



Agenda

North Clackamas School Board
Thursday, June 9, 2022 - 5:15 PM
Board Room
12400 SE Freeman Way
Milwaukie, OR 97222

EXECUTIVE SESSION

Convened under Oregon Laws ORS 192.660 (2)(f).

NOTICE TO MEDIA: ORS 192.660 (4) Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061 (2). Representatives of the news media who are permitted to attend executive sessions are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.

5:15 Exempt Public Records with Legal Counsel

6:15 Adjourn Executive Session

OPEN SESSION

6:30 Call to Order	
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Flag Salute	
Minutes - May 26, 2022	4
Consent Agenda	
A. Employment Changes	
B. Policy Revisions	8
C. Confidential and Non-Represented Staff Employee Agreement 2022-2024	
D. Milwaukie High School/Milwaukie Academy of the Arts - OSAA	17
Cooperative Agreement	
E. Travel Request - Rex Putnam High School Cross Country	18
F. Travel Request - Rex Putnam High School Cheer	24
6:35 Community Comments	33
6:50 1. 2022-23 Alternative Placements - Discussion	35
Presenter: Ivonne Dibblee	
Vivian Garrison	

7:00	2. North Clackamas Education Foundation Contract - Presentation Presenter: Shay James	38
7:20	3. Ad Hoc Board Committee Presenter: Libra Forde	56
7:30	4. Budget Hearing	
7:35	5. Resolutions for Fiscal Year 2022-23: Adopting the Budget, Making Appropriations, Imposing and Categorizing the Tax - Action Presenter: Gayellyn Jacobson	61
7:40	6. Construction Excise Tax - Action Presenter: Gayellyn Jacobson	63
7:45	7. English Language Arts Adoption Renewal Grades 6-12 - Action Presenter: Ivonne Dibblee	66
7:55	8. Public Complaint - Action Presenter: Libra Forde	69
8:05	9. Authorization to Purchase K-2 Decodable Books - Discussion Presenter: Joel Stuart	84
8:15	10. Supply Shed Purchase Contract Award - Action Presenter: Cindy Detchon	85
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 26, 2022
Boardroom**

Open Session

With due notice having been given and a quorum present, Chair Libra Forde convened open session at 6:31 p.m. with the following members present:

Libra Forde	–	Chair
Mitzi Bauer	–	Vice Chair
Jena Benologa	–	Director
Steven Schroedl	–	Director
Kathy Wai	–	Director
Orlando Perez	–	Director
Shay James	–	Superintendent
Donna Collingwood	–	Board Secretary

Also present were Cindy Detchon, Ivonne Dibblee, Khaliyah Williams-Rodriguez, Mayra Gómez, Petra Callin, Shelly Reggiani, Tiffany Shireman, Mark Moser (virtual), Joe Bridgeman, Joel Stuart (virtual), and Vivian Garrison (virtual). District employees and community members were provided a live stream on YouTube in addition to the in person option.

Vice Chair Mitzi Bauer read the Native Land Acknowledgement. Director Orlando Perez led the Pledge of Allegiance.

R21/22-95 **Minutes** – Steven Schroedl moved, Jena Benologa seconded the motion to approve the minutes of the regular Board Meeting held May 12, 2022. Motion passed unanimously.

R21/22-96 **Consent Agenda** – Kathy Wai moved, Orlando Perez 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:

- Administrative appointments, transfers, termination
- Licensed terminations

PGE Electric School Bus Grant Approval -

- Apply for, appropriate, and expand grant funds for the purchase of an electric bus and associated equipment.

Travel Permission Request -

- Grant permission for 40 students from Rex Putnam High School Football to travel to Ashland, Oregon, June 18-21, 2022

Travel Permission Request -

- Grant permission for 17 students from Rex Putnam High School Dance Team to travel to Tampa, Florida, December 28, 2022 - January 3, 2023

Travel Permission Request -

- Grant permission for 60 students from Adrienne C. Nelson High School Football to travel to Newberg, Oregon, June 18-21, 2022

Motion passed unanimously.

Community Comments –

- Shelly Gordon, Clackamas, thanked the Board for their time volunteering.
- Larry Kirk, Clackamas, spoke in support of LGBTQ+ books and curriculum available to students in the district.
- Tara Nelson, Damascus, spoke regarding AP English curriculum.
- Blair Stenvick, Clackamas, spoke regarding LGBTQ+ support.
- Brett Duax, Happy Valley, spoke regarding security in schools.
- Sarah Parnell, Clackamas, spoke regarding inclusivity in the schools.
- Chelsi Hendriks, Clackamas, spoke regarding inclusivity in the schools.
- Maria Valdez, Milwaukie/Oak Grove, spoke in support of inclusivity, diversity, and LGBTQ students and employees.
- Dawn Hunter-Strobel, Portland, spoke regarding LGBTQ+ curriculum in schools.
- Crystal Gascon, Molalla, spoke regarding a teacher’s view from the classroom.
- Joan Morgan, Happy Valley, regarding support of LGBTQ+ books in the schools.
- Bill Magorian, Milwaukie, spoke about being kind to one another.
- René Pearson, Sandy, thanked the Board for their time volunteering.
- Mark Schelske, Milwaukie, spoke regarding inclusion efforts of the district.
- Kim Christner, Clackamas, spoke regarding students being seen, safe, and valued.
- Sheryl Sargent, Sandy, spoke regarding facts about LGBTQ+.

School Presentation: Verne Duncan Elementary – Executive Director of Elementary Programs, Khaliyah Williams-Rodriguez, introduced Verne Duncan Elementary Principal, Emily Behunin. The presentation included the school’s mission and demographics. Questions and comments from the Board were addressed.

North Clackamas Education Association (NCEA) Featured Educator – NCEA Vice President, Michelle Arko, recognized Jackye Doyle, Sabin-Schellenberg Center Health Occupations teacher as the NCEA Featured Educator of May.

R21/22-97

Lesbian, Gay, Bisexual, Transgender, and Queer (+) Pride Month – Steven Schroedl moved, Orlando Perez seconded the motion to adopt the proclamation declaring the month of June Lesbian, Gay, Bisexual, Transgender and Queer(+) Pride Month in the North Clackamas School District. Motion passed unanimously. Libra Forde, Orlando Perez and Steven Schroedl each requested that their names be officially recorded as being in support of this proclamation.

English Language Arts Adoption Renewal Grades 6-12 – Executive Director of Teaching, Learning and Professional Development Mayra Gomez and Associate Director of Teaching, Learning and Professional Development Andrea Lockard presented an adoption renewal recommendation of the English Language Arts curriculum for grades 6-12.

Milwaukie High School/Milwaukie Academy of the Arts - OSAA Cooperative Agreement - Executive Director of Secondary Programs Petra Callin and Associate Director of Secondary Programs and Athletics Tammy O'Neill recommended approval of the Oregon School Activities Association (OSAA) Cooperative Sponsorship agreement between Milwaukie High School and Milwaukie Academy of the Arts.

Policy Revisions - Chief of Staff Tiffany Shireman presented revisions to the following policies as recommended by the Policy Review Committee:

IGBB – Talented and Gifted Program, revised due to Senate Bill 486 (2021).

KGB – Public Conduct on District Property, revised due to student interest.

GBLA – Personnel Records, revised due to GBL and GBLA combined.

GBL – Disclosure of Information, deleted due to GBL and GBLA combined.

R21/22-98

Nutrition Services Report and School Meal Pricing 2022-23 - Jena Benologa moved, Mitzi Bauer seconded the motion to approve the recommended meal prices for 2022-23, increasing the meal prices for selected full-paid meal pricing categories and maintaining current milk price (no increase).

Motion passed unanimously.

R21/22-99

(CARE) Community After-School Relationship Enrichment Program Update & Fees - Orlando Perez moved, Kathy Wai seconded the motion to approve the recommended fee increases as per Attachment A beginning with the Fall 2022.

Motion passed unanimously.

R21/22-100

World Language Adoption: Japanese Grades 9-12 - Steven Schroedl moved, Mitzi Bauer seconded the motion to approve the adoption of the World Language Japanese curriculum for grades 9-12. The recommendation is for “Adventures in Japanese” and “Dekiru.”

Motion passed unanimously.

R21/22-101

English Language Arts Adoption Renewal Grades K-5 - Kathy Wai moved, Orlando Perez seconded the motion to approve the adoption of English Language Arts curriculum materials for reading, writing, and foundational skills, including Dual Language Immersion (DLI). The recommendation is for “Fountas and Pinnel Classroom”, “FPC Writing Component”, “Systematic and Explicit Foundational Skills Curriculum”, “Lucy Calkins Units of Study, Reading and Writing” and “Systematic and Explicit Foundational Skills Curriculum”.

Motion passed unanimously.

There being no further business to come before the Board, the meeting adjourned at 9:09 p.m.

Unapproved

POLICY REVISIONS

CONSENT B
June 9, 2022

RECOMMENDATION:

The Superintendent’s Policy Review Team, with representation of both staff and Board, reviewed and supports the following policy revisions.

BUDGET IMPACT/SOURCE OF FUNDS:

There are no known or anticipated increases to costs with the proposed policy change.

ATTACHMENTS:

Drafts of the following policies to review:

Policy	Title	Reason
IGBB	Talented and Gifted Program	OSBA January 2022 Update, SB 486 (2021), which added the requirement that a student and their parent(s) have the opportunity to give input on the TAG program and services available.
KGB	Public Conduct on District Property	Staff Request due to student interest.
GBL	Personnel Records	OSBA January 2022 Update, Combined GBL and GBLA
GBLA	Disclosure of Information	OSBA January 2022 Update, Combined GBL and GBLA, delete GBLA

STAFF CONTACT:

Tiffany Shireman, Chief of Staff



Code: IGBB
Adopted: 4/04/91
Readopted: 9/20/12
Orig. Code: IGBB

Talented and Gifted Program

The district is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented and/or intellectually gifted.

The Board directs the superintendent or designee to develop a written identification process for identifying academically talented and intellectually gifted students in grades K through 12.

A written plan shall be developed that identifies programs or services needed to address the assessed levels of learning and accelerated rates of learning of identified students and provides an opportunity for the student's parents to discuss with the district the programs and services available to the student and to provide input on the programs and services to be made available to the student shall be similarly developed.

The plan will be provided at the school or the district office when requested and on the district's website. The website shall also provide the name and contact information of the district's coordinator of special education and programs for talented and gifted.

END OF POLICY

Legal Reference(s):

[ORS 343.391 - 343.401](#)
[ORS 343.407 - 343.413](#)

[OAR 581-022-2325](#)
[OAR 581-022-2330](#)

[OAR 581-022-2500](#)

Senate Bill 486 (2021)

Public Conduct on District Property

Persons having no legitimate purpose or business on district property, or those violating or threatening to violate the following rules, may be ejected from the premises or issued a trespass citation, excluded from district-approved activities temporarily or permanently and/or referred to law enforcement officials.

No person on district property, including parking lots, shall:

1. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the district;
2. Bring, possess, conceal or use a weapon as prohibited by Board policy JFCJ - Weapons in the Schools and state and federal law;
3. Haze, harass, intimidate, bully, cyberbully or menace another, or engage in behavior deemed by the district to endanger the safety or well being of students, employees, self or others;
4. Possess, consume, sell, give or deliver unlawful drugs, drug paraphernalia and/or any alcoholic beverages;
5. Use, distribute or sell tobacco products or inhalant delivery systems, in any form, in accordance with the Pro-Children Act of 1994; ORS 433.835 to -433.990; and OAR 581-021-0110;
6. Use or engage in abusive verbal expression or physical conduct, especially if that conduct interferes with the performance of students, staff, event officials or sponsors of approved activities;
7. Damage the property of another or of the district;
8. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;
9. Construct or transport to district property for temporary or permanent purposes any structure not approved for construction on, or transportation, to district property;
10. Uproot, pick, cut, mutilate or remove plant life or other natural resources of any kind. Roots, tubers, flowers and stems may not be collected. Soil or rock may not be dug up or removed;
11. Dump or spill any sewage, waste water or other fluids from any person or vehicle;
12. Litter or use district waste containers or other district property for the deposit of waste or refuse generated from household, commercial, industrial, construction or other uses not related to approved use on district property;

13. Block, obstruct or interfere with vehicular or pedestrian traffic on any district road, parking area, walkway, pathway or common area. Occupying or impeding access to any district facility in a manner that interferes with the approved use of such facility by district employees, students or other authorized users, is prohibited;
14. Fly, launch or otherwise operate motorized model airplanes/helicopters/rockets/drones (unmanned aircraft system) or other similar devices unless granted permission by the superintendent or designee;
15. Distribute or post circulars, notices, leaflets, pamphlets or other written or printed material in violation of Board policy KJA - Materials Distribution;
16. Operate a concession, solicit, sell or offer for sale any goods, wares, merchandise, food, beverages or services without prior district approval. Public sales and solicitation on district property will be governed by Board policy KI/KJ - Commercial Advertising/Merchandise Sales;
17. Operate a motor vehicle in an area other than on roads and in parking areas constructed or designated for motor vehicle use without prior administrator approval. Vehicles shall be driven in a safe manner, at posted speeds and will only be appropriately parked in areas designated by the district. Motorized transportation devices such as minibikes, scooters, go-carts, all-terrain-vehicles, snowmobiles and other similar devices are prohibited on district grounds unless granted prior administrator approval. Bicyclists must comply with motor vehicle and bike regulatory signs;
18. Use a skateboard, rollerblades, scooter or similar device; unless the use is for supervised instructional or supervised extracurricular purposes and advance permission has been granted by the superintendent or designee.
19. Bring an animal into a district building without prior administrator approval and, where appropriate, only when proof of current rabies vaccination has been provided. Animals are prohibited on any synthetic turf surfaces. Animals are permitted on district grounds only when confined to a vehicle or on a leash and when kept under the physical control of the individual at all times. The owner is responsible for the animal's behavior and containment and for the removal of the animal's wastes while on district property. Animals serving persons with disabilities are permitted as provided by law;
20. Camp overnight, loiter or otherwise be present on district property after the conclusion of approved activities or as otherwise posted or authorized by the district. Individuals are prohibited from entering any portion of district premises at any other time for purposes other than those which are lawful and authorized by district officials;
21. Use or operate any noise-producing machine, vehicle, device or instrument in a manner that, in the judgment of district officials, is disturbing to, or interferes with, the orderly conduct of district programs or approved activities;
22. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that is evidence of membership or affiliation with any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand

signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;

23. Violate posted regulatory signs; or
24. Willfully violate other district policies, administrative regulations or school rules designed to maintain public order on school property.

The superintendent will ensure that appropriate notice of these rules is provided.

END OF POLICY

Legal Reference(s):

ORS 161.015	ORS 332.172	
ORS 164.245	ORS 336.109	OAR 333-015-0025 to -0090
ORS 164.255	ORS 339.883	OAR 581-021-0110
ORS 166.025	ORS 431.840	OAR 584-020-0040(4)(e),(g)
ORS 166.155 to -166.165	ORS 433.835 to -433.990	
ORS 166.210 to -166.370	ORS 806.060 to -806.080	

Gun-Free Schools Act, 20 U.S.C. 7151 (2006).
Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).
Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).

Cross Reference(s):

ECAB - Vandalism/Malicious Mischief/Theft
ECD - Traffic and Parking Controls
KGC/GBK/JFCG - Prohibited Use, Possession, Distribution or Sale of Tobacco Products or Inhalant Delivery Systems



Code: GBL
Adopted: 6/04/87
Readopted: 12/06/12; 1/14/21
Orig. Code: GBL

Personnel Records

An official personnel file will be established for each person employed by the district. Personnel files will be maintained in a central location.

All records containing employee medical condition information such as workers' compensation reports and release or permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent or designee will be responsible for establishing procedures regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions placed in their personnel file, and may submit a written response which will be attached to the file copy. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

Except as provided below, or as required by law, district employees¹ personnel records of district employees will be available for use and inspection only by the following:

1. The individual employee. An employee may arrange with the human resources office to inspect the contents of their personnel file on any day the human resources office is open for business by contacting human resources;
2. Others designated by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central office-administrative staff designated by the superintendent;

¹ Includes former employees.

6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the human resources department;
8. Attorneys for the district or the district's designated representative on matters of district business;
9. Upon receiving a request from a prospective employer issued under Oregon Revised Statute (ORS) 339.374(1)(b), the district, pursuant to ORS 339.378(1), shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ~~ORS~~Records created pursuant to Oregon Revised Statute (ORS) 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
10. Upon request from a law enforcement agency, the Oregon Department of Human Services, the ~~Teacher~~Teachers Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination.
11. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

The superintendent may permit persons other than those specified above to use and to inspect ~~personnel~~employee records when, in their opinion, the person requesting access has a legitimate official purpose. The superintendent or designee will determine in each case, the appropriateness and extent of such access.

Release of personnel records to parties other than those listed above, will be in line with the district's ~~public records procedures~~ Board policy KBA - Public Records. The district will attempt to notify the employee of the request and that the district believes it is legally required to disclose certain records. ~~authorized to inspect them will be only upon receipt of a court order requiring their release.~~

END OF POLICY

Legal Reference(s):

[ORS 30.178](#)
[ORS 339.370 – 339.374](#)
[ORS 339.378](#)
[ORS 339.388](#)

[ORS 342.143](#)
[ORS 342.850](#)
[ORS 652.750](#)
[ORS Chapter 659](#)

[ORS Chapter 659A](#)
[OAR 581-022-2405](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).
 Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
 Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

Cross Reference(s):

ACA - Americans with Disabilities
EH - Electronic Data Management



Code: GBLA
Adopted: 1/14/21

Disclosure of Information

Authorized district officials may disclose information about a former employee’s job performance to a prospective employer. District officials are immune from civil liability for such disclosures under the following conditions:

1. The disclosure of information regarding the former employee’s job performance is upon request of the prospective employer or the former employee. This disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was:
 - a. Knowingly false;
 - b. Deliberately misleading;
 - c. Rendered with malicious purpose; or
 - d. Violated civil right of the former employee protected under Oregon Revised Statute (ORS) 659 or ORS 659A.
2. Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
3. The disclosure is a result of a request from law enforcement, Oregon Department of Human Services, Teacher Standards and Practices Commission, or the Oregon Department of Education in conducting an investigation related to suspected abuse or suspected sexual conduct to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
4. No later than 20 days after receiving a request under ORS 339.374(1)(b), the district, if it has or has had an employment relationship with the applicant shall disclose the information requested.

END OF POLICY

Legal Reference(s):

[ORS 30.178](#)
[ORS 339.370 - 339.374](#)

[ORS 339.378](#)
[ORS 339.388](#)

[ORS Chapter 659](#)
[ORS Chapter 659A](#)

OR. ATTORNEY GENERAL’S PUBLIC RECORDS AND MEETINGS MANUAL.

MILWAUKIE HIGH SCHOOL / MILWAUKIE ACADEMY
OF THE ARTS - OSAA COOPERATIVE AGREEMENT

CONSENT D
June 9, 2022

SUPERINTENDENT’S RECOMMENDATION:

Staff recommends approval of the Oregon School Activities Association (OSAA) Cooperative Sponsorship agreement between Milwaukie High School and Milwaukie Academy of the Arts.

BACKGROUND:

Milwaukie High School (MHS) and Milwaukie Academy of the Arts (MAA) have had a cooperative sponsorship in accordance with OSAA rules over the past 16 years. This sponsorship allows students who attend MAA, but live outside the North Clackamas School District attendance boundaries, to participate in Milwaukie High School teams and activities. The OSAA co-op application requires the host school to apply online separately for each individual activity; MHS is requesting the approval to complete this process for each OSAA sponsored activity, including band, orchestra and choir.

Without the cooperative agreement, MAA students would be required to participate in activities at their resident school, resulting in transportation and other barriers. Therefore, MAA students would have reduced access to these advantageous programs.

Schools with an enrollment above 607 are classified as 5A under the OSAA guidelines. Consequently, MHS, with an approximate student enrollment in the 2022/23 school year of 1,280 students, would play at this level regardless of the cooperative agreement (MHS had petitioned down to a 4A classification for football). Because of the positive impact of the decision to pursue a cooperative agreement between MAA and MHS, we respectfully request approval of this process.

In order for MAA students to retain co-curricular options for the next four years, the OSAA Cooperative Sponsorship application process must be completed by Athletic Director Sean Mailey and approved by Superintendent Shay James.

PRESENTER / STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs
Tammy O’Neill, Associate Director of High School and Athletics Programs

TRAVEL PERMISSION REQUEST

Rex Putnam High School Cross Country Annual Retreat

CONSENT E

June 9, 2022

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

The Cross Country Coach at Rex Putnam High School is requesting permission for 16 students and 3 chaperones to travel to La Pine State Park, July 31-August 4, 2022 in La Pine, Oregon. Students participating in Cross Country at Putnam High School have an opportunity to participate in their annual retreat with team mates and coaches. This annual trip will be paid by a combination of existing raised funds and out of pocket contribution. Scholarships are available to those who have a need. This is a summer trip so no school will be missed.

SOURCE OF FUNDS:

See attached Application for Permission to Travel

ATTACHMENTS:

Application for Permission to Travel and required attachments

STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs



2021-2022 Application for Permission to Travel

Section I – General Information (check all that apply)

- Requires Principal Approval, Requires District Approval, Requires Board Approval, First time travel for this group/itinerary OR Annual/Repeated trip (i.e. annual Fall choir retreat)

School: Rex Putnam High School Name of group: Cross Country

Dates of travel: 7/31-8/4 Initiator: Andrew Sneed/ Nathan Geiter

Destination: La Pine State Park Application date: 5/22/22

Number of nights of overnight stay: 4 Time of departure: 10:00 am

Number of school days students will miss: 0

Rationale for missed school days: Summer Break School not in session

Number of students: 8 male 8 female Number of chaperones: 2 male 1 female

Background checks will be completed and verified on all chaperones. Background checks must be submitted every three years.

Person verifying background checks will be: Danna Oxman Initial here when completed: [Signature]

Purpose of travel: Annual summer running training camping trip.

What plans have been made for school make-up work when trip requires students miss school? N/A Summer Break

What specific responsibilities have been assigned to the chaperones? Chaperones will supervise students during runs at the state park and during down time at the campsite. Chaperones will run and or bike the trails to monitor the runs. Chaperones will monitor students at all times. Chaperones will be the only ones cooking and handling food and meals. Male chaperones will stay in their own tent in the male campsite sites and the same for the female chaperone in the female campsite. Nathan Geiter is approved by the district to drive the type 20 mini bus and will be the only person driving students. Chaperones will be the only ones to provide first aid and or activate the emergency safety plan if needed.

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 0
- 2. Lodging (no home stays) \$ 50
- 3. Meals \$ 75
- 4. Fees/Event Expense \$ 0
- 5. Other \$ 0

Description of other expenses: Meals and Campsite Fee

6. **Total cost per student (total lines 1 through 5):** \$ 125

7. # of chaperones 3

8. # of students 16

9. **Total # of students + chaperones** 19

10. **Total cost of participation (Line 6 x Line 9):** \$ 2375

11. Substitute Teachers: (rates are effective 2021-2022)

a. # Full-Day Substitute(s) x # of Days @ \$291.04 = \$ 0

b. # Half-Day Substitute(s) x # of Days @ \$145.52 = \$

c. **Total Sub Cost** \$ 0

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ 2375

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 2375

Briefly describe fund-raising activities and other resources: _____

~~–Program has saved funds from previous year. Athletes are asked to pay a \$125.00 camp fee. If students can't afford~~
Scholarships available.
No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.

Section III – Transportation and Lodging Information

- Transportation: NCSD bus Nondistrict commercial transportation (bus, train, plane)
 NCSD mini bus (Type 20) Private/personal vehicles (Must have parent/guardian release form)
 Rental Vehicle (no rental of 15-passenger vans allowed)

For use of NCSD minibus or Rental Cars, please identify the NCSD current certified mini-bus drivers:

✓ Name of Driver(s): Nathan Geiter *Exp. 10/23*

NCSD mini buses cannot be used for trips which total more than 600 miles round trip.

Number of miles round trip: 400

Rex Putnam XC Camping Trip 2022 Itinerary

Day #1 July 31st:

Depart Putnam at 10:00 am

Arrive at Frog Lake Park for Run #1 (on the way to La Pine) @ 11:30 am

Leave Frog Lake Park @ 1:30 pm

Arrive at La Pine State Park @ 4:00 pm

Set up camp until 6:00 pm- Run #2 (trails within state park)

Dinner @ 7:30 pm

Campfire Team bonding 8:30-9:30 pm

Getting ready for bed 9:30-10:00 pm

All athletes in tents for bed @ 10:00 pm

Day #2 August 1st:

Wake up @ 8:00 am

Breakfast @ 9:00 am

Shower/get ready for run #1 10:00 am-11:00 am

Run #3 11:30-1:30 (trails in state park)

Lunch 2:00-3:00 pm

Hang out and campsites/board or card games 3:00-5:00 pm

Run #4 5:30 pm - 7:00 pm

Dinner @ 7:30 pm

8:30-9:30 campfire/team bonding

Getting ready for bed 9:30-10:00 pm

All athletes in tents for bed @ 10:00 pm

Day #3 August 2nd:

Wake up @ 8:00 am

Breakfast @ 9:00 am

Shower/get ready for run #6 10:00 am-11:00 am

Run #6 11:30-1:30 (trails in state park)

Lunch 2:00-3:00 pm

Hang out and campsites/board or card games 3:00-5:00 pm

Run #7 5:30 pm - 7:00 pm
Dinner @ 7:30 pm
8:30-9:30 campfire/team bonding
Getting ready for bed 9:30-10:00 pm
All athletes in tents for bed @ 10:00 pm

Day #4 August 3rd:

Wake up @ 8:00 am
Breakfast @ 9:00 am
Shower/get ready for run #8 10:00 am-11:00 am
Run #8 11:30-1:30 (trails in state park)
Lunch 2:00-3:00 pm
Hang out and campsites/board or card games 3:00-5:00 pm
Run #9 5:30 pm - 7:00 pm
Dinner @ 7:30 pm
8:30-9:30 campfire/team bonding
Getting ready for bed 9:30-10:00 pm
All athletes in tents for bed @ 10:00 pm

Day #5 August 4th:

Wake up @ 7:00 am
Breakfast @ 7:30 am
Run #9 9:00 am-10:30 am (trails in state park)
10:30-12:00 Pack up camp
12:30 leave La Pine State Park
1:30 stop for lunch in Madras (fast food)
Leave Madras @ 2:15
Arrive @ Rex Putnam HS @ 4:00 pm

TRAVEL PERMISSION REQUEST

Rex Putnam High School Cheerleading to UP Cheer Camp

CONSENT F

June 9, 2022

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

The Cheerleading Coach at Rex Putnam High School is requesting permission for 14 students and 3 chaperones to travel to a University of Portland Cheerleading Camp, July 20-23 2022 in Portland, Oregon. Students participating in Cheerleading at Putnam High School have an opportunity to participate in a cheerleading camp with other athletes from across the region. This trip will be paid by a combination of fundraising and out of pocket. Scholarships are available to those who have a need. This is a summer trip so no school will be missed.

SOURCE OF FUNDS:

See attached Application for Permission to Travel

ATTACHMENTS:

Application for Permission to Travel and required attachments

STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs

Name the type(s) of nondistrict transportation to be used (including to and from airport) and company name:

Name and location of lodging and description of room arrangements (chaperones may not share rooms with students; see item #2 under Chaperone Guidelines). Students are not allowed to stay with host families without written permission from Superintendent or designee. This is in accordance with Volunteer Policy IICC-AR(1): Staying in U of P Dorms 2 per room, following all Covid Protocols. Chaperones will stay in their own rooms.

For all travel requests, transportation details and a pre-trip driver requirements forms (If driving a Type 20 NCSD minibus must be included).

I have read and understand all trip guidelines.

[Signature]
Trip Leader Signature

5-19-2022
Date

Section IV – Required Attachments for building level approval only.

The following attachments must accompany this application:

- Detailed Itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- Pre-trip Driver Requirements (NCSD minibus-Type 20) upon departure.
- Copy of Permission Release Forms and Emergency Information
- List of chaperones and verification of current background check on file.

Section V – Required Attachments to be sent to district level. (All other forms stay at the building.)

- Detailed itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- List of chaperones and verification of current background check on file.

Section VI – Approval

Principal Level: Approved
 Denied

District Level: Approved
 Denied

[Signature] 5/20/22
Principal Date

[Signature] 5/31/22
Executive Director of Elementary/Secondary Date

Date of Board Approval: _____

Rex Putnam UCA Cheer Camp Itinerary University of Portland

Wednesday July 20

10:00am	Parent drop off at University of Portland with Coach Roxanne
10:00	Register/check in to the dorms at University of Portland
10:45-11:15	Eat lunch
11:15-1:00	Stretch, warm up stunts, review camp material
1:00-4:30	Opening, Game day cheer class, safety awareness, stunt class, and sideline coaching
4:30-5:30	Dinner
5:30-6:15	Stretch and review material
6:15-8:45	Sideline evaluations, pyramid class, class yell, stunt workshop, goal setting, daily awards
8:45-9:00	Back to dorms
9:00-10:00	Team building activities
10:00-11:00	Showers/ready for bed
11:00	In bed/lights out

Thursday July 21

6:00-7:00	Wakeup, showers, get ready
7:00-7:30	Breakfast
7:30-8:00	Stretch for classes
8:00-11:30	Material review, jump class, leadership training, game day cheer and band dance class
11:30-12:45	Lunch
12:45-1:15	Stretch and material review
1:15-4:30	Evaluations, stunts, pyramids, hip hop and timeout dance, extreme routine review
4:30-5:45	Dinner
5:45-6:15	Stretch and material review
6:15-8:45	Game Day Practice, jump off, extreme routine, team review time, daily awards
8:45-9:00	Back to dorms
9:00-10:00	Team building activities
10:00-11:00	Showers/ready for bed
11:00	In bed/lights out

Friday July 22

6:00-7:00	Wakeup, showers, get ready
7:00-7:30	Breakfast
7:30-8:00	Stretch for classes
8:00-11:30	Material review, stunt class, team UCA, pep rally planning, personalized pyramid class
11:30-12:45	Lunch
12:45-1:15	Stretch and material review
1:15-4:30	All American set up/tryouts, practice time, rally routine evaluations, stunt class
4:30-5:45	Dinner
5:45-6:15	Stretch and material review

UCA/UDA Terms & Conditions for Camps and Clinics

Clinics includes Spirit Days and other one-day events

COVID-19 Camp/Clinic Rules Please review and share the [COVID-19 Camp/Clinic Rules](#) with your athletes, parents and administration.

Fees

Overnight fees include daily instruction, awards, housing and meals (as indicated for each camp). Instruction Only, Home and Day Camp, and Clinic fees include daily instruction and awards (unless otherwise noted).

Adult Supervision

An adult at least 21 years of age is required to attend camp in its entirety with each team, unless a more stringent policy is noted for the specific camp/clinic. For overnight camps, the adult is required to stay overnight. Some camps/clinics conducted for individuals are exempt from this requirement, and is noted in the specific camp/clinic details.

Payment Policies

Unless otherwise noted, the deposit and full payment due dates are as follows:

	<u>Deposit Amount</u>	<u>Deposit Due</u>	<u>Full Payment Due</u>
Overnight Camps	\$100 per person	60 days prior to camp start	45 days prior to camp start
Day/Home Camps	\$50 per person	60 days prior to camp start	45 days prior to camp start
Clinics	50% of fee	At time of registration	14 days prior to clinic start

Registrations are not confirmed until the deposit or signed school purchase order is received. **If your deposit or full payment is not received by their respective due dates, UCA/UDA reserves the right to cancel your registration.** Reinstated registrations are accepted on a space-available basis.

Deposits are non-refundable and non-transferable.

If you are unable to pay in full by the due date, we must receive a school purchase order or letter of authorization on official school/organization letterhead. Either form must be signed by the school principal/organization administrator and clearly indicate the payment terms. Payments are not accepted at camp. Balances not paid within 90 days after camp will be turned over to a collection agency.

For Home Camps staff will not be assigned nor will supplies be shipped for camps not paid in full. If setting up a camp 30 days prior to the start date, full payment is required at the time the registration is confirmed.

Virtual camps must be paid in full and all waivers signed electronically no later than 7 days prior to the start date. Your virtual camp will be canceled 7 days prior if payment and waivers are not received.

Form of Payment

You may pay online by credit card (Visa or MasterCard) or mail your check or money order to the UCA/UDA office. **Personal, individual, booster club, temporary or gym checks are not accepted.** If mailing your payment, please include a copy of your invoice to insure proper credit to your account.

Cancellation/Enrollment Change Fees and Refunds

Unless otherwise noted for a specific location, fees retained for enrollment changes (reductions) and/or cancellations received prior to the camp start date are indicated below. For Home Camps (except virtual) changes made within 14 days of the camp start date that cause any change to instructional staff, travel or camp dates will result in a minimum \$100 change fee. The fee assessed will

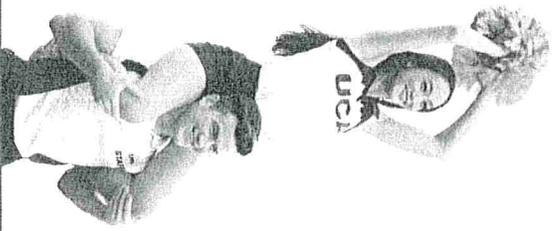


2022 Traditional Overnight Camp Schedule

NEHS KEY: C-Crowd Leader B-Ambassador R-Spirit Raiser S-Safety A-Athlete E-Entertainer L-Leadership

DAY 1	DAY 2	DAY 3	DAY 4
9:00 am - 12:00 pm Registration	Breakfast	Breakfast	Breakfast
1:00 pm B Opening Staff Demo & Meet your Team Leader!	8:30 am C Team Leader Check-in / Game Day Class: Cheers / Cheer Demonstration / Cheer Private Coaching Prep & Coaches' Meeting #2	8:30 am C Team Leader Check-in / Game Day Class: General Sidelines & Fan Chants! & Coaches' Meeting #3	8:30 am Optional: Open Practice 9:00 am Team Time w/ Team Leader 9:30 am Camp Routine Championship
1:30 pm H/C Motion & Spirit Prop Workshop / Game Day Class Sidelines & Coaches' Meeting #1	9:30 am C Group A - Cheer Private Coaching N/A Group B - Stretching, Flexibility & Jump Class / Team UCA	9:15 am A Group A - Stunt Class C/A Group B - Game Day Practice & Drills for Skills	10:15 am E Game Day Championships 11:00 am Squad Credentialing Presentation 11:15 am Meet the UCA Staff 11:20 am Final Awards & Pin It Forward
2:00 pm E Camp Dance	10:30 am N/A Group A - Stretching, Flexibility & Jump Class / Team UCA	10:15 am C/A Group A - Game Day Practice & Drills for Skills A Group B - Stunt Class	
2:30 pm S Safety Awareness w/ Team Leader	11:30 am C Group B - Cheer Private Coaching	11:15 am A Group B - Stunt Class All-American Set Up / Material Review	
2:45 pm C/A Game Day Skills Class w/ Team Leader	Lunch	11:30 am Lunch	
3:15 pm A Stunt Class	1:15 pm L Captains' Leadership Training / Coaches' Stunt Workshop #2	1:30 pm A Group A - Camp Routine Private Coaching L Group B - Team Unity & Squad Credentialing	
4:00 pm C Group A - Situational Sideline Private Coaching	1:30 pm E Sideline & Cheer Evaluations	2:15 pm L Group A - Team Unity & Squad Credentialing	
4:05 pm L Group B - Material Review & Team UCA	2:00 pm R Group A - RNL Franny & Sideline Stunts A Group B - Stunts & Pyramids	3:00 pm A Group B - Camp Routine Private Coaching C Group A - Game Day Private Coaching L Group B - Team UCA	
4:30 pm Diner	3:15 pm A Group B - Stunts & Pyramids R Group B - RNL Franny & Sideline Stunts	3:30 pm L Group A - Team UCA A Group B - Game Day Private Coaching	
6:15 pm L Group A - Material Review & Team UCA C Group B - Situational Sideline Private Coaching	4:30 pm Diner	4:00 pm B All-American Tryouts	
6:40 pm A Pyramid Class w/ Team Leader	6:15 pm A Group A - Personalized Pyramids & Camp Routine Private Coaching Prep	4:30 pm Dinner	
7:30 pm C Game Day Class: Band Chant	7:00 pm L Group A - Squad Leadership Training & Squad Credentialing	6:15 pm E Camp Routine Evaluations 6:45 pm Team Time w/ Team Leader 7:30 pm Gatorade Break	
8:00 pm S/S Material Review & St. Jude Letters / Coaches & Captains Stunt Workshop & Goal Setting	7:45 pm A Group B - Personalized Pyramids & Camp Routine Private Coaching Prep	7:45 pm R Spirit Night! Daily Awards & Pin It Forward	
8:30 pm Team Leader Meetings & Daily Awards New Coaches' Q/A	8:30 pm A Team Leader Meetings & Daily Awards	8:15 pm Final Coaches' Q/A	
Electives *Stunt Transitions *Timed Dance *Fight Song *Fight Song Critique *Basket Toss Class	Electives *Stunt Transitions *Timed Dance *Fight Song *Fight Song Critique *Basket Toss Class	Electives *Stunt Transitions *Timed Dance *Fight Song *Fight Song Critique *Basket Toss Class	

ucavarsity.com





VARSITY SPIRIT CAMP RULES

Any person attending camp must read and abide by the camp rules set forth by Varsity Spirit, as well as the rules of the camp location. Violation of these rules, and/or behavior that is deemed inappropriate, unsafe or disruptive, may result in the camp dismissal of an individual(s) and/or the entire squad. School officials may also be contacted pertaining to rule violations. Anyone dismissed from camp is not eligible for a refund.

GENERAL CAMP RULES

- An authorized Adult in Charge (official coach, sponsor, school employee, parent authorized to be the team chaperone, etc), 21 years of age or older, must attend camp with participants (except Drum Majors).
- Participants must be in attendance and on time to all classes and camp functions.
- Walk in groups of two or more.
- Participants are always required to wear their camp identification (where applicable at certain locations and will be provided at check-in).
- Varsity Spirit is not responsible for lost or stolen items. Valuables should be left at home.
- The use of cameras, imaging, and digital devices by adults and/or minors is permitted only in areas where privacy is not expected.
- If an emergency occurs, contact the appropriate emergency number for your location and notify a member of Varsity Spirit/Varsity Camp Administration.
- Participants who must go to a clinic or hospital should contact a member of Varsity Spirit/Varsity Camp Administration prior to leaving camp.
- Participants may not leave camp for any reason, unless prearranged and signed out with Varsity Spirit/Varsity Camp Administration. An authorized adult must accompany any minor who leaves camp for any reason.
- An Adult in Charge is responsible for participants outside scheduled class times including but not limited to meals, pool/beach activities, practice outside of class time, free time activities, etc.

THE FOLLOWING IS PROHIBITED:

- Bullying, initiations or hazing of any kind.
- Smoking, vaping and/or the use or possession of alcohol and/or other illegal substances.
- Fireworks, guns and/or other weapons.
- Cheering, chanting, stunting, tumbling or dancing in areas not specifically designated for instructional classes and practice.
- Jewelry of any kind during class at cheer camps.
- Running, horseplay or unnecessary noise in the dorm/hotel/dining facility.
- Use of glitter, silly string, confetti or any similar substance/material.

OVERNIGHT/HOTEL/RESORT CAMP RULES

- All windows must remain closed in the air-conditioned dorms/hotels. In dorms/hotels without air-conditioning, windows may be left open but screens must be left on. Do not lean out of the windows.
- Hang signs only with the express permission of Camp Administration.



VARSITY SPIRIT
COVID-19 CAMP / CLINIC RULES
(Updated 3.8.22)

Below, you will find the guidance that we believe is necessary for each identified group to follow in order to conduct a safe and enjoyable camp/clinic. For additional information on COVID signs and symptoms, education and safety tips, [click here](#).

CAMP/CLINIC VENUE/FACILITY

- Follow applicable state/county/city COVID-19 rules, restrictions, orders and guidance for open businesses.
- Establish a designated holding area for any person(s) to go to if feeling ill or to isolate while coordinating exit from facility or transport offsite.

SCHOOL/ORGANIZATION

- Provide a copy of these rules to all athletes/coaches/parents.
- These COVID-19 Camp/Clinic Rules are, where applicable to coaches and athletes, incorporated into the Varsity Spirit Camp/Clinic Rules.
- It is the School/Organization's sole responsibility to ensure its compliance with all state/county/city orders applicable to the School/Organization, including but not limited to health, safety and distancing requirements and travel restrictions.
- A coach or other authorized adult must be present at all times with their team(s) and responsible for the enforcement of the established rules, including recognizing when an athlete/attendee should be removed from the camp/clinic for signs/symptoms of COVID-19 or violation of rules.
- Additional rules/guidelines may be communicated prior to each camp/clinic, examples of which include whether or not parents/visitors are allowed, mask requirements, schedule adjustments due to capacity or other limitations, modified food service (for overnight camps), as well as other measures intended to provide a safe environment. The School/Organization must ensure any additional rules/guidelines are provided to all athletes/coaches/parents.
- To the extent possible, camp attendees and staff should be separated into groups or cohorts that remain consistent throughout the camp/clinic, with no or minimal mixing between groups or cohorts. Where applicable, meal breaks, use of showers and restrooms and other camp-related activities should be staggered among the groups/cohorts and camp attendees should be instructed to sit with or near the same individuals/group at each meal and/or in the same seat if possible.

ALL PERSONS IN ATTENDANCE (VARSITY PERSONNEL, ATHLETES, COACHES, CHAPERONES, ETC.)

- Anyone that feels sick, must remain home and follow the [CDC guidelines regarding isolation](#).
- Anyone living with a house member who is currently sick, feels sick, or shows any symptoms of COVID-19 listed by the CDC, has been diagnosed or presumed positive for COVID-19, or has been around someone who has been diagnosed or presumed positive for COVID-19 must [Follow the guidelines for Quarantine](#).
- Resource: [To better understand the difference between Quarantine and Isolation](#).



Code: **BDDH**
Adopted: 6/19/86
Revised/Readopted: 1/20/11; 2/24/18; 9/9/21
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. Members of the public are not permitted to engage in conduct that interferes with the ability of the Board to conduct its business.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. An individual with a disability 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. The district requests that all auxiliary aids and/or service requests be made with at least 48 hours notice to ensure appropriate accommodations can be secured. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue burdens, alternative, equally effective means of communication will be used as determined by the district.

Procedures for Public Comment at Meetings

During a Board meeting session that is open to the public, members of the public may be invited to present comments during the designated portion of the agenda for a designated allotment of time.

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. Any individual desiring to speak may indicate their desire by submitting their name, city of residence, either email address or phone number, and the group, if any, that is represented on the sign-in sheet or online form prior to the Board meeting;
2. A speaker should give their name, city of residence, and the group, if any, that is represented and will limit their presentation to three minutes. If there are more patrons desiring to present comments than time allotted, the Board Chair has the authority to reduce the presentation time for individual speakers or institute a prioritization process with attention to order of sign up and city of residence.

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.

3. 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.
4. As an organization centered around youth and their positive development, all speakers will model respectful public comment and be mindful of civil discourse.
5. 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
KGB – Public Conduct on District Property

SUPERINTENDENT’S RECOMMENDATION:

Discussion of the proposed Alternative Program Placements list for 2022-2023.

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 NCSD 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.

During the 2021-2022 school year:

- approximately 75 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 90 students were enrolled in one of the district’s approved special education alternative placements related to a student’s needs associated with a disability.

The substantial increase in the general education alternative placements is related to a large growth in interest and access to the Twilight Program at New Urban High School. This year, 58 students have been served by this program.

In all cases, an NCSD resident student who attends an alternative program placement is linked to at least one NCSD 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, NCSD staff and the student/student's family.

ATTACHMENTS:

Proposed Alternative Program Placements 2022-2023

PRESENTER / STAFF CONTACT:

Ivonne Dibblee, Assistant Superintendent, Education

Vivian Garrison, Executive Director of Student Support Services

**2022-2023 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.

**2022-2023 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.

NORTH CLACKAMAS EDUCATION FOUNDATION
CONTRACT RENEWAL

DISCUSSION
Agenda Item #2
June 9, 2022

SUPERINTENDENT’S RECOMMENDATION:

This time is provided on the agenda for discussion of the North Clackamas Education Foundation Contract Renewal.

ORIGINATED BY:

The current contract between the North Clackamas School District (NCSD) and North Clackamas Education Foundation (NCEF) ends on June 30, 2022.

BUDGET IMPACT/SOURCE FUNDS:

NCEF is requesting \$100,000 in addition to the \$550,00 five-year contract to be paid from the General Fund. NCSD has asked if \$50,000 in addition to the \$550,000 five-year contract would meet the needs of both organizations.

BACKGROUND:

The North Clackamas Education Foundation, a tax-exempt 501(c)(3) organization, was founded in 1992 to provide educational opportunities to students in the North Clackamas School District. The Foundation grew out of the belief that equity and fairness have a great impact on the education of our students.

The North Clackamas School District and the North Clackamas Education Foundation continue to work together for the benefit of our students, staff, and community. Over the years, the North Clackamas Education Foundation has been a tremendous supporter of the North Clackamas School District. The continued success of the School District and the Foundation lies in our ability to work together and further develop our close working relationship. The Foundation’s increased visibility, marketing efforts, and return on investment are having a positive impact within our School District and the broader community.

Included as an attachment is the Foundation’s 2020-2021 annual report that shows an increase in financial contributions to the School District compared to previous years. The Foundation presented the annual report to the North Clackamas School Board on October 14, 2021 date.

Under the current contract (2017-2022), NCSD has provided the following:

- Currently provide \$110,000 a year
- NCSD provides furnished office space, utilities, technology, including common technology, and internet access for the NCEF board members, staff and agents.

The Foundation has provided the following:

- Funding Split by Year

School Year	NCEF Grants & Awards	Fiscal Sponsor Funds (Wichita & NSCD)	Total
2017-18	205,795	26,872	232,667
2018-19	180,666	72,517	253,183
2019-20	203,058	44,930	247,988
2020-21	214,340	78,500	292,840
2021-22 (projected)	200,000	20,000	220,000

2021-2022 NCEF Grants & Awards supported the following:

- Teacher grants
- College scholarships for NCSD seniors
- Ready Set Go Kindergarten preparation
- Housing and food insecurity support for NCSD families
- Student support
- Elementary library book replacement

The Foundation is proposing the following terms for the contract renewal:

- Contract duration of 5 years (2022-2027)
- Year 1, \$150,000
- Year 2, \$140,000
- Year 3, \$130,000
- Year 4, \$120,000
- Year 5, \$110,000
- The additional \$100,000 for the 2022-2023 requested would focus on the following:
 - Increased Funding and Support to NCSD
 - Robust Staff
 - Full Board of Directors
 - Increased Enrichment Grant Funding

This time is set aside on the NCSD Board of Directors Board Meeting agenda to receive the proposed contract terms from the Foundation, to identify the Board's interests in the contract renewal process, and to inform the Superintendent's negotiations with the NCEF Board.

A recommendation for School Board approval of a contract between the North Clackamas School District (NCSD) and North Clackamas Education Foundation (NCEF) is scheduled to come forward at the June 23rd School Board Meeting.

ATTACHMENTS:

2020-2021 NCEF Annual Report

2017-2022 Current Contract

Contract Amendment

NCEF Presentation

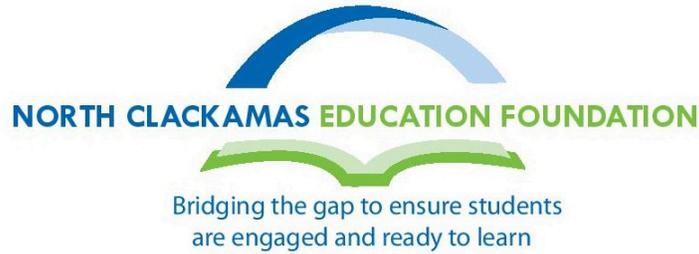
NCEF Contract Revenue Analysis

Lucas Dix Letter of Recommendation

Drumline Letter of Recommendation

PRESENTER / STAFF CONTACT

Shay James, Superintendent



Awards and Services Provided to the North Clackamas School District in 2020-21

Awards Provided in Fulfillment of Contract Obligations:

In previous years \$50,000 of the North Clackamas Education Foundation’s funding has gone to School Athletics, Activity, and Supply Support determined by the North Clackamas School District prioritized funding. This year it was requested that these funds be diverted to the Family Support Center and support for Middle School After-School programming. The North Clackamas Education Foundation accepted this request, amended our budget as necessary, and reallocated the funding to these programs which experienced increased need during the Covid Pandemic.

Family Support Center	\$20,000
Middle School Engagement/After School Programs	\$30,000

Teacher and Classroom Enhancement Grants **Total** **\$27,772**

22 enrichment grants were awarded to 13 schools, impacting 3,800 students. These grants were awarded to teachers with innovative projects that align to NCSD and NCEF missions and/or address a NCSD Key Performance Indicator. Our awards committee was impressed with the innovation educators showed when faced with the unique challenges of the 2020-21 school year, challenges which included distance/hybrid learning and social justice topics in the community. These grants went to projects such as,

- Opening our Eyes to Others, which purchased large picture books for online group reading for 4th and 5th graders at Happy Valley Elementary. These books focused on social justice and diversity topics.
- White Boards for All, which purchased white boards for students at Scouter’s Mountain Elementary. With these white boards students and teachers were able to work together on math problems during distance learning.
- BIPOC Authors in Middle School Classrooms, which provided 8 teachers from multiple middle schools access to provide books written by BIPOC authors to their students.
- Multiple grants went to teachers who wanted to make sure their students had books at home to read during distance learning. NCEF provided several thousand dollars to 8 different grants which sent books home to hundreds of students throughout the district.
- Ballet Folklorico, which helped students at Alder Creek Middle school learn about and practice Ballet Folklorico while exploring Mexican Culture.
- Special Education Tools, which helped the special education department at Milwaukie High School ensure they had the tools needed for their students during distance and hybrid learning.

Scholarships **Total** **\$89,200**

For the second year in a row the North Clackamas Education Foundation has had a record setting scholarships award year. We felt it was especially important to support the class of 2021 just as we had the class of 2020 due to their unconventional and difficult Senior year. NCEF now manages 14 unique scholarships, 2 of which are new this year: Alex Hudson Memorial Scholarship, and Future Educator’s Scholarship. In total 32 scholarships were awarded to 28 North Clackamas School District Graduates from 5 high-schools.

Discretionary Grants and other Service Awards **Total** **\$47,368**

- Discretionary Grants, \$4,865
 - Milwaukie High School/Academy of the Arts, Recording Studio, \$3,980
 - Spring Mountain Elementary, Audio Amplification Systems, \$385
 - Verne Duncan Elementary, 4th Grade Biography Project, \$500
- Ready, Set, Go!, \$25,000
- RPHS Senior Class Committee, \$4,903
- RPHS Music Boosters/Drumline Program Gala Service Award, \$250
- Grant to Family Support Center Emergency Housing secured by NCEF through Chartwells, \$10,000
- Sojourner Elementary Donations, \$1,350
- Additional Oaknell Scholarship Award from 2019-20, \$1,000

Total Awards Provided in Fulfillment of Contract Obligation:	\$214,340
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Other Awards Distributions and Services **Total** **\$78,500**

- Family Support Center, \$30,000
- Family Support Center Emergency Housing Fund, \$40,000
- Lunch Buddies, \$8,500

Total All Awards, Distributions and Services Provided to NCSD:	\$292,840
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<p>Contract Fulfillment Funds Total: \$801,758</p> <ul style="list-style-type: none"> • 2017-18, \$203,694 • 2018-19, \$180,666 • 2019-20, \$203,058 • 2020-21, \$214,340 	<p>Fiscal Agency Funds: \$224,920</p> <ul style="list-style-type: none"> • 2017-18, \$28,973 • 2018-19, \$72,517 • 2019-20, \$44,930 • 2020-21, \$78,500
--	---

Total Funds Provided 2017-2021: \$1,026,678

**AGREEMENT BETWEEN NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
AND NORTH CLACKAMAS EDUCATION FOUNDATION**

July 1, 2017 – June 30, 2022

This Agreement is by and between the North Clackamas School District No. 12 (the “**District**”) and the North Clackamas Education Foundation (the “**NCEF**”).

The parties agree as follows:

1. Term. This Agreement will continue in effect from July 1, 2017 until June 30, 2022 (the “**Term**”) unless sooner terminated in accordance with Section 6.
2. District’s Obligations. In consideration of NCEF’s obligations set forth in this Agreement, the District will provide the following:
 - (a) Cash Payments. The District will pay to NCEF \$110,000 for each fiscal year spanning July 1 - June 30 (each, a “**Fiscal Year**”) of the Term, payable in quarterly installments of \$27,500 each.
 - (b) Support. The District will provide furnished office space, utilities, common technology and Internet access for the NCEF’s board members, staff, and agents.
3. NCEF’s Obligations. In consideration of the District’s obligations set forth in this Agreement, the NCEF will provide the following:
 - (a) Cash Disbursements. The NCEF will disburse to the District the total amount of \$1,000,000 during the Term, with no less than (the “**Minimum Amount**”) of \$125,000 (not to include Fiscal Agent funds referenced in Section 4) disbursed in any Fiscal Year. Cash disbursements may be made for targeted projects and scholarships/grants (i) based on a budget developed by the parties at the beginning of each Fiscal Year or (ii) from time to time throughout the Fiscal Year, in each case as the parties may collaboratively determine. If the NCEF disburses less than the Minimum Amount in any Fiscal Year, the parties will negotiate in good faith to either lower the District’s cash payment pursuant to Section 2(a) by the amount of the shortfall below the Minimum Amount or otherwise modify the terms of this Agreement.
 - (b) Reporting and Invoicing. The NCEF will provide to the District (i) quarterly invoices with itemized summaries of disbursements and (ii) an annual report of disbursements and other activities on or before the second meeting of the North Clackamas School District Board of Directors in September. The NCEF will maintain detailed records of its activities and will make such records available to the District upon its reasonable request.
4. Fiscal Agent Arrangement. By mutual agreement of the parties from time to time, NCEF will provide “pass-through” administrative and fiscal services for District-approved programs within the scope of the NCEF’s purpose as a nonprofit agency and status as a 501(c)(3) organization. The District approve programs may include Backpack Buddies, Lunch Buddies,

Family Resource Center, and other fund raising events related to schooling, certain departments, or student activities. The NCEF reserves the right to terminate any administrative or fiscal services provided pursuant to this Section 4 on 60 days' notice to the District.

5. Indemnity. Each party ("**Indemnifying Party**") shall indemnify, defend and hold harmless the other and its respective directors, employees, agents, successors and assigns ("**Indemnified Party**") from and against any claim, suit, liability, damage, injury, cost or expense, including attorneys' fees (collectively, "**Claim**"), arising out of any of the following: (a) any breach of the terms of this Agreement by Indemnifying Party; (b) Indemnifying Party's grossly negligent or willful conduct in connection with its performance of its obligations under this Agreement; and (c) any violation of any law, statute or ordinance or any judicial or administrative order in connection with Indemnifying Party's performance of its obligations under this Agreement.

6. Termination. Either party may terminate this Agreement upon written notice: (a) if the other party breaches any material obligation in this Agreement, which breach is not remedied within 30 days of written notice to the breaching party, or (b) on mutual agreement of the parties.

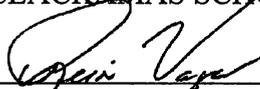
7. Entire Agreement; Amendments. This Agreement constitutes the sole and entire agreement between the parties with respect to the subject matter herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, regarding such subject matter. No amendment to this Agreement is effective unless it is in writing and signed by an authorized representative of each party.

8. Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such finding shall not affect any other term or provision of this Agreement.

9. Force Majeure. No party to this Agreement is liable to any other party for losses due to, or if it is unable to perform its obligations under the terms of this Agreement because of, acts of God, fire, war, terrorism, floods, strikes, electrical outages, equipment or transmission failure or other causes reasonably beyond its control.

The parties hereto have executed this Agreement effective as of June 22, 2017.

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12

By: 
Rein Vaga, Board Chair

NORTH CLACKAMAS EDUCATION FOUNDATION

By: 
Ryan Chapman, Chair



AMENDMENT #1

1. This is Amendment No. 1 to Agreement (as amended from time to time the "Agreement") dated July 1, 2017 between North Clackamas School District, hereafter called (District) and North Clackamas Education Foundation, hereafter called (NCEF)

2. The Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by strikethrough):

Any mention of the term Fiscal Agent is to be replaced in its entirety by the term Fiscal Sponsor.

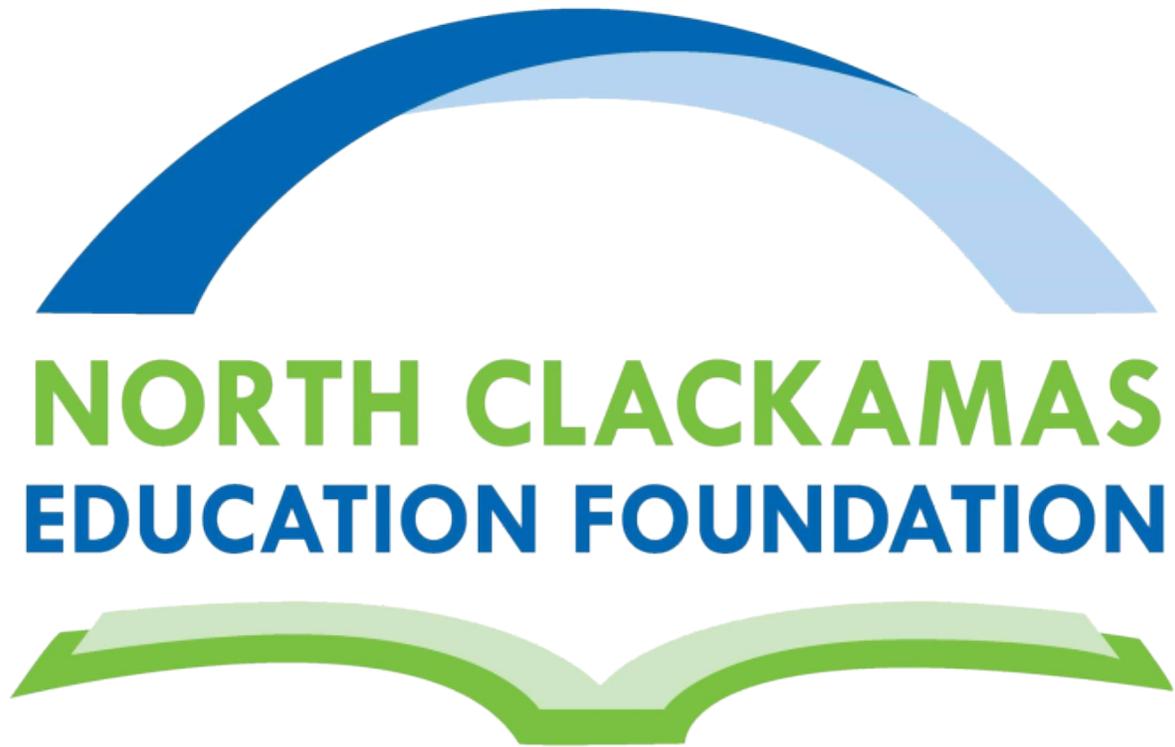
3. Except as expressly amended above, all other terms and conditions of original agreement are still in full force and effect. NCEF certifies that the representations, warranties and certifications contained in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

North Clackamas School District

Name: Kerensa J. Mauck
Title: Director, Business ops.
Signature: KJM
Date: 2/14/2020

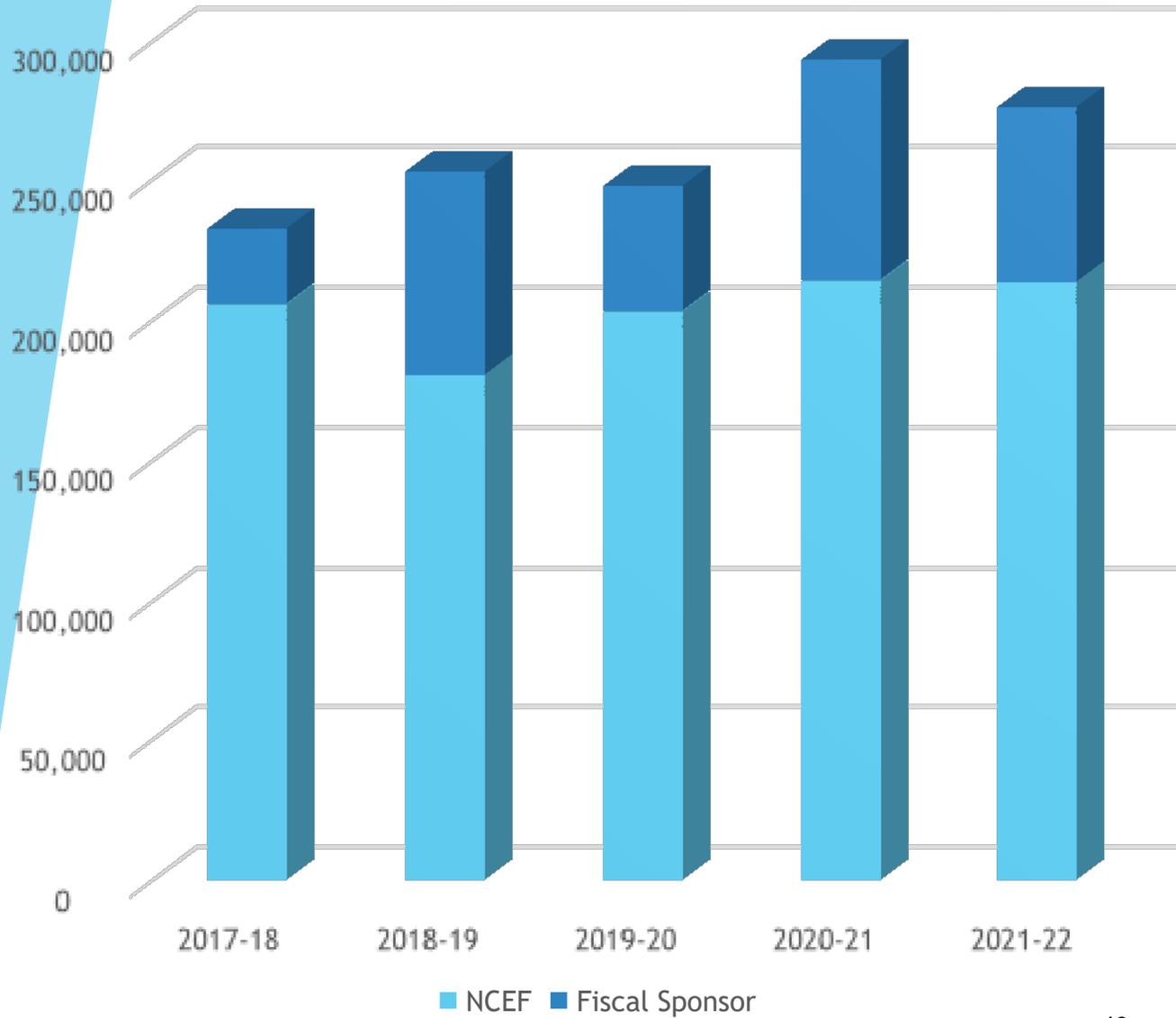
North Clackamas Education Foundation

Name: James Maciokas
Title: Board Chairman
Signature: James Maciokas
Date: 02-11-2020

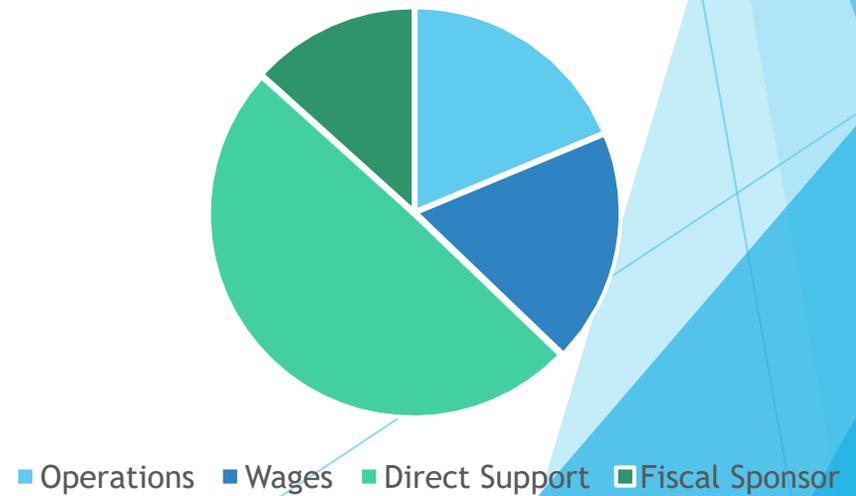


5 Year Contract Overview for Contract Renewal
2017-2022 1 Million Dollar Goal

Yearly Award Disbursement



Expense Distribution



Cash Awards and Services 2017 - 2022

Cash Awards Provided in Fulfillment of Contract Obligations:

- Enrichment Grants: \$140,027
- Scholarships: \$388,035
- School Supply, Activity Fee Support: \$90,000
- Ready, Set, Go: \$125,000
- Family Support Center: \$20,000
- Middle School Engagement/After School Support: \$100,000
- Library Funding: \$50,000
- Discretionary Grants: \$35,600
- Other: \$69,264 (includes \$15,000 to Emergency Housing, Gala stipends and awards, \$9,500 to Sabin Culinary Program, and various donations direct to schools and district student and parent groups)
 - **Total Awards: \$1,017,916**



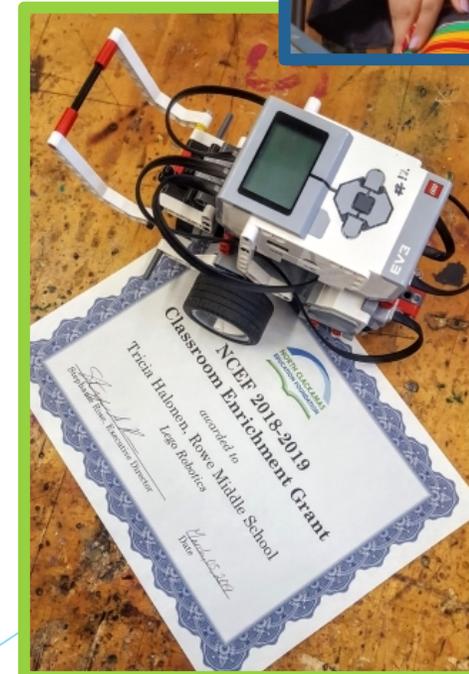
Other Awards Distributions and Services

- Family Support Center: \$94,887
- Emergency Housing: \$55,749
- Backpack Buddies: \$49,674
- Lunch Buddies: \$72,610
 - **Total Awards: \$272,920**



Notable Achievements

- **Expanded Overall Fundraising Capability**
 - Updated Website
 - Improved Online Donation Platform
 - Expanded Gala
- **Expanded Enrichment Grant Program**
 - Fund-A-Teacher
 - Increased Direct Donation to Enrichment Grants
 - Two Enrichment Grant Rounds Per School - Year
 - Year-round grant process in response to pandemic
- **Expanded Scholarship Program**
 - Took Over The Administration of 2 Scholarship Funds From NCSD
 - Manage Oversight of OCF Scholarship Previously Under NCSD
 - Worked with NCSD Educators to Create Future Educator's Scholarship
 - 4 New NCEF Scholarships
 - Updated Scholarship Language and Applications To Be Inclusive
 - Moved Scholarships to Online Application Process
- **Heightened Relationship With Family Support**
 - Oversaw Creation of Emergency Housing Fund and Secured Seed Funding
 - Ran Fundraisers Focused on Family Support and Emergency Housing
 - Contract with Oregon Food Bank for Equipment
 - Snacks for Title 1 Schools
 - Significantly Increased Donation Processing



Increased Community Focus

- **Increased Name Recognition in Community**
 - Have run multiple outreach campaigns throughout the last five years.
 - Started sending out quarterly newsletters and yearly impact reports
- **Improved Positive Interactions With Community**
 - Became active in Chamber of Commerce and Rotary
 - Built relationships and worked with local businesses and community partners to meet needs
- **Consistently Flexible to Meet District Needs**
 - Received yearly funding priorities from District.
 - Altered budget to meet district requests during pandemic.
- **Built Relationships With School Partners**
 - Helped fundraise for Family Support Center
 - Worked with Family Support Center staff to create and seed Emergency Housing Fund
 - Worked with District PTA/PTO groups to develop a program to pay for snacks in Title 1 schools
- **Increased Support During Pandemic**
 - While many non-profits withheld or scaled back funding, NCEF took steps to ensure that funding met the needs of the community, which meant increasing funding and workload in key areas.

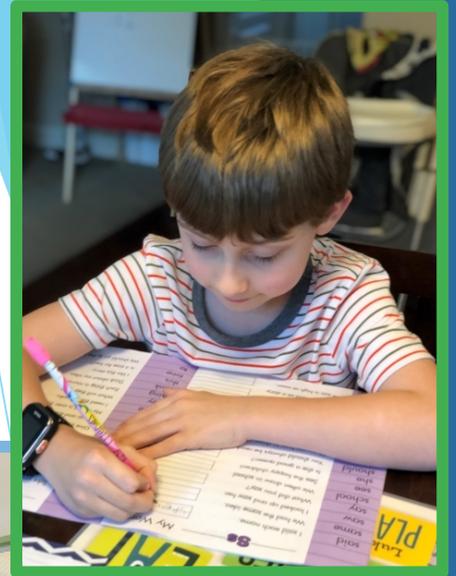


NCEF Future Goals

- Increased Funding and Support to NCSD
 - Increased Enrichment Grant Funding
 - Increased funding to scholarships for NCSD Seniors
 - Increased funding to district prioritized areas
- Continue building partnerships between businesses and community organizations.
- Robust Staff
- Full Board of Directors
- Continued relationship building with Family Support

NCSD Future Goals & Needs?

- What does NCSD need and want from us in order to help them reach their goals?
- What are our key areas of interest and focus?
- What does NCSD prioritized funding look like?

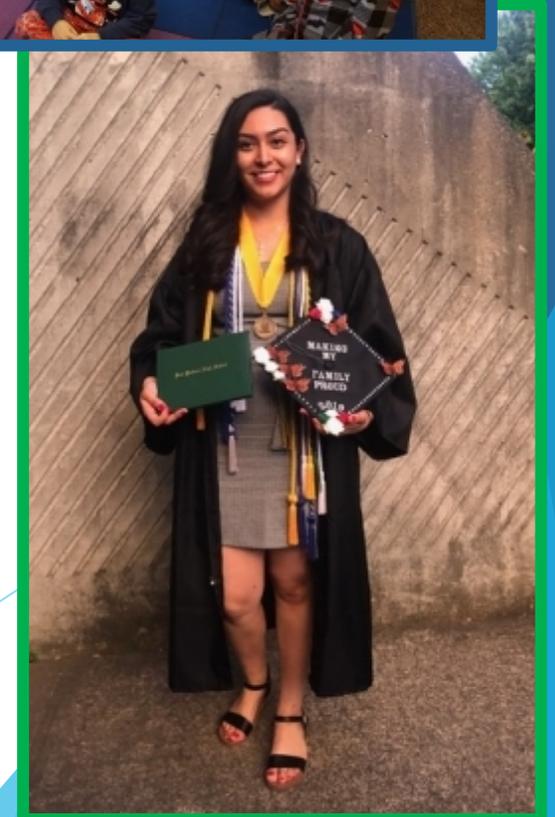


Proposal:

Front loading contract will aid in recovery and allow an increase in staff support and fundraising outreach to ultimately increase total revenue and award distribution

- Year 1, \$150,000
 - Year 2, \$140,000
 - Year 3, \$130,000
 - Year 4, \$120,000
 - Year 5, \$110,000
-
- Total \$650,000 in district contributions accounts for inflation and a strong partnership for increased funding from NCEF
 - NCEF Will Provide 1.3 Million in Funding over the 5-year contract term
 - All funding administered by NCEF counts toward 1.3 million contract commitment
 - Under the current contract the district is funding 55% of programs, and NCEF is funding 45%. Under our proposal the district funding is reduced to 50%, and NCEF's funding is increased to 50%.
 - What amount of funding would NCSD prioritize under new terms?

51



*Current contract terms -- \$550,000 total, \$110,000 a year district contribution, district prioritizes \$125,000 in funding

North Clackamas Education Foundation
 North Clackamas School District Contract Revenue Analysis

CPI inflation increase from July 2017 to February 2022	16.00%	
Annual contract revenue from district under current contract	110,000	
Annual contract revenue from district using CPI increase		124,718
Estimated % of labor spent on Fiscal Sponsorship Funds	10.00%	
FYE 06/30/22 budgeted labor costs	97,855	
Estimated labor costs for Fiscal Sponsorship Funds		9,786
Total proposed annual contract revenue		<u>134,504</u>

Proposal:	District annual contribution to be paid quarterly	NCEF estimated contribution	Total contract commitment	Minimum annual contribution
FYE 06/30/2023	150,000	130,000	280,000	200,000
FYE 06/30/2024	140,000	130,000	270,000	200,000
FYE 06/30/2025	130,000	130,000	260,000	200,000
FYE 06/30/2026	120,000	130,000	250,000	200,000
FYE 06/30/2027	110,000	130,000	240,000	200,000
	<u>650,000</u>	<u>650,000</u>	<u>1,300,000</u>	
	50.00%	50.00%		

Current contract	District annual contribution paid quarterly	NCEF minimum contribution	Total contract commitment	Minimum annual contribution
FYE 06/30/2018	110,000	90,000	200,000	200,000
FYE 06/30/2019	110,000	90,000	200,000	200,000
FYE 06/30/2020	110,000	90,000	200,000	200,000
FYE 06/30/2021	110,000	90,000	200,000	200,000
FYE 06/30/2022	110,000	90,000	200,000	200,000
	<u>550,000</u>	<u>450,000</u>	<u>1,000,000</u>	
	55.00%	45.00%		

Grants and similar amounts paid (includes Fiscal Sponsorship fund grants)	
FYE 06/30/2018	236,624
FYE 06/30/2019	233,391
FYE 06/30/2020	251,988
FYE 06/30/2021	292,590
FYE 06/30/2022 ESTIMATE	276,243
Subtotal	<u>1,290,836</u>
Average	<u>258,167</u>



Rowe Middle School
3606 SE Lake Rd.
Milwaukie, OR 97222

Nabil Zerizef, Principal 503-353-5726
Karol Otto, Asst. Principal 503-353-5727
Michelle Doyle, Asst. Principal 503-353-5746

Mr. Lucas Dix
Media Arts/Shamrock News
Rowe Middle School
3606 SE Lake Road
Milwaukie, Oregon 97222

June 1st, 2022

To whom it may concern:

My name is Lucas Dix, and I currently teach 6th grade leadership, 7th/8th grade Media Arts, and 8th grade Shamrock News at Rowe Middle School. However, during my time in the building, I've also taught 6th, 7th, and 8th grade Language Arts/Literacy Workshop. The NCEF has been irreplaceable when it comes to building either my new program or my classroom library. Without them, I wouldn't have nearly the success that I've had in the classroom.

I've been invited to many conferences to be a keynote speaker and talk about about my Shamrock News program, which is a class where I teach our 8th grade student leaders to organize dances and school events, interview teacher candidates, plan reading challenges, and most importantly, create a weekly 20 minute long news episode that is part information and part entertainment. The Shamrock News has greatly [altered the culture](#) of Rowe Middle School throughout our 8 seasons, but we wouldn't be where we are today if it weren't for the NCEF because early in season 1 and season 2, I applied for grants to get new cameras. When we started the program, I had one personal handheld camera, a personal iPad, and my school computer. The NCEF awarded me a grant for a Rebel t5i back in the early years of the program, and with that, we filmed some of our best stuff for season 2. Getting that camera moved us into the realm of professionalism at a time where my school nor the district was offering to purchase supplies to do so. Now, we have so many amazing gadgets and pieces of equipment, but the NCEF awarding us a grant helped us realize how great this class truly could be.

In addition to technology, the NCEF has helped me and my fellow Rowe Language Arts teachers greatly. We have a huge reading culture at Rowe Middle School, and our teachers are intensely dedicated to getting diverse books of all different genres and reading levels into the hands of our students. Let's be honest. A PTA fundraiser at Rowe does not go as far as a PTA

fundraiser at some of the other middle schools in the district, so we don't have a plethora of funds to pull from. When we need to stack our classroom library with graphic novels, poetry narratives, and hot new novels or replace books in the Diary of a Wimpy Kid series for the hundredth time, we turn to the NCEF.

Years ago, we started a 1 Million Word Club, and after a year of holding the club, we realized that our novel readers were able to read enough to access the club, but our kids who liked reading graphic novels were struggling to do so. Our solution was to make sure we had over 1 million words worth of graphic novels, so I wrote a grant to get about 50 graphic novels for my classroom library. That year, I had a student who went from reading 0 words in 6th grade to reading 511,000 words in 7th grade, and all he read was graphic novels that I purchased with the NCEF grant. We were able to equitably provide access to books for this student thanks to the foundation. Since that first grant, I wrote another one for my class, and then this year, Mrs. Vernon and I wrote a \$3,500 grant for our school library. Once again, we focused on making sure we had enough graphic novels and poetry narratives for our building of students. The NCEF has helped us build our reading culture at our school, which is something the school board asked us to talk about at a [district meeting](#) back in 2019.

Also, I've had many students apply for scholarships through the foundation as well. Every year, I get to write glowing letters of recommendations for kids that went to Rowe and graduate from Milwaukie in hopes they get the opportunity to further their education at a lower cost to their families. We inform kids to apply to as many scholarships as possible. How awesome is it that there is one within our own district they can try to earn?

Traditionally, over the last 11 years I've been here, our school has had the highest percentage of free and reduced lunch out of all the middle schools in the district. Thanks to the NCEF, we've been able to access funds to help us have technological equipment and classroom libraries that rival the other schools. I have relied on them at least 4-5 times over the last 11 years, and the only reason I don't write an NCEF grant every single year is because I want to give other people a chance to receive funding. Otherwise, I would write one every single year so that my students not only have what they need, but so they can keep up with the Joneses from other parts of our district.

Without the NCEF, our school would be without literal tens of thousands of dollars in books as so many of our Language Arts staff has accessed funds to build their libraries that are usually built via Donors Choose or their own money. Not having the North Clackamas Education Foundation would greatly hurt our school in the future, and I can only imagine it would be a disappointing huge negative for this entire district.

Much love,
Lucas Dix.

To North Clackamas Schools Board of Directors,

6/1/2022

I am delighted to write this letter of support for the North Clackamas Educational Foundation. As the director of the **Kingsmen Thunder Drumline** program for over 13 years at Rex Putnam High School, a professional musician, spouse of a 33-year RPHS teacher, parent of a student at RPHS and very active community member and district volunteer, I can attest to the vital role that NCEF plays in our district and community.

When I first started the drumline program at Rex Putnam (2009), it had very little equipment, no budget, but the moral support of the band director and a small eager group of student percussionists. I had to learn my own way around fundraising and find support from the community to help grow the program into what it is today: an award-winning, magnet program, that is an example to other programs and one of the best youth development activities in Oregon and the Northwest. Much of this would have been so much harder, slower, and almost impossible without the generous grant awards and support from the NCEF. As I started to write grants, the NCEF recognized right away the value of this program and support for arts-in-schools and has helped us purchase our trailer (used by the entire band, choir, and orchestra and drumline programs at Putnam), buy much needed P.A. system, repair older district instruments, marimba/mallet instruments, and bolster a program that survives and thrives on low student fees (to keep things equitable), fundraising, and exhaustive grant-writing by myself. NCEF's grant awards have also helped bring up the level of leadership training, bring in internationally acclaimed percussion clinicians and specialists, and helped some low-income students afford basic uniforms and music supplies (sticks, mallets, etc).

Performing at school district events: Lunar Celebration, NCEF gala multiple times, Clackamas Town Center Arts day, fundraisers for other schools (View Acres, Alder Creek), Unified Bball game, sports events and performing our educationally sound program for many schools in and out of the district has only highlighted the North Clackamas School District and the arts-in-schools awareness. NCEF's support has allowed the drumline program to grow and as a result, the district has enjoyed much positive press: KOIN TV, numerous Clackamas Review articles, radio interviews with the director highlighting arts education in this area, social media presence, etc.

Behind every group are groups like NCEF who are crucial to the "scaffolding" of the structure of any organization's success. Not only has NCEF been a huge drum line and music supporter, but after seeing them in action over the years, many academic and community programs from books for kindergarteners, to science-based clubs, to helping teachers fill in their budgets for special projects that make THE difference in the children of this district. NCEF has also provided desperately needed academic scholarship support to students. The connections to the community that NCEF provides to the school district are key in keeping positive support in the form of crucial fundraising and the continuity of history, awareness...not only financially, but visually, and with positive outcomes. This is the direct mission of the NCEF.

You could not ask for a better partner to the district. More importantly, the students directly benefit and are inspired to become better citizens and stewards going forward. In an era of required fundraising for so many music activities, there is absolutely no question that without NCEF, the **KINGSMEN THUNDER DRUMLINE** would not be able to afford what is normal for the activity (something many other schools have, and that the band boosters do not cover for this program specifically at this time). Due to the success of this program, we are inspiring the three other high schools to start percussion programs.

Thank you for allowing me to give my enthusiastic and passionate vote of confidence for NCEF and all they do for this district and the community.

Very Sincerely,

René Ormae-Jarmer

KINGSMEN Thunder Drum Line Director & Caption Head, Rex Putnam HS www.kingsmenthunderdrumline.com

503-704-1934

www.renesdrumstudio.com

www.herecomeseverybody.com

Vic Firth Educator

PAS Member

OMTA Member

Drum--Piano--Percussion Instructor

Tom Tom Magazine writer www.tomtommag.com

ARTemisarts.org. Blogger.

AD HOC BOARD COMMITTEE

DISCUSSION

Agenda Item #3

June 9, 2022

BACKGROUND:

This time is set aside for discussion about the formation of an Ad Hoc Board Committee focused on the review and revision of current policies related to complaint and appeal processes.

NCSD Board Policy BCE/BCF guides the formation of School District Board Committees and identifies the following parameters for an Ad Hoc Board Committee: *“This Board member only committee exists for a specific project, and is of limited duration. It is used to research and report on recommendations on a narrow set of issues/topics. This committee may interface with district staff but will not typically interface with the public.”*

NCSD Board Policy BCB reads in part: *“The Board chair will... Appoint all committees and make all liaison appointment unless otherwise ordered by the Board.”*

The recommendations of the Ad Hoc Board Committee would be brought forward to the full board for their consideration at a public Board Meeting at a later date.

ATTACHMENTS:

NCSD Board Policy [BCE/BCF](#): Board Committees

NCSD Board Policy [BCB](#): Board Officers

PRESENTER:

Libra Forde, Board Chair



Code: **BCE/BCF**
Adopted: 6/19/86
Readopted: 9/20/12
Orig. Code(s): BCE

Board Committees

The Board may appoint special committees of citizens, staff and/or Board members for specific purposes to serve until their assignment is completed. This can include the entire Board meeting as a committee-of-the-whole; standing sub committees; ad hoc committees and advisory committees. Committee assignments for standing sub committees will be made at the Board's organizational meeting.

General Guidance

Committee recommendations will be made directly to the Board. Recommendations from such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters. Committee recommendations and reports will become an official part of Board minutes.

All meetings of Board committees shall follow all public meeting laws. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested by the Board, appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive a committee report(s).

Committee of the Whole

The Board meets as one body for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. This is a non-voting meeting.

Standing Subcommittees

This Board-directed committee exists in perpetuity to advise the Board on important governance matters. These are long term committees which assist the Board in doing policy work efficiently and effectively; provides opportunity to conduct more thorough research and consideration of information prior to decision making; provides an opportunity to dialog with invited staff and community members on specific topics as directed by the Board. A staff member will be assigned to support the committee.

Ad Hoc Committees

This Board member only committee exists for a specific project, and is of limited duration. It is used to research and report on recommendations on a narrow set of issues/topics. This committee may interface with district staff but will not typically interface with the public.

Advisory Committees

These advisory committees act as a sounding board for community opinion and provide an opportunity to gain community wide understanding and support on matters of districtwide importance and make recommendations to the Board. The Board appoints this committee but is not a member of this committee. Board members shall act as a resource consultant and/or as an observer and does not speak on behalf of the Board.

Liaison to Nondistrict Committees

Individual Board members are assigned as a representative of the Board to another external body, group, organization or other entity. Board members may be asked to attend internal administrative/operational meetings as an observer to gain individual understanding of operations and systems. Board members shall act as resource consultant and/or observer. They do not speak on behalf of the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)

[ORS 332.045](#)

[ORS 332.105](#)



Code: BCB
Adopted: 6/19/86
Readopted: 1/20/11; 10/24/19; 9/09/21
Orig. Code: BCB

Board Officers

At its first scheduled meeting in July, the Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than two years in succession. If the Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July. The replacement term for chair does not count against the two consecutive years of service for that office. No member may serve as chair during their first year on the Board.

Board Chair

The Board chair will:

1. Work with the superintendent to establish the meeting agendas with input from the vice chair;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the chair or the Board to another member of the Board;
6. Appoint all committees and make all liaison appointments unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

Board Vice Chair

In the absence, incapacitation, or death of the chair, the vice chair will perform the duties of chair and, when so acting, will have the powers of the chair. The vice chair will perform such other functions as designated by the Board. If both are absent, the person with the longest period of service on the Board will conduct the meeting.

The vice chair will participate with the chair and the superintendent in agenda planning.

Board Secretary

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties may include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies.
5. Provide public notice of all Board meetings in accordance to Oregon Public Meeting Laws.

Board Spokesperson

The Board chair serves as the spokesperson for the Board. The Board may appoint another of its members or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the position of the Board should be articulated by a single voice.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)

[ORS 332.045](#)
[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)

RESOLUTIONS FOR FISCAL YEAR 202-23:
ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
IMPOSING AND CATEGORIZING THE TAX

ACTION
Agenda Item #5
June 9, 2022

SUPERINTENDENT'S RECOMMENDATION:

Recommend the adoption of the following resolutions:

- 1) Resolution **R21/22-104** to adopt the budget for fiscal year 2022-23 in the total amount of \$496,946,448
- 2) Resolution **R21/22-105** to approve the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown are hereby appropriated as presented
- 3) Resolution **R21/22-106** to approve the following ad valorem property taxes are hereby imposed for tax year 2022-23 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 \$38,688,519 for the debt service on general obligation bonds
- 4) Resolution **R21/22-107** 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 \$38,688,519.

ORIGINATED BY:

This is an annual agenda item.

COMMITTEE RECOMMENDATION:

The Budget Committee recommends Board adoption of the 2022-2023 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 May 17th, 2022 meeting, the Budget Committee voted to approve the proposed budget for the 2022-2023 fiscal year, declared the tax levy for the 2023-2023 tax year and moved the recommendations 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 - R21/22-104

BE IT RESOLVED that the Board of Directors of the North Clackamas School District 12 hereby adopts the budget for fiscal year 2022-23 in the total amount of \$496,946,448. * The budget is on file at 12400 SE Freeman Way in Milwaukie, Oregon.

2) RESOLUTION MAKING APPROPRIATIONS - R21/22-105

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated:

General Fund (100)

Instruction.....	\$	139,054,117
Support Services.....	\$	97,468,344
Enterprise & Community Services..	\$	13,172
Facilities Acquisition.....	\$	300,000
Transfers.....	\$	5,674,380
Contingency.....	\$	26,763,482
Total.....	\$	269,273,495

Special Revenue Fund (200)

Instruction.....	\$	36,116,157
Support Services.....	\$	26,128,535
Enterprise & Community Services..	\$	10,509,041
Facilities Acquisition.....	\$	700,000
Transfers.....	\$	1,250,000
Contingency.....	\$	2,000,000
Total.....	\$	76,703,733

Debt Service Fund (300)

Debt Service	\$	54,195,407
Total.....	\$	54,195,407

Capital Projects Fund (400)

Support Services.....	\$	500,000
Facilities Acquisition.....	\$	32,596,000
Transfers.....	\$	-
Total.....	\$	33,096,000

Enterprise Fund (500)

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

Internal Services Fund (600)

Instruction.....	\$	2,259
Support Services.....	\$	48,547,091
Enterprise & Community Services..	\$	413
Facilities Acquisition.....	\$	-
Transfers.....	\$	-
Total.....	\$	48,549,763

Trust And Agency Fund (700)

Instruction.....	\$	9,994,747
Support Services.....	\$	1,933,303
Enterprise & Community Services..	\$	-
Total.....	\$	11,928,050

Total APPROPRIATIONS, All Funds....	\$	496,946,448
Total Unappropriated and Reserve Amounts, All Funds....	\$	-
TOTAL ADOPTED BUDGET....	\$	496,946,448 *

(*amounts with asterisks must match)

DO NOT PRINT THIS SECTION:

Totals		
1000 Instruction.....	185,167,280	
2000 Support	174,577,273	
3000 Enterprise	13,207,626	
4000 Facilities	33,596,000	
5100 Debt Service	54,195,407	
5200 Transfers	6,924,380	
6000 Contingency	29,278,482	
7000 Unappr	-	
	496,946,448	
	Balance to Form ED-1	

3) RESOLUTION IMPOSING THE TAX - R21/22-106

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 \$38,688,519 for the debt service on general obligation bonds.

4) RESOLUTION CATEGORIZING THE TAX - R21/22-107

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...\$38,688,519
Local Option Tax.....\$1.63 /\$1,000	

The above resolution statements were approved and declared adopted on this 9th day of June, 2022.

Shay James, Superintendent

Libra Forde, Board Chair

CONSTRUCTION EXCISE TAX 2022-23

ACTION
Agenda Item #6
June 9, 2022

SUPERINTENDENT’S RECOMMENDATION:

Recommend increasing the Construction Excise Tax and amending the Intergovernmental Agreements (IGA) with Clackamas County, City of Happy Valley and City of Milwaukie to impose and collect the increased tax rates listed below.

ORIGINATED BY:

This is an annual agenda item.

BACKGROUND:

Chapter 829, Oregon Laws 2007 (Senate Bill 1036), authorizes school districts, as defined in ORS 330.005, to impose construction excise taxes to fund capital improvements to school facilities.

Passed in 2007, SB 1036 allowed school districts to impose a tax on new construction measured by the square footage of improvements (affordable housing, public buildings, agricultural buildings, hospitals, private schools and religious facilities are exempt). SB 1036 defined and required revenues to be used for capital improvements. Construction taxes imposed by a school district must be collected by a local government, local service district, special government body, state agency or state official that issues a permit for structural improvements regulated by the state building code.

SB 1036 set tax rate limits of \$1.00 per square foot for residential use and \$0.50 for nonresidential use, along with a \$25,000 tax limit on nonresidential properties. Beginning in 2009, tax rates were indexed to inflation using the Engineering News-Record Construction Cost Index. As prescribed in statute, the Oregon Department of Revenue (DOR) is responsible for updating tax rate limits and notifying affected districts. To notify affected districts DOR has partnered with Department of Education who receives updated limit calculations from DOR and notifies the affected districts.

An IGA with local governments collecting the tax is required and collection expenses are limited to 4% of tax revenue. The Department of Consumer and Business Services (DCBS) is allowed to establish an administration fee of .25% of tax revenue. School districts with construction tax revenue are required to develop long-term facility plans. Construction taxes may be used for repayment of capital improvement debt.

The DOR has updated tax limits for the 2022-2023 year as follows:

Residential	\$1.45
Non-Residential	\$0.72
Non-Residential Max	\$36,100 (not to exceed per building permit or per structure, whichever is less)

North Clackamas School District’s jurisdiction includes properties located within the cities of Happy Valley and Milwaukie, as well as properties within unincorporated portions of Clackamas County.

ATTACHMENTS:

Resolutions: 1) Increasing the Construction Excise Tax Rate for 2022-23

PRESENTER / STAFF CONTACT:

Gayellyn Jacobson, Chief Financial Officer

RESOLUTION INCREASING THE CONSTRUCTION EXCISE TAX RATE
FOR FISCAL YEAR
2022-2023

WHEREAS: The Department of Revenue has updated the tax rate limits for the 2022-2023 year.

NOW THEREFORE BE IT RESOLVED: The Construction Excise Tax rate for the fiscal year 2022 – 2023 shall be:

Residential	\$1.45
Non-Residential	\$0.72
Non-Residential Max	\$36,100

Approved this 9th day of June, 2022.

Libra Forde, Board Chair
North Clackamas School District No. 12

Shay James, Superintendent/Clerk

SUPERINTENDENT’S RECOMMENDATION:

Renew the adoption of the following Secondary Language Arts curriculum materials:

- Inquiry by Design
- Oregon Writing Project

REASON FOR BOARD CONSIDERATION:

The 6-12 English Language Arts adoption renewal recommendation is a direct response to:

- Our Vision: Each student is actively engaged every day for success in life, college, and career
- Our Goals: Students Success - Advance student learning by focusing on each student’s experience, well-being, and potential; Equity - Cultivate belonging and inclusion with the expectation of success for each student
- Our Objectives: Culturally responsive learning organization; Engaging curriculum and instruction; Post-secondary success
- State Standards: Curriculum materials that are aligned to state language arts standards.

North Clackamas School District last adopted English Language Arts materials in 2017-2018 and implementation in 2018-2019.

BUDGET IMPACT/SOURCE OF FUNDS:

Funds for the purchase of 6-12 English Language Arts adoption renewal resources are included in the proposed budget at the approximate cost of \$137,000.

BACKGROUND:

During the 2021-22 school year, the English Language Arts Adoption Renewal Process included:

- Current curriculum resources were confirmed to continue to be aligned with Oregon Department of Education’s approved curriculum list as well as the newly revised Oregon English Language Arts standards.
- Eight high school English Language Arts teachers representing all of the high schools comprised the High School adoption renewal team.
- All middle school teachers were given the opportunity to reflect on their resource needs and curriculum goals and provide feedback.
- Secondary English Language Arts teachers were invited to participate in a needs assessment, which invited the use of our equity lens to reflect on current instructional practice as well as resources being used.
- Opportunities for the community to review the materials were held on May 16, 18, and 19 in addition to examples of student work.

The previously adopted curriculum, Inquiry by Design and teacher-created Oregon Writing Project units are recommended because:

- Enable engagement of each student in the key elements of literacy
- Equip teachers to design meaningful and effective learning experiences
- Facilitate prioritization of student skill-building and knowledge
- Leverage the power of teacher collaboration

ATTACHMENTS and LINKS TO ADDITIONAL INFORMATION:

- A. [English Language Arts Renewal Board Presentation](#)
- B. Links to Inquiry by Design Curriculum Information
 - a. [General Overview Video](#)
 - b. [The Materials \(Video\)](#)
 - c. [The Text Cycle \(Video\)](#)
- C. [Link to Sample Unit for Oregon Writing Project](#)
- D. [ODE English Language Arts Standards](#)
- E. [ODE English Language Arts Approved Materials List](#)
- F. [Link to May 2022 Community Review Information](#)

PRESENTER / STAFF CONTACTS:

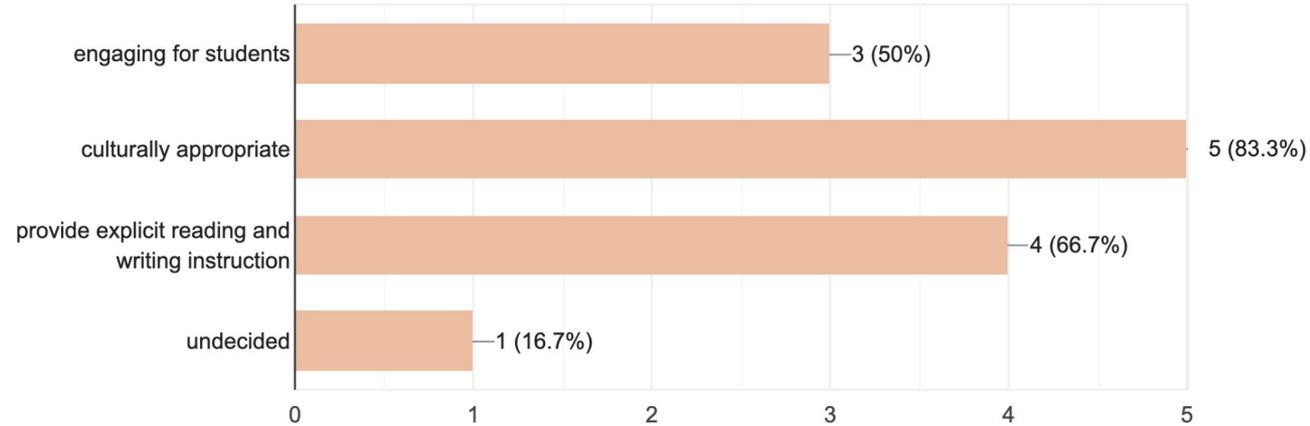
Mayra Gómez, Executive Director of Teaching and Learning & Professional Development
Andrea Lockard, Associate Director of Teaching & Learning & Professional Development

Feedback



These materials are:

6 responses



- Good for inclusionary purposes
- I appreciate the diversity of the texts.
- Looks diverse. Would be good to allow for flexibility to keep students engaged.
- This looks like it will really help students develop critical thinking skills!

PUBLIC COMPLAINT

ACTION
Agenda Item #8
June 9, 2022

ORIGINATED BY:

Tara Nelson (Damascus, OR) submitted two complaints (Attachment A and B) to the Board pursuant to North Clackamas School District (NCSd) KL-AR (Attachment C).

BACKGROUND:

Tara Nelson's first complaint is in regards to access to the meeting and time allowance to speak at the February 24, 2022 Board Meeting.

Tara Nelson's second complaint is in regards to her safety at the March 10, 2022 Board Meeting.

As this complaint concerns procedures related to Board meetings, this time is set on the Board agenda to address this complaint by discussing the topics. This complaint is subject to resolution within 90 calendar days.

ATTACHMENTS:

- Attachment A: Public Complaint Bias Public Time Limit, Tara Nelson, Dated 3/31/22
- Attachment B: Public Complaint Safety, Tara Nelson, Dated: 3/31/22
- Attachment C: NCSd [KL-AR](#)

PRESENTER CONTACT:

Libra Forde, Board Chair

03/31/2022

North Clackamas School District (NCSD)
[12400 SE Freeman Way](#)
[Milwaukie, Or 97222](#)

re- Formal Complaint, bias public comment time limit
KL-AR(2)

To the School Board and Superintendent,
Orlando Perez
Jena Benologa
Libra Forde
Tory Mcvay
Kathy Wai
Mitzi Bauer
Steven Schroedl
Dr. Shay James

Greetings,

My formal complaint is the NCSD was bias, discriminatory, and unfair to all constituents who signed up to speak, myself Tara Nelson (a parent) was one of them, at the public-school board meeting. Regarding access to the meeting and time allowance to speak. The date of the meeting was 2/24/2022.

The board meeting was held via zoom, from school board members' homes. No assistance from the district was available, or equitable opportunity, to all who had signed up to speak. Your own device was to be provided by yourself, to speak. The first approved speaker was Wanda Shell, however the zoom link she was provided was not connecting to the board meeting. Her turned was called as a no show by the board, and she was passed over. Even though herself, myself, and other constituents were nearby in front of the locked district building, who could confirm she indeed was present trying to link in zoom. We had no help line or no one from the district of whom tried calling her to see if she needed help connecting.

The last and final speaker, Joan Kawaski, ESD teacher, was provided and allowed 4 minutes to speak. She was not appropriately given her 30 second warning, or her end time at 3 minutes. Yet the other speakers were promptly cut off at 3 minutes, some even without the 30 second warning- Kristen Stevens.

I would like a reply to my complaint of the bias, unfair, and discriminatory practices I experienced and witnessed in being a constituent giving public comment.

Sincerely,

Tara Nelson
[Damascus, Or 97089](#)

03/31/2022

North Clackamas School District (NCSD)

[12400 SE Freeman Way](#)

[Milwaukie, Or 97222](#)

re- Formal Complaint, safety

To the School Board and Superintendent,

Orlando Perez

Jena Benologa

Libra Forde

Tory Mcvay

Kathy Wai

Mitzi Bauer

Steven Schroedl

Dr. Shay James

Tiffany Shireman Chief Operation,

Joe Bridgeman Executive Director, Student and Family Support

Greetings,

This is a formal complaint regarding the actions the school board, superintendent, and NCSD staff executed with no regard to my safety. I, Tara Nelson, and another constituent, Wanda Shell was directed out of the district building into an unknown dangerous situation outside.

On Thursday, March 10, 2022 NCSD had a hybrid board meeting at the district's office. My self and another constituent were allowed to go inside the public building for the public-school board meeting. Other constituents were told they had no clearance to enter the public board meeting. At 6:33 the meeting began. During this time, there was some of the staff distracted by constituents and parents outside. Both Tiffany Shireman and Joe Bridgman had went out to the foyer to talk to the constituents, who were denied access to the board meeting. At one point Dr. Shay James got up to close the blinds of the board room, where constituents outside were not allowed to look inside.

After Wanda and I gave our public comments, a staff member ran inside the board room from the lobby and said the meeting needed to stop. That it was getting dangerous in the lobby and the parking lot. Everyone must get up and leave. Board members and staff were confused and asked if they would be returning, should they take their personal belongings- they were advised yes to take all your personal stuff. This staff person who called the meeting to a stop proceeded to tell Wanda and I, we had to go outside the front doors and lobby to exit to the parking lot where she had just run from danger to stop the meeting. Simultaneously, another male staff member said, "What are we going to do with these two parents, we can't lock them in the building." Wanda and I were confused as to the fast reactions of danger and the need to

hide. Were we going into a lock down drill situation?! What was going on outside-in fact, many what other questions. It was then offered we could follow the staff and board members out of the office to the back room(s) area.

I say rooms because we are now in an unfamiliar space- a kitchen. People of the district not knowing what to do or where to go, were talking aloud trying to figure out what to with themselves and me and Wanda. We started following them into the NW room and were told, "Oh no you can't stay with us. You must exit the building." We were then urgently pushed out a side door on the East side of the building onto a dark sidewalk alley leading to the parking lot & front door South entrance of the building.

We are now outside in the danger, while the NDS staff and board members are hiding in a closed room. We received no physical or telephone call back when the meeting resided 30 minutes later. This evening was chaotic, confusing, and unsafe. I have not received an apology to this day. Dr James did leave a voicemail on 3/12//2022, again no apology. It was to ask if I was ok, two days later, and if I had any questions to call her on Monday.

I would like a reply to my complaint of my personal safety. I expect to hear from NCSD by April 6, 2022.

Sincerely,

Tara Nelson
[Damascus, Or 97089](#)



Code: KL-AR(1)
Revised/Reviewed: 8/19/10; 2/21/13; 12/11/14;
1/22/15; 8/08/19; 6/25/20
Orig. Code: KK-AR

Public Complaint Procedure**

A complaint under Policy KL must be in writing. Verbal or “informal” complaints will not be process under Policy KL. For complaints that involve a District staff member other than the Superintendent, School Board or a School Board member, the Executive Director of Human Resources will determine the appropriate administrator for Step 1. For complaints about students or from students, the Executive Directors of Elementary, Middle or High Schools are responsible for determining the appropriate administrator for Step 1. For a complaint about policies, programs or services, the Superintendent is responsible for determining the appropriate administrator for Step 1.

The complainant should utilize the complaint form found in administrative regulation KL-AR (2) – Complaint Form.

1. 3-Step Appeal Process:

- 1.1 **Step 1 (School/Program Administrator):** After the District has received a complaint it will be referred to the appropriate administrator for investigation and resolution. It is the District’s intent that a complaint would be resolved at the lowest level. The administrator will investigate the complaint, attempt to resolve the complaint and make a Step 1 decision if the complaint cannot be resolved to the complainant’s satisfaction.
- (a) The administrator responsible for Step 1 has 30-calendar days to investigate the complaint, attempt to resolve the complaint and make a written decision on the complaint if the complaint is not resolved.
 - (b) The administrator responsible for the complaint at Step 1 has wide latitude to attempt to resolve the complaint by conferring with the complainant, the subject, and other parties involved. In some cases, it may involve the administrator requesting the complainant and the subject of the complaint to meet and try to resolve the dispute. In other cases, it may not be appropriate to have such a meeting.
 - (c) The 30-day time limit for Step 1 may only be extended by written agreement of the complainant.
 - (d) The administrator will include in the Step 1 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.

- (e) The complainant who appeals the Step 1 decision shall provide in writing the reason(s) for the appeal.
- (f) **Athletic Issues:** For complaints involving athletics (except for Title IX complaints which are not subject to this subsection), the first step in the complaint process is the coach directly responsible for the student athlete. If the issue is not resolved within 5-school days, the issue may be appealed to the high school athletic director. A decision of the athletic director may be appealed to the high school principal within 5-school days of the athletic director's decision. The decision of the high school principal is final and may not be appealed.
- (g) **Students with Disabilities:** Complaints about athletics that involve students who are eligible for special education or reasonable accommodations under either the IDEA or Section 504 will be process under applicable statutory procedures under those laws. Further information on this subject may be found in the OSAA Handbook.

1.2 **Step 2 (Superintendent or Designee):** If the complainant disagrees with the decision of the administrator in Step 1, the complainant may appeal the decision to the administrator indicated in the Step 1 decision. Normally this administrator would be the supervisor of the Step 1 administrator.

- (a) The Superintendent determines the appropriate Step 2 administrator.
- (b) The Step 2 administrator will review the investigation that occurred at Step 1, the Step 1 administrator's decision, and the complainant's written appeal.
- (c) The Step 2 administrator may, but is not required, to do more investigation if that administrator determines it is necessary. This may include additional interviews of the complainant and other relevant witnesses.
- (d) The Step 2 administrator will attempt to resolve the complaint with the complainant. If this is not possible, the Step 2 administrator will issue a final decision.
- (e) The administrator responsible for Step 2 has 30-calendar days to investigate the complaint, attempt to resolve the complaint and make a written decision on the complaint if the complaint is not resolved.
- (f) The 30-calendar day time limit for Step 2 may only be extended by written agreement of the complainant.
- (g) The administrator will include in the Step 2 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.

1.3 **Step 3 (School Board):** The School Board is the final step in the District's complaint process. For complaints under this policy, the School Board may hear the appeal. If the School Board decides to provide a hearing on the appeal it will render a decision within ninety (90) calendar days of initiation of the complaint. If a hearing on the appeal is granted, the process will include:

- (a) The Board will schedule a hearing on complainant’s appeal. The Board leadership in consultation with the Superintendent and/ or legal counsel will determine whether the hearing will be in public session or in executive session, according to the Oregon public meeting law. The administrator will include in the Step 2 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.
 - (b) The appeal before the Board will be on the record developed by the Step 1 and Step 2 administrators. No witnesses may be called. The Superintendent or designee will present its position. The complainant will present their position. The Board may ask clarifying questions of the parties. The Board will make a final decision on the appeal in an open public session.
 - (c) The Board will provide a written order to the complainant following the Board decision.
 - (d) The Board has 30-calendar days from the day it receives a written appeal to make a final decision in a Board meeting. The 30-calendar day timeline may be extended with written consent from the complainant.
- 1.4 It is the District’s goal that the complaint process be resolved within 90 calendar days. For example:
- 1. 30 calendar days at Step 1 to review complaint, investigate and render decision.
 - 2. 7 calendar days to appeal: Days 31-38.
 - 3. Day 38 appeal received.
 - 4. Day 68 for Step 2 decision.
 - 5. 7 calendar days to appeal: Days 69-75.
 - 6. Day 75 Step 3 appeal to the Board. The Board has 15 calendar days to have a Board hearing (if applicable) and render final decision.
2. **Complaints made to Board Members:** From time to time Board members may receive complaints from community members, groups or staff by email or other means. Board members shall refer complainants to the Superintendent.
3. **Complaints filed with Public Agencies:** If the complainant chooses to engage in another complaint process with an outside agency such as the Oregon Department of Education, the Teacher Standards and Practices Commission, the Oregon Bureau of Labor and Industries, the Employment Relations Board, the Office for Civil Rights or other such agencies, the District is under no obligation to either begin or complete its complaint process.
- 3.1 If the complainant refuses to use the District complaint process and instead goes directly to a public agency with the complaint, the District is under no obligation to consider the same complaint in the future.

3.2 If the complainant withdraws their complaint within the first 30-calendar days after filing the complaint with the public agency but prior to receiving a decision or a dismissal notice from the public agency, the complainant may file a complaint under the applicable policy with the District provided that the complaint is filed with the District within the time limitation.¹

4. **Complaints that cannot be processed within 90-calendar days:** There may be situations where it is not practical that a complaint can go through the 3-step process from start to finish within the 90-day time period. An example of such a complaint might require an unusual amount of investigation at Step 1 that makes it impossible to complete Step 1 within 30-calendar days. Another example might be a complainant who raises an issue that can only be decided by the Superintendent or Board. A third example is a situation where the Board is not able to schedule a Board hearing within the 90-day window because of an event outside the control of the Board (e.g., a snow day closure with cancellation of the Board meeting, or a necessary party to the hearing being unavailable because of illness).

4.1 It is important that both the District personnel who are responsible for responding to the complaint as well as the complainant understand that there are many possible events that could delay the 3-step process that leads to a final Board decision within 90-calendar days of the date the complaint is filed. In these instances, the District will work with complainant to come to a mutual agreement on the path forward, which may include the following modification of the 3-step complaint procedures:

- (a) Mutual agreement on an extension of time for the complaint process: complainant must confirm such an agreement in writing.
- (b) Waive Step 1 and go directly to Step 2: Both the complainant and the District must mutually agree in writing to this process. The Step 2 process will complete the investigation and render a decision within 60-calendar days. Any appeal to the Board under Step 3 must be completed with a Board decision by day 90.
- (c) If a complaint is received at the end of the school year, and an investigation must include interviews of staff and students who may be unavailable during the summer months, it may be necessary for the District to request an extension of time to complete the investigation. If the complainant refuses the extension of time for the investigation at Step 1, the District may skip Step 1 to give the investigator the amount of time needed for the investigation. The process will then begin at Step 2 so that the investigation can be completed so there is enough time for a Step 2 decision and a Step 3 appeal.
- (d) If the complainant has not otherwise agreed to an extension of time and the District has not been able to render a final decision at the Board level in Step 3 within 90-calendar days, the complainant may appeal directly to the Deputy Superintendent of Public Instruction as outlined below.

¹ All complaints must be received by the District on the later date of: (1) within two years of the alleged violation or the complainant's discovery of the alleged violation, or (2) one year after the affected student has graduated from, moved away from, or otherwise left the District. If the alleged violation is continuing, the time limitation must run from the date of the most recent incident.

5. **Final Decisions of the School Board that may be appealed:** Certain Step 3 final decisions by the Board may be appealed to the Deputy Superintendent of Public Instruction, as allowed in OAR 581-002-0001 to 581-002-0023. The Board’s final decision regarding complaints of discrimination under Policy AC, complaints about restraint and seclusion of students, complaints about harassment of students in OAR Division 22 Standards and complaints of retaliation in ORS 659.852 may be appealed. All other decisions of the Board are final and may not be appealed to the Deputy Superintendent of Public Instruction.
- 5.1 In those complaints that may be appealed to the Deputy Superintendent of Public Instruction, a complainant may appeal if the Board has failed to render a decision within 90 calendar days of the initial filing of the complaint, unless the District and the complainant have agreed in writing to a longer period.
- 5.2 The appeal to the Deputy Superintendent of Public Instruction must be received by the Oregon Department of Education no later than one year after the date of the final decision by the District, or if the District fails to issue a final decision, not later than two years after the date the complainant first filed the underlying complaint with the District.
6. **Investigations:** Investigations will normally occur at Step 1 after a complaint is received. The Step 1 administrator may be the investigator, or a third-party investigator may conduct the investigation. The investigator will not be a person who is the subject of the complaint or who is directly involved in the subject matter of the complaint. The District staff responsible to determining the sufficiency of the complaint in Section 3.1 will normally determine who will investigate the complaint.
- 6.1 **Investigations involving District’s Legal Counsel:** At the sole discretion of the Superintendent or designee, it may become necessary to request the District’s legal counsel to assist the District in an investigation.
- 6.2 **Investigation Process:** There is no set investigative process. Each complaint should be investigated in a manner that makes the most sense, but should include interviews of the complainant, the subject of the complaint, and any relevant fact witnesses who know something about the issue.
- 6.3 **Burden of Proof:** The complainant has the burden of proof in determining the truth of the matter asserted. The subject of the complaint (for example, the staff person who is alleged to have done something wrong) bears the burden of proving a defense to the complaint. The investigator is entitled to make credibility findings based upon the demeanor of the interviewees.
- (a) The burden of proof is a preponderance of the evidence, whether it is more likely than not that the issue complained about is true, and whether it violates a District policy.
- (b) Sometimes it will not be possible for an investigator to determine which version of the facts is correct, such as when there are only two witnesses and the witnesses have contrary testimony. In this situation the investigator may but is not required to determine which witness is more believable. The investigator may also determine that neither witness is more believable than the other and the evidence is therefore inconclusive. In this case the complaint will be deemed denied.
- 6.4 **Investigation Timeline:** The District’s goal at each step is to conclude each step within 30 calendar days, for a total complaint process of 90 calendar days. Some complaints will have

relatively simple issues to be investigated. Complaints that contain many issues over a period of several years may present challenges for the completion of an appropriate investigation within the 30 calendar day time frame. The Step 1 administrator responsible for initiating an investigation shall notify the complainant of any delays or impediments to a timely investigation.

(a) **Agreement to Extend Investigation Timeline:** There may be circumstances that arise that make it impossible to complete an investigation with 30-calendar days, such as summer break, the unavailability of witnesses to participate in an interview, or the complexity or large number of issues to be investigated. If a delayed or prolonged investigation is necessary, the District will contact the complainant and explain the situation with the goal of getting consent for an extension of time. All extensions of time for the investigation will be put in writing and sent to the complainant.

(b) If the complainant refuses to allow for an extension of time for an investigation and it appears that an investigation cannot be completed within the time period allowed, the District may conclude the investigation and inform the complainant that the complainant may advance to the next level of appeal.

6.5 **Investigation regarding Sexual Harassment Complaints:** All complaints alleging sexual harassment shall be investigated by the District.

6.6 **Investigations Reports:** Complaint investigations will be concluded with a written investigation report. Depending about the investigation, the District may be required to keep the investigation report confidential pursuant to state or federal law.

(a) The District will respond to public records requests for investigation reports consistent with the Oregon Public Records law in ORS Chapter 192.

(b) The District will notify complainants and the subject of the complaint regarding the results of an investigation. This will include (a) whether the complaint is substantiated and (b) the District's intended action for a substantiated complaint.

(c) The District will determine on a case-by-case basis whether the actual investigation report is subject to disclosure to the complainant, subject of the complaint, or the public according the applicable District policy, state law, federal law and collective bargaining agreements with the associations.

7. **Complaints about the Superintendent:** A complaint that is directly against the Superintendent is not subject to the 3-step complaint process above. Any complaint received by the District under any complaint policy will be referred directly to the Board Chair.

7.1 The Board Chair shall notify the Vice Chair and District's legal counsel about the complaint. The District's legal counsel will notify the full Board of Directors about the complaint and the general nature of the complaint. The Board Chair will notify the Superintendent about the complaint.

7.2 The Board Chair and Vice Chair will determine how to conduct a preliminary investigation of the complaint in consultation with the District's legal counsel. The Board Chair will keep the Board of Directors apprised of the status of the investigation.

- 7.3 If the nature of the complaint appears to the Board Chair and Vice Chair to be a complaint that could be resolved between the complainant and the Superintendent, the Board Chair will notify the Board of Directors that an informal resolution may be possible. The Board Chair shall complete an investigation and informal resolution within 30 calendar days of the filing of the complaint.
- a. The Board Chair shall contact the complainant and determine if the complainant is willing to engage in an informal resolution.
- 7.4 If the complainant is unwilling to engage in an informal resolution, or if the nature of the complaint alleges serious misconduct of the Superintendent or appears to the Board Chair and Vice Chair not to be a complaint that may be informally resolved, the Board of Directors shall be notified of this conclusion.
- (a) The Board Chair shall present the complaint to the Board of Directors with a plan on how the allegations in the complaint will be investigated.
 - (b) At the conclusion of the investigation, the Board Chair will provide a summary of the investigation to the Board of Directors, the Superintendent, and the complainant.
 - (c) The Board Chair will schedule a hearing on the complaint before the Board of Directors at the next regularly scheduled Board meeting, or a special Board meeting.
 - i. The Board Chair shall provide written notification to the complainant and the Superintendent of the time and place of the hearing. The hearing will be conducted in public or executive session as determined by Oregon public meeting law.
 - ii. The Board will make a final decision on the complaint in an open public session and provide a written order of its decision to the complainant and the Superintendent.
 - iii. The complainant's right to appeal the Board's decision is subject to Section 5 above.
 - (d) The timeline to process a complaint shall be a total of 90-calendar days from the date of the complaint was received by the Board Chair.

8. **Complaints about the School Board or Individual Board Members:** Complaints about the Board or individual Board members should be filed with the Board's Secretary in the Superintendent's office. Complaints against the School Board or individual School Board members are not subject to the 3-step complaint process as described above. This is subject to resolution within 90 calendar days. This is because Board members are elected officials and not subject to the direction and control of the District administration.

- 8.1 Any complaint received by the District under any complaint policy will be referred directly to the Board Chair. The Superintendent will be notified of the complaint within 3 calendar days.
- 8.2 The Board Chair shall notify the Vice Chair and District's legal counsel about the complaint within 3 calendar days of receipt of the complaint. The District's legal counsel will notify the

full Board of Directors about the complaint if the complaint is about the full Board within 7 calendar days of legal counsel's receipt of the complaint.

- 8.3 If the complaint is against one or more individual Board members, the Board Chair will notify the Board of Directors that a complaint has been filed against named Board member and the general nature of the complaint within 3 calendar days of the Chair's receipt of the complaint.
 - (a) The Board Chair shall offer to meet with the individual Board members who are the subject of the complaint and will provide a copy of the complaint to the Board member(s). The District's legal counsel may be included in meetings with Board members.
- 8.4 The Board Chair in consultation with the Vice Chair will determine whether and how to conduct a preliminary investigation of the complaint in consultation with the District's legal counsel. The Board Chair will keep the Board of Directors apprised of the status of the investigation.
- 8.5 In all complaints against individual Board members, the Board has an interest in providing named Board members with some informal resolution process such as the Step 1 process that is afforded to complainants and subjects of complaints as described above. If at all possible, complaints directed at Board members should be resolved on an informal basis with the cooperation and participation of the complainant and the named Board member. The ultimate decision about whether an informal process occurs is at the discretion of the complainant, not the Board member about whom the complaint is made.
 - a. If an informal resolution is reached between a complainant and Board member(s), the informal resolution will be reduced to writing and the writing will be provided to the complainant and the involved Board member(s). The full Board will be notified that the complaint has been resolved.
- 8.6 If either the Board of Directors or the complainant determine that an informal resolution of the complaint is not possible, the Board will schedule the complaint for a hearing before the Board of Directors.
 - (a) The Board Chair will schedule a hearing on the complaint before the Board of Directors at the next regularly scheduled Board meeting, a subsequent Board meeting if the agenda has already been published, or a special Board meeting.
 - i. The Board shall provide reasonable prior written notification to the complainant of the time and place of the hearing. The hearing will be conducted in public or executive session as determined by the Oregon public meeting law.
 - ii. The hearing before the Board will include:
 - A. An opportunity for the Board member who is the subject of the complaint to respond to the complaint;
 - B. An opportunity for the Board to review any investigative report that has been done on the complaint;
 - C. An opportunity for the complainant to address the Board;

- D. An opportunity for Board members who will be deciding the complaint to ask questions of the complainant and the Board member who is the subject of the complaint; and
 - E. The Board Chair, or other Board member presiding at the hearing shall consult with the complainant to mutually agree on the order of presentation of the hearing. The Board Chair or Board member presiding at the hearing shall make the final decision on the order of presentation.
- iii. The District's legal counsel will assist the Board during the hearing.
 - iv. The Board will make a final decision on the complaint in an open public session and provide a written order of its decision to the complainant.
 - v. The complainant's right to appeal the Board's decision is subject to Section 5 above.
- (b) Complaint against Board Chair or Vice Chair: In the event the Board Chair or Vice Chair is individually the subject of a complaint (as opposed to all Board members being the subject of a complaint), the Board Chair or Vice Chair shall not be involved in the complaint process in Section 8. Other Board members may be appointed to process the complaint against the Board Chair or Vice Chair.
 - (c) Complaints against both Board Chair and Vice Chair: In the event both the Chair and Vice Chair are the sole subjects of a complaint (as opposed to a complaint against all Board members), the Board member with the most seniority on the Board will be appointed by the Board to process the complaint.

9. Complaints by and against District Staff: Special consideration is required in processing complaints by staff or against staff. These complaints will be evaluated by the appropriate District administrators.

9.1 **Complaints made by staff:** Complaints filed by District staff under a District complaint policy may be subject to the collective bargaining agreement of which the staff person is a member. If the matter complained about is a matter that is covered by the applicable collective bargaining agreement, that agreement controls, and the staff complaint will not be permitted.

- (a) Staff complaints under Policy KL: Although a District staff person may be a resident of the District, or be the parent or guardian of a student in the District, that alone does not give a staff person standing to file a public complaint under Policy KL unless the staff person is doing so either (a) because the complaint relates to their own child who is a student in the District; or (b) because the complaint relates to being a resident in the District, not a staff member of the District.
- (b) Staff Complaint under Policy GBM: Complaints under Policy GBM may only be made by current employees of the District. The complaint procedure will not be available to resolve disputes and disagreements related to the provisions of any collective bargaining agreements, nor in any other instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning the dismissal, nonrenewal or nonextension of any employee are not subject to Policy GBM. The Board's decision is final and may not be appealed to the Oregon Department of Education.

- 9.2 **Complaints about staff:** Complaints about District staff by District staff or third persons are confidential personnel matters subject to state law and applicable collective bargaining agreements. The complaint processes outlined above are all subject to applicable law and collective bargaining agreements.
- 9.3 Complaints about staff or staff performance shall be directed to the District’s human resources office.
10. **Complaints made by District Board Members:** District Board members have the right to use the District complaint policies. In doing so, the complainant/Board member waives the right to participate as a decision-maker in the appeal process outlined in Section 1.3.
- 10.1 Board members have the same protections as staff, students and third parties to not experience discrimination, harassment or other forms of conduct prohibited by District policy.
- 10.2 Board members are residents of the District. However, as a Board member they are in a unique position to challenge District policies and procedures in their role on the School Board. Unless the District makes a decision that directly affects a Board member as a District resident, or as the parent or guardian of a District student, Board members may not make a complaint under Policy KL.
- (a) Board member complaints about District Staff: A complaint made by a Board member about a District staff person will be made directly to the Superintendent. The Superintendent will consult with the Board Chair and District Legal Counsel about the appropriate next steps, including notification to the staff person that is consistent with any applicable collective bargaining agreement and how the complaint will be investigated.
- (b) Complaints will begin at Step 2 at the Superintendent or designee level. Appeals from the Superintendent’s decision shall be heard at the Step 3 level by the School Board. The complaining Board member(s) shall not participate in the Board decision at the Step 3 level.
- 10.3 Board members will refrain from filing complaints under the District complaint policies because of disagreement with policy decisions the Board has voted on or for decisions that have been delegated to the administration. Board members shall use the Board meetings to address policy concerns.
- 10.4 Board members agree that if a Board member is a complainant under a District complaint policy, that complaining Board member and the Board member who is the subject of the complaint agrees not to do the following:
- (a) Participate in the selection of an investigator;
- (b) Communicate with fellow Board members outside of a Board meeting about the complaint;
- (c) Lobby any fellow Board member to support a position on the complaint;
- (d) Deliberate on the complaint as a Board member;
- (e) Vote on a decision about the complaint; or

(f) Retaliate against the complainant, District staff or other Board members in any way.

10.5 A Board member's failure to abide by this section may subject the Board member to the consequences of public censure.

11. Notification to Complainants and Subjects of Complaints: All notifications to complainants shall adhere to the following requirements:

11.1 Shall be sent regular mail and by email at the last known address of the complainant;

11.2 Be written in the language preferred and spoken by the complainant;

11.3 Clearly describe the decision;

11.4 Clearly describe the appeal process with identification of the time for appeal, and the person and address to whom the appeal must be addressed; and

11.5 Clearly identify any other agency to whom an appeal of the final decision may be appealed.

As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

AUTHORIZATION TO PURCHASE K-2 DECODABLE BOOKS

DISCUSSION

Agenda Item #9

June 9, 2022

SUPERINTENDENT’S RECOMMENDATION:

Staff recommends the Board grant advanced authorization to the superintendent to enter into contracts to purchase decodable books from Benchmark Education through a cooperative contract. The amount of the purchases is a not-to-exceed \$250,000.

BUDGET IMPACT/SOURCE OF FUNDS:

The source of the funds will be the Student Investment Funds.

BACKGROUND:

The Student Investment Account (SIA) is the portion of money generated by the Student Success Act (SSA) that is dedicated to K-12 education. SIA distributions represent 50% of the overall collections and are distributed to school districts through a non-competitive grant process. Focus on early literacy and meeting the needs of diverse learners was a major theme of our 2021-23 Student Investment Account plan.

The Board-adopted Contracting Rules allows the Board to give advanced authority to the Superintendent to execute a particular District Contract or class of District Contracts. Textbooks and curriculum are common purchases for elementary schools. Decodable books are books that are written with a focus on a particular phonetic pattern or word family. Each decodable book is written using specific sound-letter relationships throughout the entire text. These phonics patterns on the pages of these books include word families with short vowels, long vowels, vowel teams, or irregular sounds.

As with all contracts, additional costs may be incurred for added or changed scope (e.g. change orders for unknowns, unforeseens, or agency requirements).

PRESENTER / STAFF CONTACT:

Joel Stuart

Lead Administrator for Student Success

SUPPLY SHED PURCHASE CONTRACT AWARD:

ACTION
Agenda Item #10
June 9, 2022

SUPERINTENDENT’S RECOMMENDATION:

Approve awarding a contract to Tuff Shed for the purchase of forty-one (41) 10ft x 12ft sheds for an amount of \$339,422.60.

BUDGET IMPACT/SOURCE OF FUNDS:

The source of the funds will be the 2016 Bond Funds.

BACKGROUND:

The voters approved a capital projects Bond measure in November 2016. The bond program included a focus on increased school safety such as secured entry systems, security systems, security cameras, emergency communications, fire systems, and as part of school safety, emergency and disaster preparedness (e.g. in the event of a major earthquake).

The district used information from the Federal Emergency Management Agency (FEMA), Red Cross, and other resources to develop an emergency plan. The purchase of these storage sheds will allow for the future storage of emergency supplies as part of the disaster preparedness plan.

This purchase adheres to North Clackamas School District’s procurement rule NCSD-47-0288 (16) (Manufacturer Direct Supplies) as this is a large-volume purchase and Tuff Shed will supply the sheds less than the cost that it charges to its distributors.

As with all contracts, additional costs may be incurred for added or changed scope (e.g. change orders for unknowns, unforeseen, or agency requirements).

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent Operations