is teaching the academic intervention
 - Use of Instructional Assistants to teach on-level Guided Reading, involves creative scheduling
- Counselor and Principal meet weekly to review behavior data (qualitative and quantitative)
 - Develop Behavioral and Social Emotional Interventions
 - “Hawks Nest”
 - Western Psychological Support



What our Staff Have to Say...

*When I think of the work that we've done
at Spring Mountain in the last 3 years I am
most proud of....*



- Our work with the reading adoption.
- Feeling competent with Fountas and Pinnell
- Teaching Science K-5 with Language Objectives

- Spring Mountain is a special place to work and learn because the kids show a love for learning and try their personal best. They continue to persevere and show a growth mindset on a daily basis. The staff as well as the students are caring towards each other.



Relationships before
Rigor

Grace before Grades

Patience before Programs

Love before Lessons

BRAD JOHNSON

What our Students Have to Say...

Does your teacher want you to do your best?

99% answered positively

Increase of 5% from 2020

Do you think your teacher wants you to work your hardest?

94% answered positively

Increase of 3% from 2020

Does your teacher ask you to keep trying when the work gets hard?

72% answered positively

Increase of 10% from 2020



What our Students Have to Say...

Do you think your teacher cares about you?

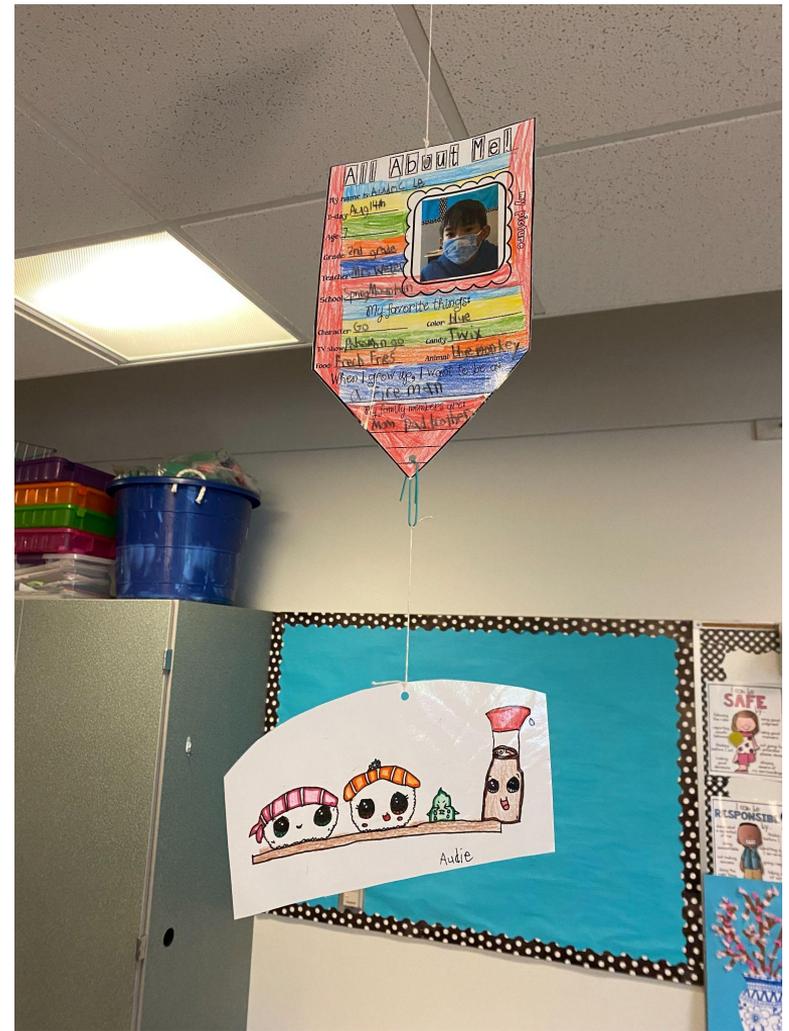
94% answered positively

Increase of 10% from 2020

Does your teacher treat you with respect?

96% answered positively

Increase of 8% from 2020



What our Families Have to Say...

"I appreciate the focus on education Spring Mtn. makes in addition to creating a friendly environment."

Youth Truth Family Survey 2020



What our Families Have to Say...

“We love Spring Mountain, and the staff and teachers have all been friendly and loving toward my student and family. The office staff and principal are always friendly and helpful, even though I know they have many tasks and things to do! Everyone is personable, and shows that they care about my student. They know who my son is, and they show support and help anytime he has needed it. A great staff full of compassionate and hard working folks.”

Youthtruth Family Survey 2020





10:53 / 14:00

1 PAJAMA DAY!



Spring Mountain Hawk Hangouts & Clubs

Week of 3/08

Mon

1:15 PM 5th Grade Book Club
1:30 PM 3/4 Kahoots Club

Tues

8:45 K-5 Morning Movement
1:15 4/5 Sing and Chat
1:30 2-4 Art Club

Weds

2:00 PM 3-5 Oregon Battle
of the Books

Thurs

8:45 K-5 Morning Movement
1:30 2-4 Lego Club

Friday

11:30 Kindergarten Virtual Recess!

Check your child's
Google Classroom
for Information.



What our Families Have to Say...

“My family is able to speak with the staff and feel we are being heard. They don't make us feel like our questions are stupid or annoying, even if it is the 20th time they've been asked that question that day. They take the time to care about instances that may be difficult and prepare to take action should the need arise.”

Youthtruth Family Survey 2021



What Our Staff Have to Say

When I think of the work that we've done at Spring Mountain in the last 3 years I am most proud:

- That the teachers and assistants work so well together on a daily basis!
- Our staff cares about each other, students and families
- You are fully supported by staff and administration
- The fabulous colleagues I work with!
- The students and staff truly care for one another
- Our staff support and care for each other
- The teachers, IA's and support staff are always here to support one another
- People genuinely care about you and want you to be successful!
- We have a strong community of teachers and students



We will encourage students to be confident, knowledgeable, responsible, and productive citizens in a diverse, ever-changing world.

Identity Affirmation Work through strategic Children's Literature in Morning Meetings.

“The books have brought a daily focus and opportunity for discussion in an ongoing manner, rather than just one day. It has brought up discussions in my homeroom on differences, customs, racism and social justice issues: equality, individual rights, freedom of speech and a lot has been discussed about the word “bias.”



What Our Staff Have to Say



"I believe these shared experiences have brought important lessons to our students. We have worked as grade level teams to create lessons to incorporate these themes into our morning meeting and during our in class lessons. Students learned about a wide variety of people during the Black Excellence slides and Women's History Month slides. I appreciate the books purchased for our classes: 28 Days, Moments in Black History that Changed the World and Little Dreamers, Visionary Women From Around the World. I feel this learning supported our school vision statement and the district's mission and vision statement in providing students an opportunity to learn about people in our community and history that might be the same or different from themselves."



Family Contributions



Natalia made a small altar for her grandmother who passed away last year.

Food



We will create rich, varied, experiences in learning that accommodate different learning styles.

Annual Art Night

Supported Art Materials in the school
as well as a second artist residency
with Larry Verdorn



We will create rich, varied, experiences in learning that accommodate different learning styles.

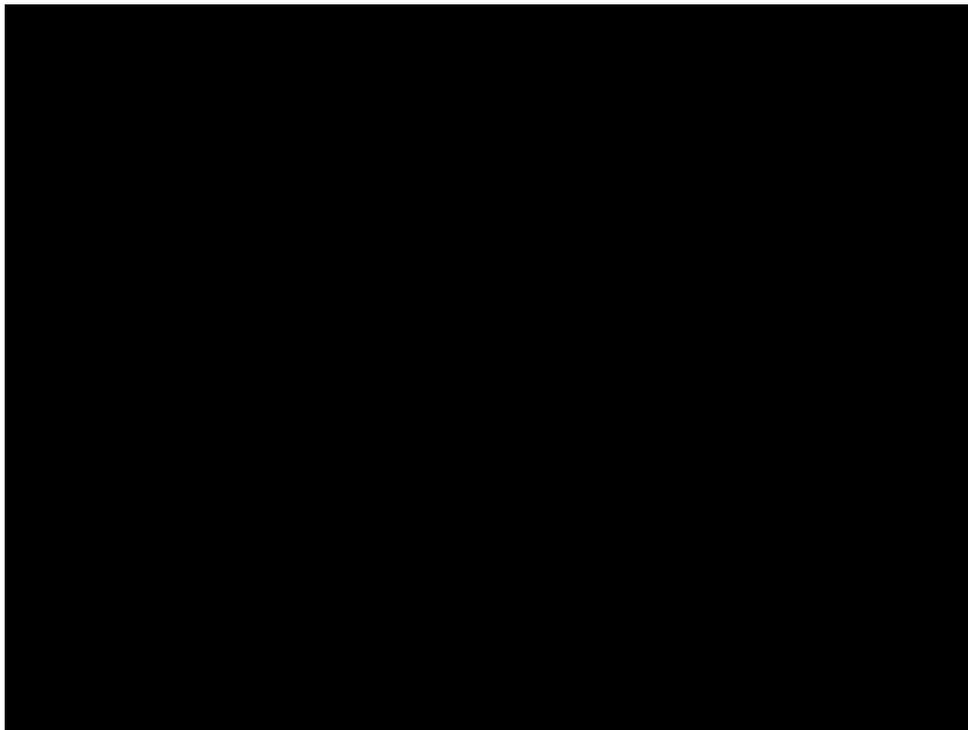
Tae Kwon Do during Physical Education for our 3rd grade students



We will create rich, varied, experiences in learning that accommodate different learning styles.

The Right Brain Initiative

Mo Phillips K-2 Art Experience



We will provide an environment which is safe, orderly, inviting, and enriching



- Bond Work
- Custodial
- Murals
- Native Plants
- The Bluest Blue Art Project

Looking into Spring Mountain's future, I look forward to...



- Seeing students continue to succeed in academics and socio-emotional learning
- Learning more about diversity, equity, and inclusion and putting what we learn into action
- Returning to the building and seeing the smiling faces of students and staff!
- Continued growth and connections
- Getting back to school in person everyday
- Returning to a more "normal" school year
- Making learning even more fun
- Looking into Spring Mountain's future, I look forward to continuing to foster the love of learning!

2021-2022 ALTERNATIVE PLACEMENTS

DISCUSSION
Agenda Item #4
June 10, 2021

SUPERINTENDENT'S RECOMMENDATION:

Discussion of the proposed Alternative Program Placements list for 2021-2022.

REASON FOR BOARD CONSIDERATION:

In accordance with Policy IGBHA, the Board must annually approve the alternative programs to be used by the district.

BUDGET IMPACT/SOURCE OF FUNDS:

There may be increased costs as charged by each alternative program.

BACKGROUND:

Alternative program placements are most frequently used to:

- accommodate students' unique needs associated with a disability,
- to accommodate expulsion or expulsion alternative needs, or
- to accommodate the learning needs of students ages 17 and older with few academic credits for whom other NCS D programs have been or likely would be unsuccessful.

For reference, during the 2019-2020 school year:

- approximately 40 students were enrolled in one of the district's approved general education alternative placements related to expulsion/expulsion alternative or academic credit deficiency, and
- approximately 100 students were enrolled in one of the district's approved special education alternative placements related to a student's needs associated with a disability.

During the 2020-2021 school year, while predominately in Comprehensive Distance Learning/Hybrid Instruction due to the COVID-19 pandemic, the enrollment in these programs dropped:

- approximately 16 students were enrolled in one of the district's approved general education alternative placements related to expulsion/expulsion alternative or academic credit deficiency, and
- approximately 35 students were enrolled in one of the district's approved special education alternative placements related to a student's needs associated with a disability.

Over the course of the 2021-2022 school year, with a return to full in-person learning, it is unknown what the enrollment numbers in alternative placements will be though it is likely that enrollment numbers will be somewhere in between the past two years.

In all cases, an NCS D resident student who attends an alternative program placement is linked to at least one NCS D staff member who reviews the placement multiple times throughout the school year with student and/or their family and the staff at the alternative placement. Students' and families' unique learning and safety needs are considered before, during and after the placement. These placements are typically customized with frequent interaction between the placement staff, NCS D staff and the student/student's family.

ATTACHMENTS:

Proposed Alternative Program Placements 2021-2022

PRESENTER / STAFF CONTACT:

Tiffany Shireman, Chief of Staff

Vivian Garrison, Executive Director of Student Support Services

**2021-2022 ALTERNATIVE PROGRAM PLACEMENTS:
GENERAL EDUCATION**

The following programs and schools are used at times to provide an appropriate education for students who have been expelled or who need a different learning environment than is available in North Clackamas neighborhood, charter or magnet schools:

Helensview School, Multnomah ESD	11-20 years old	Youth struggling with anger issues, substance abuse issues, and gang involvement, with little external or family support systems.
SE Works	16+ years old	The program incorporates GED prep with a focus on job skills, career exploration and post-secondary planning.
Oak Grove Center, New Urban High School	Grades 6-12	A small learning environment designed as a placement alternative for middle school and high school students as an alternative to expulsion.
NCSD Virtual Online Program	Grades K-12	A fully remote learning environment that integrates web-based curriculum and in-person video instruction and support.
Portland Youth Builders	17-20 years old	Students who were previously dis-enrolled from school with a focus on education, vocational training and leadership development.
Twilight, New Urban High School	Grades 9-12	After school/outside of typical school hours credit recovery and GED program.

**2021-2022 ALTERNATIVE PROGRAM PLACEMENTS:
SPECIAL EDUCATION**

The following programs and schools are used at times to provide appropriate educational services for students who require an educational environment that is not available in North Clackamas School District:

Arata Creek/Knott Creek, Multnomah ESD	Grades K-12
Heron Creek, Clackamas ESD Therapeutic School Program	Grades K-12
LEEP Programs, Clackamas ESD	Grades K-12 & post grade 12
Columbia Regional Deaf and Hard of Hearing Program, Portland Public Schools	Grades K-12
Helensview School	Grades 9-12
Lifeworks	Grades 6-12
Wheatley School, Multnomah ESD	Grades 3-12
Oregon School for the Deaf	Grades K-12 & post grade 12
Parrot Creek	Court Placed Students
Parry Center / Edwards School	DHS Placed Students
Serendipity Center	Grades K-12
SERP (Supported Employment, Recreation & Leisure) Alternative School Services	Post grade 12

There are additional programs in the metro area where other school districts place students. In some instances, those placements are maintained temporarily when the student moves into North Clackamas School District to provide continuity for educational benefit of the student.

RESOLUTIONS FOR FISCAL YEAR 2021-22:
ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
IMPOSING AND CATEGORIZING THE TAX

ACTION
Agenda Item #6
June 10, 2021

SUPERINTENDENT'S RECOMMENDATION:

Recommend the adoption of the following resolutions:

- 1) Resolution **R20/21-112** to adopt the budget for fiscal year 2021-22 in the total amount of \$542,245,560
- 2) Resolution **R20/21-113** to approve the amounts for the fiscal year beginning July 1, 2021, and for the purposes shown are hereby appropriated as presented
- 3) Resolution **R20/21-114** to approve the following ad valorem property taxes are hereby imposed for tax year 2021-2022 upon the assessed value of all taxable property within the district: (1) At the rate per \$1,000 of assessed value of \$4.8701 for permanent rate tax (2) at the rate of \$1.63 per \$1,000 of assessed value for local option tax, and (3) in the amount of \$37,675,805 for the debt service on general obligation bonds
- 4) Resolution **R20/21-115** to approve that the taxes imposed are hereby categorized for the purposes of Article XI section 11b as: (1) Education Limitation permanent rate tax of \$4.8701 per \$1,000 (2) at the rate of \$1.63 per \$1,000, and (3) Excluded from Limitation, General Obligation Bond Debt Service in the amount of \$37,675,805.

ORIGINATED BY:

This is an annual agenda item.

COMMITTEE RECOMMENDATION:

The Budget Committee recommends Board adoption of the 2021-2022 Approved Budget.

BACKGROUND:

According to Oregon Budget Law (ORS 294.456), the Board has the responsibility to officially adopt the budget, make appropriations, and declare the tax levy and categorize the tax prior to the beginning of the new fiscal year.

At its June 10th, 2021 meeting, the Budget Committee will vote whether to approve the proposed budget and move the recommendation forward to the Board for adoption.

ATTACHMENTS:

Resolutions: 1) Adopting the Budget; 2) Making Appropriations; 3) Imposing the Tax; and 4) Categorize the Tax.

PRESENTER / STAFF CONTACT:

Gayellyn Jacobson, Chief Financial Officer

1) RESOLUTION ADOPTING THE BUDGET - R20/21-112

BE IT RESOLVED that the Board of Directors of the North Clackamas School District 12 hereby adopts the budget for fiscal year 2021-22 in the total amount of \$542,245,560.* The budget is on file at 12400 SE Freeman Way in Milwaukie, Oregon.

2) RESOLUTION MAKING APPROPRIATIONS - R20/21-113

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021, and for the purposes shown below are hereby appropriated:

General Fund (100)

Instruction.....	\$ 136,107,354
Support Services.....	\$ 90,564,377
Enterprise & Community Services..	\$ 5,848
Facilities Acquisition.....	\$ 160,000
Transfers.....	\$ 3,674,379
Contingency.....	\$ 23,704,600
Total.....	\$ 254,216,558

Enterprise Fund (500)

Enterprise & Community Services..	\$ 2,685,000
Contingency.....	\$ 515,000
Total.....	\$ 3,200,000

Special Revenue Fund (200)

Instruction.....	\$ 37,664,316
Support Services.....	\$ 26,915,404
Enterprise & Community Services..	\$ 16,789,761
Facilities Acquisition.....	\$ 1,000,000
Transfers.....	\$ 1,774,313
Total.....	\$ 84,143,794

Internal Services Fund (600)

Instruction.....	\$ 1,859
Support Services.....	\$ 47,492,679
Enterprise & Community Services..	\$ 337
Facilities Acquisition.....	\$ 6
Total.....	\$ 47,494,881

Debt Service Fund (300)

Debt Service	\$ 52,986,911
Total.....	\$ 52,986,911

Trust And Agency Fund (700)

Instruction.....	\$ 9,406,873
Support Services.....	\$ 1,800,543
Enterprise & Community Services..	\$ -
Total.....	\$ 11,207,416

Capital Projects Fund (400)

Support Services.....	\$ 500,000
Facilities Acquisition.....	\$ 88,496,000
Transfers.....	\$ -
Total.....	\$ 88,996,000

Total APPROPRIATIONS, All Funds....	\$ 542,245,560
Total Unappropriated and Reserve Amounts, All Funds....	\$ -
TOTAL ADOPTED BUDGET....	\$ 542,245,560 *

(*amounts with asterisks must match)

3) RESOLUTION IMPOSING THE TAX - R20/21-114

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2021-2022 upon the assessed value of all taxable property within the district:

- (1) At the rate per \$1,000 of assessed value of \$4.8701 for permanent rate tax;
- (2) At the rate per \$1,000 of assessed value of \$1.63 for local option tax; and
- (3) In the amount of \$37,675,805 for the debt service on general obligation bonds.

4) RESOLUTION CATEGORIZING THE TAX - R20/21-115

BE IT RESOLVED that the taxes imposed are hereby categorized for the purposes of Article XI section 11b as:

Education Limitation	Excluded from Limitation
Permanent Rate Tax.....\$4.8701/\$1,000	General Obligation Bond Debt Service...\$37,675,805
Local Option Tax.....\$1.63 /\$1,000	

The above resolution statements were approved and declared adopted on this 10th day of June, 2021.

Matt Utterback, Superintendent

Libra Forde, Board Chair

COMPREHENSIVE SEXUALITY EDUCATION PLAN

ACTION
Agenda Item #7
June 10, 2021

SUPERINTENDENT'S RECOMMENDATION:

Approval of the District's Comprehensive Sexuality Education Plan.

REASON FOR BOARD CONSIDERATION:

The Oregon State Board of Education states that; *each school district board shall provide an age-appropriate, comprehensive plan of instruction focusing on human sexuality education, HIV/AIDS and sexually transmitted infections and disease prevention in elementary and secondary schools as an integral part of the health education.* This Comprehensive Sexuality Education Plan (CSEP) includes the relevant Health legislation and methods NSCD will use to meet all health education requirements.

BUDGET IMPACT/SOURCE OF FUNDS:

No budget impact.

BACKGROUND:

In 2009, the Oregon Legislature passed ORS 336-455 requiring school districts to provide human sexuality education courses in all public elementary and secondary schools as part of health education curriculum. Since that time, Comprehensive Sexuality Education Plans have been required, and subsequently need to be reviewed every two years.

The North Clackamas School District Comprehensive Sexual Education Plan (CSEP) has been developed in accordance with a series of Oregon Senate Bills, Oregon Revised Statutes and Oregon Administrative Rules. This plan primarily encompasses:

- SB 856 (Sex Abuse Prevention Instruction),
- SB 790 (Domestic Violence Education),
- ORS 336.455 (Human Sexuality Education K-12),
- OAR 581-022-1140 (Equal Educational Opportunities),
- OAR 581-022-1440 (Human Sexuality Education),
- OAR 581-022-1210 (District Curriculum, instruction of infectious diseases, including HIV/AIDS and Hepatitis B/C).

There are additional secondary state sources also reflected in this plan, including:

- ORS 339.351-364 (Harassment, Bullying, Cyber-bullying and Intimidation),
- OAR 581-022-0413 (Prevention Education in Drugs and Alcohol),
- OAR 581-022-1510 (Comprehensive Guidance and Counseling),
- SB 79 (CPR Instruction for grades 7-12).

COMPREHENSIVE SEXUALITY EDUCATION PLAN:

Effective health teaching and learning provides opportunities for each student to make sense and deepen their understanding of health, so they can identify, practice and maintain health enhancing behaviors. Content standards, adopted by the State Board of Education, include concepts, accessing information, self management, analyzing influences, interpersonal communication, goal setting, decision making and advocacy.

The Comprehensive Sexuality Education Plan provided here for review emphasizes abstinence, but not to the exclusion of a contraceptive skills-based education. The human sexuality information provided is comprehensive, complete, balanced, medically accurate, age-appropriate, not fear or shame-based, and inclusive as determined by the Oregon Department of Education.

Each grade level states specific content standards regarding human sexuality taken from grade level bands of standards from ODE (Grades K-2, 3-5, 6-8, 9-12). In North Clackamas, we have separated the grade bands into standards per individual grade level. Each grade level includes an introduction summarizing essential information for teachers and parents, which includes the opportunity to view materials prior to instruction and next steps.

The NCS D Comprehensive Sexuality Education Plan 2021-2023 (Draft) follows the adopted plan from May 2019. Our presented revisions include the addition of details to the course descriptions, guidelines for parent involvement, and training for staff along with additional language and school supports for communication with parents and families.

ATTACHMENTS:

- A. [2021-2023 NCS D Comprehensive Sexuality Education Plan](#)

STAFF CONTACT:

Maureen Callahan, Executive Director of Teaching and Learning

Click on Page to Open Document

K-12 Comprehensive Sexuality Education Plan

North Clackamas School District Guidelines



North Clackamas School District

Milwaukie, Oregon 97222

<http://www.nclack.k12.or.us/>

Presented to NCSD Board May 2021

Adopted _____

POLICY REVIEW

DISCUSSION/ACTION

Agenda Item #8

June 10, 2021

SUPERINTENDENT RECOMMENDATION:

Approval of the attached revised policy, KG – Community Use of District Facilities.

COMMITTEE RECOMMENDATION:

An extended sub-committee of the Policy Review Committee, with membership of both staff and Board, reviewed and recommends the following policy and administrative regulations revisions.

Those in attendance:

- Cindy Detchon, Assistant Superintendent of Operations
- Jesse Eveland, Rex Putnam High School Athletic Director/Assistant Principal
- Sandra Henderson, Board Secretary
- Tory McVay, NCS D Board Director
- Vicki Nelms, Adrienne C. Nelson High School Athletic Director/Assistant Principal
- Orlando Perez, NCS D Board Director
- Steven Schroedl, NCS D Board Director
- Tiffany Shireman, Chief of Staff
- Natalie Whisler, Community Services Director

BACKGROUND:

On May 13, 2021 the Board received a presentation regarding Community Use and Rental of District Facilities. Following the presentation, the policy and administrative regulations regarding topic were referred to the Policy Review Team, with a Board request for broader Board and staff representation.

During the week of June 1, 2021, the extended Policy Review Team met twice to review the policy and administrative regulations and found consensus on the following substantive changes:

- Policy: Updated policy to remove the subjective term “worthy”
- Policy: Added “public health regulations” to the last paragraph
- AR(1): Removed departmental processes
- AR(1): Aligned language to current staff titles and roles
- AR(1): Added an appeal process for non-profit youth organizations that are unable to field teams with 90% NCS D resident youth
- AR(1): Added provision for Class A organizations to advertise scholarship opportunities and report scholarship distributions to NCS D
- AR(1): Added a provision for charging a deposit for keys
- AR(1): Added a provision for additional insurance requirements for unique activities
- AR(1): Deletion of the application form as the school district has moved to an easily modifiable online application system
- AR(2): Deletion of the current fee schedule. Remove fee schedule from the AR and align process to other fee approval processes.

Staff will bring forward a separate board meeting agenda item seeking approval of the new, proposed fee schedule. Tonight, the Board is asked to approve Policy KG as proposed. The updated KG-AR(1) is provided for Board members' reference.

ATTACHMENTS:

Drafts of the following policies to review:

Policy	Title
KG	Community Use of District Facilities
KG-AR(1)	Community Use and Rental of District Facilities
KG-AR(2)	District Facility Use Fee Schedule (to delete)

PRESENTER / STAFF CONTACT:

Tiffany Shireman, Chief of Staff



Code: **KG**
Adopted: 5/21/09
Revised/Readopted: 4/24/14
Orig. Code: KG

Community Use of District Facilities

Recognizing that school facilities are built and maintained using local tax dollars, and that schools are a focal point for community life, it is the policy of the Board for school facilities to be available for use by the community. The district seeks to cooperate with community organizations and individuals who wish to use schools for ~~worthy~~ educational, cultural, social, recreational, and civic purposes.

The school district's educational programs and the best interests of residents and taxpayers must take priority when considering the community use of school district buildings and grounds. Toward that end, the Board of Directors has established a set of regulations that include priorities for use, uniform procedures to ensure safety and security, and a schedule of fees to offset expenses associated with community use of district facilities.

Users of district facilities must comply with all federal, state, and local laws, **public health regulations**, as well as, Board policy and administrative regulations, including regulations prohibiting discrimination.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials

KGF/EDC - Authorized Use of District Equipment and Materials



Code: **KG-AR(1)**
Revised/Reviewed: 5/21/09; 4/10/14; 6/09/16;
5/11/17
Orig. Code: SP KG; KG-AR

Community Use and Rental of District Facilities

1. Objective

To provide a standard set of procedures for community use and rental of school facilities, grounds and equipment that is consistent with district policies.

2. Facilities Available

Designated classrooms, auditoriums, cafeterias, gymnasiums, and fields and other facilities may be available for use by the community. Facilities containing fragile or potentially hazardous equipment or confidential records may be made available at the principal's discretion. District facilities may be available for community activities for a fee between 7:00 a.m. and 10:30 p.m., unless otherwise noted, when not in use by the district. Current fee schedules are available through the Community Services Department. Exceptions may be made with the approval of the Superintendent or designee.

3. Prohibited Activities

Any activities not appropriate for minor children are prohibited in district facilities. These activities include, but are not limited to: smoking; use of tobacco or marijuana; consumption of alcohol; use or possession of illegal or legal drugs; possession of weapons, firearms or explosives; gambling; and operation of potentially hazardous equipment. Activities deemed to be of a dangerous nature must have prior approval from the community services supervisor/director and the district's risk manager. Use of facilities are restricted to user. Subletting to other groups is prohibited.

4. Priorities for Use

The district is committed to youth and our local community groups. Youth groups are prioritized ahead of other groups. We prioritize use for organizations that serve primarily recreational youth teams to provide access for all students in alignment with the North Clackamas equity Board policy, GCCB/GDCB/IKAAA - District Equity Policy.

~~Within groups p~~Priority will be granted to organizations comprised of local members. Volunteer organizations will also receive preference over paid staff entities. The Board authorizes staff to use appropriate means to verify the local membership and volunteer organization status as necessary.

Groups and individuals using district facilities will be categorized as Class DPO (District Partnering Organization), A, B, and C. Priority is given for use ~~is~~ in the order listed, with District Partnering Organization (DPO) having the highest priority. The categories are based on the nature of the organization, not the activity. Long term rentals are negotiated separately.

Categories used by NCS D to determine priorities:	
DPO	DPOs at their assigned fields/facilities, in-season (providing scholarships for NC students youth and full ongoing maintenance through the sports season of fields)
A	Partnering and local youth organizations or with over 90 percent North Clackamas youth; DPOs out-of-season or beyond assigned fields
B	Out-of-district youth organizations, adult leagues, civic/service groups, public agencies, colleges
C	Private interest or for-profit organizations

a. District Partner Organizations (DPO)

- (1) DPOs are youth organizations assigned to specific sites that are provided preferential scheduling and fee reduction in exchange for ongoing field maintenance and scholarships for North Clackamas families to increase access to sports for all students.
- (2) To retain DPO status, the organization ~~needs to~~ must:
 - (a) Complete all of the required DPO application forms and process with ~~community services schedulers-~~designated district staff.
 - (b) Serve primarily recreation teams in alignment with the North Clackamas equity policy.
 - (c) Serve district youth (90 percent of participants must attend or reside in the North Clackamas School District).
 - (d) Maintain and improve the fields assigned as planned in the application process.
 - (e) Offer and report scholarships (full and partial).
 - (f) Complete a biannual renewal process with the community services ~~supervisor~~ director to review usage and adherence to the above commitments.

b. Class A - Local Youth Organizations and Local Youth Sports Leagues

Local nonprofit youth organizations, including DPOs, providing service to school-age children within district boundaries. Proof of nonprofit status (501(c)(3)) ~~will be~~ is required. Each group must be comprised of at least 90 percent of ~~district residents~~ participants who attend or reside in NCS D to qualify. If more than 10% of non NCS D youth are needed to fill a team the organization (group) may appeal for the Class A designation to the community services director or designee.

The Oregon School Activities Association (OSAA) calendar will be used to determine sports seasons. Priority will be given to in-season recreation sports activities. This also includes DPOs out-of-season or using non-assigned sites. Organizations that qualify for Class A designation must advertise scholarship availability on all promotional materials and report scholarship distribution to the community services director annually.

c. Class B - Out-of-District Youth Organizations/Independent Youth Organizations, Civic and In-District Adult Leagues

- (1) ~~Organizations~~/Private schools.
- (2) Non-profit Youth organizations with less than 90 percent of ~~district residents~~ participants who attend or reside in NCS D.
- (3) Adult recreation groups (~~including district staff~~).

- (4) Colleges and universities.
- (5) Community organizations of a civic or service nature, including those that provide services to youth but not solely that group.
- (6) Community groups sponsoring money-making activities where proceeds go to schools or charitable purposes.

The OSAA calendar will be used to determine sports seasons. Priority will be given to in-season recreation sports activities who provide scholarships for participants in need.

d. Class C - Private Interest Groups and Profit-making Groups

- (1) Private parties or events.
- (2) Commercial organizations without a tax-exempt status activities.
- (3) Political organizations and/or campaigns.

5. Application Process

Applicants must complete an online submission and submit an Application for Use of District Facilities form to the high school athletic director as scheduler for the use of high schools, or the community services scheduler for use of facilities for K-8 schools, including Alder Creek turf field and the Sabin-Schellenberg fields. Scanned, emailed or faxed applications are acceptable. Upon receipt of the completed application, designated district staff the scheduler will ensure that the online facility use process is completed.

- a. Determine the availability of the facilities within the district calendar for events including personnel and equipment if necessary.
- b. Determine the requester's classification/priority.
- c. Check online application form for accuracy and signature obtained.
- d. Route the application form (reservation) to the community services supervisor if the request is of a commercial or partisan political nature or is a long-term lease of facilities.
- e. Complete the facility rental reservation in computer system and execute contract.
- f. Collect payment, receive the insurance certificate and 501(c)(3) status, and give one copy to the user to keep as verification of approved use and retain a copy. Determine if use is a one-time use or reoccurring, and collect the fee as follows:
 - (1) One time use—collect anticipated fees to complete application process.
 - (2) Reoccurring use—collect first month's anticipated fees.
 - (3) Reoccurring seasonal use—collect fees for the duration of the season for entities such as youth sports that collect fees prior to league play.

In either case, actual charges will apply and supplemental billing will be done after the event if actual charges differ from collected fees or original billing. The reservation is not considered a confirmation until payment is made and the certificate of insurance is received.

- g. The Board authorizes staff to develop additional department operational guidelines as appropriate.
- h. Staff will review fees annually. Fees are updated in July of each year and reflect actual increases by contract or billings. Fees are subject to an increase of up to five percent annually. Any increase exceeding five percent will require approval from the Board.
- i. Provide proof of insurance as required. (See 7.B)

6. Appeals Process

Concerns regarding facility use can be addressed to the community services ~~supervisor~~ director. If a concern cannot be resolved, it may be referred through the proper administrative channels for resolution.

7. Procedures Governing the Community Use of District Facilities

a. Supervision:

- (1) All groups using district facilities must provide a supervisor on site who shall be responsible for the group members and their actions during the time the facility is being used. The supervisor must be at least 21 years of age ~~or a designated coach with an approved league~~. For children, the supervisor is responsible to stay until the last child has been picked up.
- ~~(2) When use is granted during times that school or custodial staff is not available, a facility monitor will be responsible for locking and unlocking the facility and assisting the facility users as appropriate. Fees associated will be charged to all groups.~~
- (3) The district reserves the right to require police or other uniformed security personnel at any event where the community services ~~supervisor~~ director feels it is necessary.
- (4) If the district determines additional security is needed for the use requested, the applicant must provide and pay for such security.

b. Liability insurance:

The applicant must provide an insurance certificate with the application. The insurance certificate shall provide evidence of general liability insurance with limits not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate, naming North Clackamas School District as additional insured. The NCSD Business Office may require additional insurance coverage for unique activities.

~~Certificates of insurance will be required for:~~

- ~~(1) Extended use (e.g. monthly meetings, etc.).~~
- ~~(2) Physically active events (e.g., sport camps or fund raising jogathons).~~
- ~~(3) Formal organizations and nonprofits.~~
- ~~(4) Public events (e.g. concerts).~~
- ~~(5) Multiple site use.~~
- ~~(6) Other activities as deemed necessary by the community services supervisor director.~~

Users will be charged for damages or excessive wear on the use of facilities, sites or equipment.

c. Non-endorsement:

Granting use of district facilities does not imply district sponsorship or endorsement of the group or its activities.

d. Overnight stays:

Overnight stays are permitted by the district on a one-time-only basis. All such requests must be reviewed by the community services supervisor director and the risk manager. Applicants must receive prior written approval from the appropriate fire marshal and reach agreement with the building principal (or community services supervisor during times when the principal is absent) regarding capable and responsible supervision. The district may require paid supervision.

e. Key control: Refer to Board policy ECAA - Access to Buildings.

Keys or key cards will not be issued to non-NCSD staff personnel. Any exceptions will be determined by the community services supervisor director. A refundable deposit may be required.

f. Parking:

All facility users are to use the school parking lots and avoid parking on adjacent streets in order to allow for emergency vehicles and neighborhood traffic. Applicants may be required to provide written plans of how they intend to address potential parking problems. Failure to abide by the parking plan may result in termination of facility use. Applicants are responsible for removing trash accumulated during the event. Failure to remove trash will result in additional charges.

g. Equipment and furniture:

Use of equipment, furniture and materials is subject to the provisions of Board policy KGF/EDC - Authorized Use of District Equipment and Materials.

If an organization would like to store equipment, install a structure or storage unit, the request must be included in the application process and approved by community services supervisor director, facility and operations director, and any applicable governmental authority. The structure must be maintained by the organization, including keeping it free of graffiti or other visible physical damage. The structure is owned and insured by the DPO organization unless otherwise determined by the community services supervisor director. The district will not be held responsible for any damage, theft or other destruction to property of the DPO organization. For any property, structure or storage unit on district property, the DPO organization shall provide the district with a certificate of insurance as evidence of property insurance coverage for the items stored on district property. Any such structure may be subject to a space fee by the district. ~~The District Capital Improvement form must be completed prior to building. Structure approval may be renewed during the application process and during the bi-annual renewal process, or it~~ Organizations must be removed any storage units, equipment, or supplies immediately upon request.

The North Clackamas School District retains the right to deny or limit access to persons or organizations who do not work in the spirit of collaboration, abuse the system, violate policy or fail to pay.

h. Improvements or modifications to school buildings or grounds:

Grass removal, lining and chalking of fields, and any other changes to the physical nature of the fields addition of top soil or removal of weeds, require written approval. Applicants must submit written plans to the community services supervisor director who will review the plans in consultation with appropriate Facility Operations Department staff and the principal. Use of chemical weed control must follow all applicable district and state policies and protocols and only with written permission from the community services director.

i. Special facilities, areas and equipment Additional requirements:

- (1) ~~Gymnasiums and multipurpose rooms: School gymnasiums and multipurpose rooms may be used for purposes appropriate to the facility. Appropriate footwear is required in all active sports and games. Any taping or attaching material to walls, floors or curtains must be approved by Facility Operations to ensure property is not damaged.~~
- (2) ~~Cafeterias and kitchens: The use of kitchen facilities for food preparation requires the services of at least one district Nutrition Services employee. The Nutrition Services Department will be consulted for direction regarding requests for use of school kitchens. The user will be assessed the charge for food service support. School food, supplies and food storage areas are not available for community use.~~
- (3) Use of specialized areas may call for additional requirements as determined by the community services director (i.e. food handlers card, first aid card, etc.).
- (4) The Facility Use Code of Conduct must be adhered to at all times.
- (5) Outside areas: The community services supervisor director or the principal may require portable toilets to be provided at the applicant's expense. Placement will be determined by the district. Regular maintenance is the responsibility of the applicant.

j. ~~Sports league scheduling:~~

- (1) ~~Scheduling of district fields and gymnasiums for organized community sports leagues will be the responsibility of the Community Service Department. Principals shall refer all requests for use of gymnasiums and sports fields by leagues to the Community Service Department for K-8 sites.~~
- (2) ~~League officials will complete the North Claekamas Facility or Field Use Application form.~~
- (3) ~~League officials will present to the Community Service Department a schedule of games and practices. League officials will also provide current registration information for the league.~~
- (4) ~~The Community Service Department will determine the facility needs of the organization and the availability of space and equipment.~~
- (5) ~~Coaches requesting additional practice times or schedule changes should be referred to league officials who must request any schedule changes to the Community Service Department.~~
- (6) ~~League officials will provide rosters including players' names and addresses and the school they attend.~~
- (7) ~~League officials will provide scholarship information (see application).~~

k. Long term Lease agreements may be granted for extended continuous use of district facilities with the following guidelines: use of district facilities (non-sport related use):

- ~~(1) Use of district facilities for activities may be granted initially for a term not to exceed 24 months, so long as such use does not infringe on or interfere with the operation of the regular school program. Use may be renewable for up to three years.~~
- (2) Requests must be made in writing to the community services supervisor ~~director or applicable department supervisor.~~
- (3) The written request for use of a district facility must include ~~the application forms with~~ the following information:
 - (a) School Facility for which use is being requested;
 - (b) Name of the organization;
 - (c) Mailing address;
 - ~~(d) Names and addresses of its officers;~~
 - (e) Number of participants;
 - (f) Number of participants that are district residents; and
 - (g) Rooms and equipment that the entity intends to use.
- (4) The principal and the community services supervisor ~~director~~ will determine the availability of facilities, supervisory staff and equipment. Upon approval of the request, the community services supervisor ~~director~~ will determine the fee to be charged and meet with the principal and the applicant to develop a plan for use. The community services supervisor ~~director~~ will consult with the Facility Operations Department regarding custodial needs. The plan ~~should~~ will address:
 - (a) Areas of the building that will be used and conditions for use.
 - (b) Areas of the building that are not to be used.
 - (c) Duties of the paid supervisor.
 - (d) Number of hours required for supervision and clean up.
 - (e) Plan for alternate monitoring in case of illness or emergency.
 - (f) Plan for emergency cancellation of activities.
 - (g) Communication procedure for reporting problems and concerns.
 - (h) Method for billing and collection of fees.

l. Intergovernmental agreements:

The district may enter into agreements with other governments or government agencies regarding the use of district facilities. In such cases, the terms of the agreement will take precedence over district administrative regulations for facility use.

m. Staff and applicant responsibilities:

(1) Principal

The principal is responsible for interpreting and administering district policies and regulations. The principal has overall responsibility for the operation of the district facilities, grounds, equipment and the scheduling for all district-related activities in the applicable school.

(2) Community Services Supervisor Director/Department

The community services supervisor ~~director~~ is responsible for coordinating the scheduling of programs involving K–8 schools, the district stadium, and non-comprehensive high schools such as youth sports leagues, other educational institutions,

and agencies of government. The community services supervisor-director will coordinate and process all district-related requests (~~K-8~~) for use after school, weekends or vacations. The community services supervisor-director is responsible for facilitating site supervision on evenings (after 4 p.m.) and weekends when other district staff is not available and coordinate schedules with building staff. Scheduling of non-school related activities after school or on non-school days will be coordinated through the Community Service Department. All K-8 rental receipts go to Community Service Department. Community Services will transfer revenue payments to the department that incurred the expense (e.g., facility for repairs, overtime to department charged, or other applicable dispensation utilities costs to the energy unit, etc.).

(3) Facility Users

Facility users are responsible for completing the required district online forms, providing responsible and capable program supervision, advance payment of fees, reporting all damages, providing proof of insurance when necessary, and compensating the district for any damages when required. Signer and supervision for facility use must be over 21 years of age and appropriate authority within the organization. Facility users are responsible to comply with district administrative regulations, the Facility Use Code of Conduct and contractual agreements.

(4) Facility Operations Department

The Facility Operations Department is responsible for approving any improvements to school buildings or grounds.

(5) High School Athletic Director

Each high school athletic director is responsible to maintain the schedule and approve facility (buildings and fields) rental use at their comprehensive high school in accordance with policy and this administrative regulation.



FACILITY USE APPLICATION AND INVOICE

Fees are due in advance. Make checks payable to North Clackamas School District.
Mail to: Community Services, 6031 SE King Road, Milwaukie, OR 97222, Phone 503-353-6092 | Fax 503-353-6095
Email: facilityuse@nclack.k12.or.us

APPLICANT INFORMATION

Organization: _____ Contact/Signee: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Day Phone: _____ Evening Phone: _____

Purpose: _____

Estimated youth attending: _____ Estimated adults attending: _____ Participants: Indistrict ___ Out of district ___
 Scholarship: # _____ for full scholarship at \$ _____; # _____ for partial scholarship at \$ _____
 Sports Organizations: What percent of the teams are considered a "recreation" team? _____

Equipment and services requested: _____

Dates requested	Time requested (start and end)	Special Building	Room/Area	Confirmed by District

The undersigned hereby agrees to comply with all regulations governing the use of the facility as established by the Board of Education of North Clackamas School District. The undersigned will exercise due care in the use of the facilities and pay for such damages as may arise from such use. The undersigned is solely responsible for loss, damages, accidents, personal injury arising out of the use of the facility and agrees to indemnify and hold harmless the school district, its Board of Directors and staff from and against all claims. Applicants may be required to provide proof of insurance.

Print Name _____ Signature _____ Date _____

Office Use:

Tier: _____ Rate/hour: \$ _____ X # hours _____ = Invoice Due _____ Paid _____

- Scheduled in booking
- Confirmation sent
- Special custodial arrangements complete
- Food services arrangements complete

Comments: _____



District Facility Use Fee Schedule

Class	Gym - Wood Floor Grass Fields Libraries (MS & ES)		Elementary Cafeteria Standard Classroom Gym - stage		MS Cafeteria Commons & Specialty Classrooms HS Commons/ Cafeteria		High School & Middle School Auditoriums		HS Gyms		HS Library		All Weather Fields	
	Hourly Rate													
		\$30		\$15		\$30		\$100		\$75		\$45		\$100
	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate
DPO	District Partner Organizations (DPO): Reduced fees at assigned sites in season as per DPO Agreements.													
A	83%	\$5	67%	\$5	67%	\$10	20%	\$80	60%	\$30	33%	\$30	85%	\$20
B	67%	\$10	33%	\$10	33%	\$20	20%	\$80	60%	\$30	33%	\$30	0%	\$80
C	0%	\$30	0%	\$15	0%	\$30	0%	\$100	0%	\$75	0%	\$45	0%	\$100

Users will incur additional charges for damages or excessive wear in the use of facilities, sites or equipment.

Facility Use Classification Descriptions in Priority Order (For a full description, refer to Board policy KG)	
Class A	Partnering and local youth organizations with over 90% NCSD youth; DPO organizations out-of-season or behind assigned fields.
Class B	Out-of-district non-profit youth organizations (proof 501(c)(3) status), private schools and independent youth recreation, adult leagues, civic/service groups, public agencies, colleges/universities
Class C	Private interest, profit-making organizations

All facility requests will incur a \$10 scheduling fee.

Schedule for Hourly Utility Costs		Apr.-Sept. or Non-air-conditioned spaces	Oct.-March or air-conditioned spaces
1.	Standard classroom	\$3	\$5
2.	Non-standard classroom (computer labs, shop, FACS, black-box theatres)	\$8	\$10
3.	Elementary cafeteria, elementary and middle school library	\$8	\$10
4.	Elementary gyms, middle school cafeteria, high school library	\$5	\$10
5.	Middle school gym, high school cafeteria	\$5	\$10
6.	High school auditorium (with stage), high school gym	\$8	\$15
7.	Kitchen	\$12	\$15
8.	Stage-cafeteria combination	\$8	\$10
9.	Stadium field lighting	\$15	\$15
Utilities: Fees for utilities will be assessed for facility use that takes place during times the building would not normally be in use. (Cost will be assessed for use on days when school is not in session.)			
Additional Miscellaneous Fees			Rate
10.	Stadium package (press box, scoreboards, PA system, concession stand, etc.)		\$50 fee or \$10/hr.
	Personnel		Per Hour
	Custodian/Facility monitor		\$45
	Nutrition Services worker		\$33
Please note: Additional staffing may be required for certain events. The schedule of fees above will apply in those cases.			

**RENTAL FEES FOR
COMMUNITY USE OF DISTRICT FACILITIES**

ACTION
Agenda Item #9
June 10, 2021

SUPERINTENDENT RECOMMENDATION:

Approve the adjusted fee schedule to phase in price increases annually for all district facilities as shown on Attachment A.

BUDGET IMPACT/SOURCE OF FUNDS:

Currently, the revenue generated from facility and field rentals is creating a deficit budget. The intent of this proposal is to increase facility rental fees, over five years to the market level. The proposed changes would allow the department to generate enough revenue to pay staff and repair or replace some equipment associated with such facility and field rentals.

BACKGROUND:

Policy KG addresses Community Use of Facilities and states the "...Board of Directors has established a set of regulations, that include priority of use, uniform procedures to ensure safety and security, and a schedule of fees to offset expenses associated with community use of facilities."

The current fee schedule for facility and field rentals was updated in 2017 for turf field use only. Prior to that, small changes were made regarding what groups qualified for different classifications. Besides the turf rental increase in 2017, rental fees have not increased in over 12 years.

The NCSO Community Services Department conducted a fee comparison study across 14 school districts in the Portland Metropolitan area. Across almost all facility types, NCSO charges significantly less than neighbor districts. On average, NCSO hourly rental fees are 61% of market rate.

The NCSO Community Services Department conducted public engagement outreach which included surveying all parties and organizations who have rented district facilities or fields in the past three years, parent organizations and community partners. In addition, a presentation was provided to the School Board on this topic on May 13, 2021.

The Policy Committee has incorporated the information from the field use market analysis and community outreach into a revised Administrative Regulation KG-AR(1) Community Use and Rental of District Facilities. In addition, the extended Policy Review Team has reviewed and supports the proposed fee schedule.

ATTACHMENTS:

Attachment A: Field Use Fee Recommendations

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent of Operations
Natalie Whisler, Community Services Director

Facility Use Fee Recommendations

Phase in price increases for all district facilities to meet the 2021 market rate by 2026

Effective July 1, 2021: 15% Price Increase
 Implement New Personnel Fees
 Implement New Equipment Charges

Effective July 1, 2022 Start Phase 1 to meet the 2021 Market Rate

July 1, 2023-July 1 2026 Continue to phase in fee increase every July 1

Class C - 100%												
	District	North Clackamas	Average of All Districts	July 2021	July 2022	July 2023	July 2024	July 2025	July 2026	July 2027 and beyond, 3-4% annual increase	Notes	
Elementary	Cafeteria	\$15	\$55	\$17	\$25	\$32	\$40	\$47	\$55	\$57		
	Classrooms/Stage/Pods	\$15	\$33	\$17	\$20	\$24	\$27	\$30	\$33	\$34		
	Fields (Excludes JV Field at Mil/EI)	\$30	\$49	\$35	\$36	\$37	\$38	\$39	\$40	\$41	NCSD does not prep Elem./MS fields, line, groups must place portable toilets	
	Gyms (Includes Upper Gyms at Rowe/ACMS)	\$30	\$62	\$35	\$40	\$45	\$50	\$55	\$60	\$62	"Upper" Gyms at Rowe & ACMS priced at Elementary rate	
	Kitchen	\$15	\$62	\$17	\$26	\$34	\$43	\$51	\$60	\$62		
	Library/Media Center	\$30	\$48	\$35	\$38	\$41	\$44	\$47	\$50	\$52		
	Parking Lot, Paved Play Area	\$30	\$20	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$31	
Middle	Auditorium at ACMS	\$100	\$102	\$115	\$124	\$133	\$142	\$151	\$160	\$165	*Priced as HS auditorium	
	Cafeteria	\$30	\$61	\$35	\$40	\$45	\$50	\$55	\$60	\$62		
	Classrooms	\$30	\$33	\$30	\$31	\$31	\$32	\$32	\$33	\$34		
	Common Areas	\$30	\$44	\$35	\$37	\$39	\$41	\$43	\$45	\$46		
	Fields (Excludes JV Fields at ACMS, Rowe)	\$30	\$52	\$35	\$37	\$39	\$41	\$43	\$45	\$46	NCSD does not prep Elem./MS fields, line, groups must place portable toilets	
	Gyms (Excludes Upper Gyms at Rowe/ACMS)	\$30	\$68	\$35	\$42	\$49	\$56	\$63	\$70	\$72	Excludes upper gyms at Rowe & ACMS- priced at Elementary rate	
	Kitchen	\$15	\$58	\$17	\$26	\$34	\$43	\$51	\$60	\$62		
	Library/Media Center	\$30	\$48	\$35	\$38	\$41	\$44	\$47	\$50	\$52		
	Parking Lot, Paved Play Area	\$30	\$25	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$31	
High	Auditoriums, Schellenberg Commons	\$100	\$158	\$115	\$124	\$133	\$142	\$151	\$160	\$165		
	Cafeteria	\$30	\$81	\$35	\$44	\$53	\$62	\$71	\$80	\$82		
	Classrooms	\$30	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$36		
	Common Areas	\$30	\$72	\$35	\$42	\$49	\$56	\$63	\$70	\$72		
	Fields	\$30	\$96	\$35	\$47	\$59	\$71	\$83	\$95	\$98		
	Gyms, Batting Facilities	\$75	\$92	\$86	\$88	\$90	\$92	\$93	\$95	\$98		
	Kitchen	\$15	\$64	\$17	\$26	\$34	\$43	\$51	\$60	\$62		
	Library/Media Center	\$45	\$54	\$52	\$52	\$53	\$54	\$54	\$55	\$57		
	Parking Lot	\$30	\$37	\$35	\$35	\$36	\$36	\$37	\$37	\$37	\$38	
	Stadium/Turf Field/Track	\$100	\$166	\$115	\$126	\$137	\$148	\$159	\$170	\$175		