



Agenda

North Clackamas School Board
Thursday, August 24, 2023 - 6:00 PM
Zoom/YouTube
12400 SE Freeman Way
Milwaukie, OR 97222

Times listed on the agenda below are only estimates and may be adjusted.

OPEN SESSION

Access via YouTube

<https://www.youtube.com/channel/UCzbqv6ZzSAwdI9zaydC1NuQ>

6:00 Call to Order

Community Comments

Native Land Acknowledgement 3
Flag Salute 4

Minutes - July 6, 2023 5

Consent Agenda

A. Employment Changes

6:20 1. Strategic Energy Management Program - Report 8
Presenter: Cindy Detchon

6:35 2. Board Committee Liaisons Assignments - Report 29
Presenter: Jena Benologa

6:45 Adjourn

EXECUTIVE SESSION

Convened under Oregon Laws ORS 192.660 (o).

NOTICE TO MEDIA: (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.

6:45 1. Security of Public Body Facilities 1

7:30 Adjourn

GOVERNANCE SESSION

Join Zoom Meeting

<https://us06web.zoom.us/j/87602018561?pwd=bnZ2eXZMbEMrY3FGaGFoVVIJaEl4QT09>

Meeting ID: 876 0201 8561

Passcode: 852758

7:30 1. Board Processes and Protocols

Presenter: Larry Didway, Clackamas ESD

8:30 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.



Flag Salute

I pledge allegiance to the Flag of the United States of
America, and to the Republic for which it stands, one Nation
under God, indivisible, with liberty and justice for all.

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:

- Administrators appointments, transfers, and terminations
- Licensed terminations

Travel Request -

- Grant permission for 10 students from Adrienne C. Nelson High School to travel to University of Portland, July 19-22, 2023.

Travel Request -

- Grant permission for 15 students from Rex Putnam High School to travel to Oregon State University, July 11-14, 2023.

Motion passed unanimously, 7-0.

Oath of Office Video - Superintendent Shay James presented a video of the new board members taking their oath of office.

Declaration of Actual, Potential or Perceived Conflict of Interest - Board members made public declarations of actual, potential or perceived conflicts of interest as follows:

Mitzi Bauer – None stated.

April Dobson - Perceived: Recently resigned as a voting board member of Clackamas Charter Alliance School Board. She will be maintaining a role in an advisory capacity.

Paul Kemp - None stated.

Tory McVay – Perceived: Wife is a volunteer for the North Clackamas Education Foundation (NCEF) and his employer (Onpoint Credit Union) services NCEF.

Glenn Wachter - None stated.

Kathy Wai - Perceived: Currently serves on TriMet Board of Directors.

Jena Benologa – Potential: Academic Director for an exchange program that places exchange students in District schools.

Board Protocols/Operating Agreements – The Board reviewed the Board Protocols and Operating Agreements document. A few changes were proposed for future consideration.

Board Liaisons Committee Assignments - The Board reviewed the list of District and Board committees. Each board member will be asked to complete a Google Survey of their preferences for committee participation during 2023-2024.

Mandatory Child Abuse Reporting Training - Superintendent Shay James provided the Board with a training handout and offered to provide additional support if needed.

There being no further business to come before the Board, the meeting adjourned at 7:00 p.m.

Unapproved

Draft

STRATEGIC ENERGY MANAGEMENT PROGRAM

REPORT
Agenda Item #1
August 24, 2023

SUPERINTENDENT'S RECOMMENDATION:

This item is presented for School Board information.

BACKGROUND:

Improving energy efficiency is one of the easiest ways to reduce operating costs. A team of leaders in NCS D's Facility Operations department is participating in the Energy Trust of Oregon's Strategic Energy Management (SEM) program. As part of the program, SEM provides the tools and education to help NCS D find ways to save energy today and continue saving over time.

Through year-long training and technical support, energy experts will collaborate with NCS D to identify, develop and implement energy management processes. As part of the SEM program, NCS D will improve energy efficiency across the district through the following actions:

- Develop and implement an energy policy with short- and long-term energy use reduction goals.
- Train an energy champion and establish an energy team to promote SEM within your organization.
- Conduct an organizational assessment of current practices.
- Develop and implement an action plan and make continuous improvement modifications.
- Conduct building opportunity assessments to identify and prioritize energy-saving operational and capital opportunities for implementation.
- Develop and implement a tracking system of energy intensity data and energy targets.
- Exchange ideas with other energy teams in your cohort during workshops.

ATTACHMENTS:

- Presentation slides
- NCS D Energy Agreement

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent of Operations
Melinda Shumaker, Director of Capital Projects
Rob Martinez, Director of Facility Operations



North Clackamas Schools

Strategic Energy Management North Clackamas School District

Strategic Energy Management (SEM) Overview



SEM with Energy Trust

More holistic than just an equipment upgrade

Examines the procedures and behaviors of energy use

Trains staff to develop and implement strategic energy management strategies

Primary focus on no- or low-cost operations and maintenance improvements

Works with other energy-saving or sustainability initiatives to create an integrated approach to energy management

“How It Works”



Source: [SEM guide](#)

Benefits of SEM

Key Benefits

Increased energy awareness and engagement across stakeholders

Energy cost reduction using existing resources

Year over year energy savings

Ongoing coaching/technical support

Improved bottom line





Incentives

Energy Savings

- \$0.02 / kWh
- \$0.20 / Therm

Milestones

- Up to five annual milestones @ \$1,000 each

Interns

- Up to \$10,000 for an intern for work focused on SEM activities

Education

- Up to \$1,400 for Building Operator Certification

Participation Details

What We Provide



Building Assessments, BMS reviews & PM tools



Policy and plan development assistance



Benchmarking and Performance Tracking Tools



Employee engagement plan templates & ideas



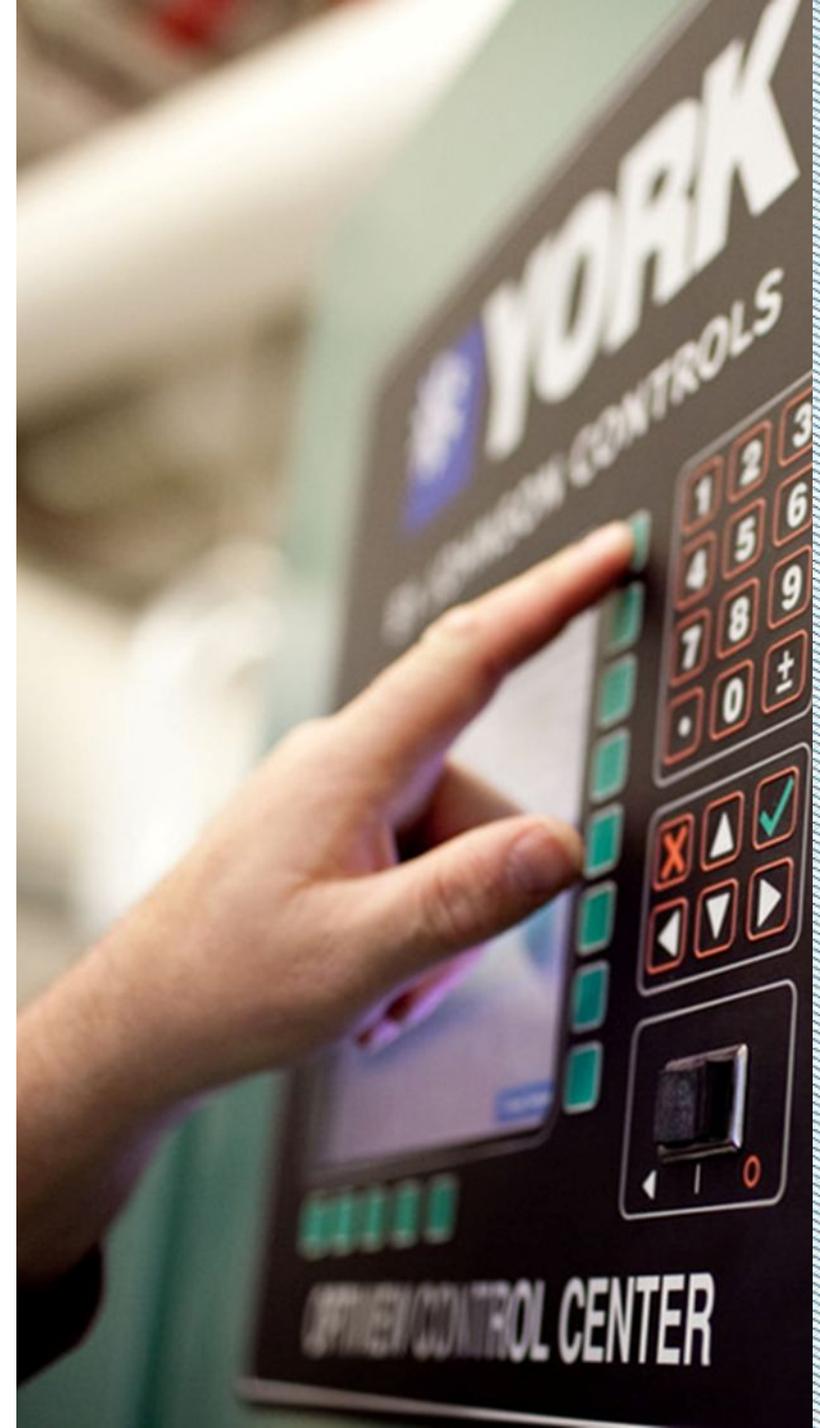
Energy Management Assessment and Action Plan



Internship Assistance



Coordination with other Energy Trust programs



Participants



SEM cohorts include participants from many market sectors.

SEM Success Stories

Medford School District

- First year: 2015
- 19 Schools Participating
- Focused on summer shutdowns and HVAC scheduling
- First year savings:
1,086,957 kWh
- 2019 Cumulative (5 yr) savings:
5,605,217 kWh



Portland State Office Building

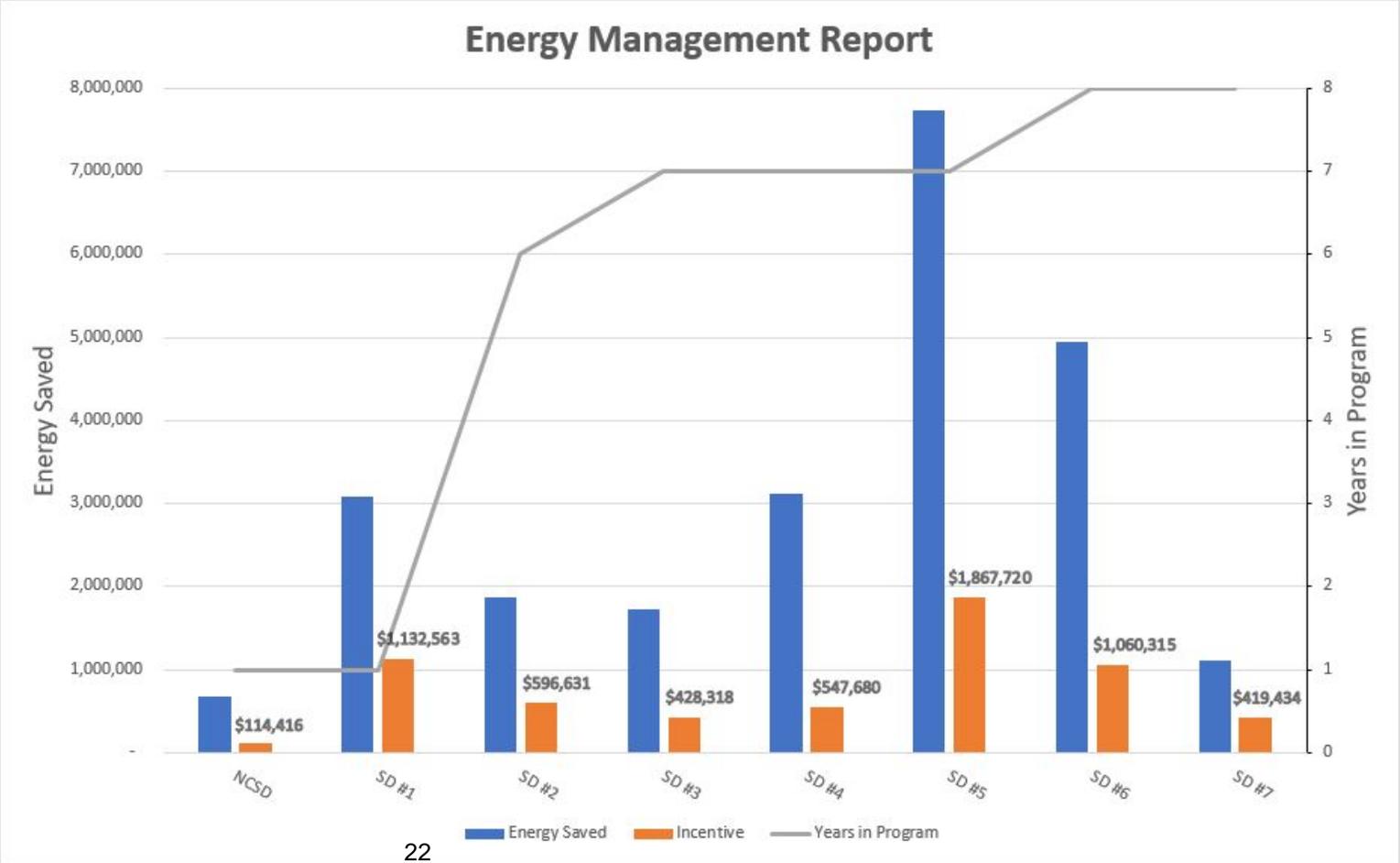
- Inter-floor energy savings competition
- Emphasis on reduction in electronic standby energy use
- Predicted \$26,000 annual energy savings from behavioral changes



“In a building with over 1,000 workstations, it adds up.”

Brad K. Daniels, rules and enforcement coordinator, Oregon Drinking Water Services

School Districts in the SEM Program



NCSD Energy Agreement Goal

Our goal is to achieve a 5% annual reduction in energy consumption from 2023 to 2027, with the active participation of staff members at each site. We will utilize the 2022 fiscal year as our baseline data and calculate the 5% savings by comparing the previous year's energy usage.

North Clackamas School District Energy Agreement

Background

The Facility Operations department, which oversees energy management, is responsible for maintaining the energy needs of North Clackamas School District, the 7th largest School District in Oregon.

Mission/Purpose

The energy policy aims to outline roles, responsibilities, and standards for building operations in alignment with our mission statement. Our organization strives to maximize resources and services through strategic investment, innovative practices, and continuous improvement processes that strengthen the school community and advance student outcomes. Complying with this agreement demonstrates our commitment to achieving these goals while promoting energy efficiency and responsible energy consumption.

Scope

Clackamas High School, Alder Creek Middle School, Oak Grove Elementary, and Facility Operations will be covered under this policy. Staff members are encouraged to adhere to this policy for guidance on energy consumption, management, and purchasing decisions related to energy-consuming items. In the coming years, we plan to expand the scope of this policy to include additional schools. This demonstrates our ongoing commitment to promoting energy efficiency and responsible energy consumption throughout our organization.

Goals and Energy Performance Metrics

Our goal is to achieve a 5% annual reduction in energy consumption from 2023 to 2027, with the active participation of staff members at each site. We will utilize the 2022 fiscal year as our baseline data and calculate the 5% savings by comparing the previous year's energy usage.

Guiding Principles

We commit to following these energy management guidelines:

- **Strategic Energy Management (SEM) Team**
 - Consists of the Building Head Custodians, HVAC Technicians, Electricians, Custodial Supervisor, Facility Operations Supervisor, Facilities Project Manager, Facility Operations Director, and Assistant Operations Superintendent.
 - Encourage a strong energy consciousness among all staff and students, encouraging them to participate in ongoing energy management initiatives.
 - Aid in the execution of energy-related initiatives.
 - Implement energy-efficient operational modifications that optimize comfort, productivity, and safety while reducing energy consumption.
- **Head Custodian**
 - As the primary advocate for energy management in their building, the Head Custodian is responsible for the following:

- Work closely with the Principal, staff members, and students to ensure they understand and comply with the Energy Policy.
- Familiarize themselves with the operation of their facilities to perform necessary functions to improve energy efficiency during shutdown periods, including nights and weekends.
- Ensure that heating and cooling equipment, lighting, and other equipment are kept in efficient and effective operating condition.
- Collaborate with Facility Operations technicians on issues impacting compliance with the Energy Management Guidelines.
- **Facility Operations Department**
 - **Will play a key role in supporting our Strategic Energy Management program by:**
 - Providing district-wide leadership, education, support, and resources to ensure the program's success.
 - Equipping each facility with energy management tools and assisting the Head Custodian and Principal in their energy management efforts.
 - Conducting Energy Walk-Throughs of buildings to identify areas for improvement and develop strategies for reducing energy consumption.
 - Providing information, feedback, and recognition to staff members and building occupants to encourage their participation in the SEM program.
- **Building Administrator**
 - Support the Head Custodian, staff, and students in implementing energy management efforts and complying with the Energy Policy.
 - Report any issues impacting compliance with the Energy Policy to the Head Custodian or Facility Operations as soon as possible to request support.
- **Staff Members**
 - Collaborate with the Head Custodian and students to implement energy-related projects and adhere to the Energy Policy.
 - Notify of any problems that may arise.
- **Energy Walk-Throughs (Day/Night)**
 - At all District facilities, the SEM team will offer energy walk-throughs to aid energy management endeavors and adhere to the Energy Policy. The Building Administrator and Head Custodian will receive a duplicate of the walk-through report.
 - Building Administrators may request walk-throughs.

- **Energy Standards Objective**

- To conserve energy usage while providing a secure, efficient and comfortable learning and working environment for students, staff, and the community. Although meeting every individual's personal comfort preference in the workplace may not be feasible, the district endeavors to maintain a reasonable comfort climate range.

- **Heating and Cooling Standards**

- Acceptable Set Point Range:
 - Heating: Occupied - 70°F; Unoccupied - 55°F
 - Cooling: Occupied - 68°F - 72°F; Unoccupied - No Cooling; 76°F - 78°F
- Work orders should be submitted to report any heating and cooling problems.
- Heating, cooling, and ventilation systems should only be operated during scheduled occupied hours or before occupancy to ensure the temperature is comfortable at the start of occupancy. All District buildings will have an unoccupied night setback temperature of 55°F.
- During extended school breaks, Thanksgiving, winter, spring, and summer break, heating and cooling systems will be kept in unoccupied setback mode. However, exceptions will be made for office staff during breaks, approved events and activities, and when required to support work in the building (such as drying carpet, floor finish, and paint). A single centrally located room will provide heat and cooling for the custodians during non-student days.
- The use of space heaters is discouraged. However, Energy Star-rated space heaters may be used temporarily if there are heating system problems. Low-wattage, under-the-desk foot warmers approved by the District are allowed.
- For after-hours programs and summer school, heating and cooling will be coordinated with the Facility Operations Department. Schools should submit work orders to identify the program schedule (dates and times) and building rooms to be used. Facility Operations will provide advice to minimize energy consumption by locating programs in single zones when possible.

- **Lighting Objective**

- Maintain appropriately lit spaces for students, staff, and the community to support learning and a safe, effective, and efficient work environment while conserving energy. It's acknowledged that meeting every individual's lighting desires is impossible, but the district strives to provide reasonable lighting levels.
- Lights should only be at full capacity when spaces are occupied. Even if occupancy sensors are installed, turn off lights when leaving a room for more than 5 minutes. Occupancy sensors can be used as a backup to turn off lights manually.
- Always keep lighting at minimum effective levels. A district electrician can explain the lighting system of a building. Use a single bank of lights during prep times and keep corridors lit at half level (or turned off) wherever possible. Nevertheless, adequate lighting should support learning, a safe, effective and efficient work environment, and building code requirements.

- Use natural daylight when possible. During the day, open blinds and shut off lights in areas with daylighting. For custodial tasks, turn on lights only in the immediate work area. Do not turn on an entire wing for cleaning. Light only one room at a time.
- Ensure exterior lighting is maintained to meet safety and security needs and is not on during daylight hours.
- Report lighting system problems by submitting a work order.
- **Efficient Operation of Office and Classroom Equipment Objective**
 - This objective aims to ensure the efficient operation of office and classroom equipment while conserving energy. To achieve this objective, staff, and students are required to follow specific guidelines:
 - All non-essential office equipment must be turned off before leaving the building.
 - Office and classroom computers should be turned off using standard shutdown procedures.
 - Printers should be set to power save mode after 20 minutes and turned off using individual power buttons.
 - Networked computers and printers should not be turned off using power strip switches.
 - Classroom technology equipment should be turned off when not in use.
 - All office equipment brought into the district must be Energy Star rated.
 - Stationary computers should be set to put the monitor to sleep after 5 minutes and hard drives to sleep or hibernate after 20-60 minutes.
 - Copiers should be set to low power mode after 5 minutes and full power save after 60 minutes.
- **Hot Water**
 - Maintain appropriately heated water for students, staff, and the community to support learning and a safe, effective, and efficient work environment while managing energy consumption.
 - Ensure that the hot water temperature does not exceed 120°F in any building location except for the kitchen or scullery.
- **Kilns (reviewed by Art Teacher)**
 - Ensure kilns' safe and efficient functioning to promote a secure and productive learning and working environment for students, staff, and the community while promoting energy efficiency.
 - Kilns can be loaded during the school day, but firing must only occur during off-peak electrical hours, typically after 3:00 pm, as long as it is deemed safe.

- Kilns should be able to reach their required temperature within eight hours. If a kiln fails to reach the desired temperature within this timeframe, a qualified technician should inspect and repair it.
- **Home and Kitchen Appliances**
 - Maintain the safe and efficient functioning of home and kitchen appliances to promote a secure and productive learning and working environment for students, staff, and the community, while promoting energy efficiency.
 - Bringing used home appliances such as refrigerators, toaster ovens, coffee makers, and hot plates into the District is not permitted.
 - All lunchroom appliances will be owned by the District and Energy Star rated, unless Energy Star products are unavailable (e.g., microwaves).
 - Energy Star-rated products must be used in locations other than lunchrooms if administrators determine that appliances are necessary.
 - The use of continuously running appliances such as refrigerators is discouraged in locations outside of the lunchroom.
 - Pop and vending machines must be equipped with an operating timer or control system as applicable.

Communication

We will realize our goals and objectives by ensuring that all members of the organization support and participate in implementing this policy. This policy shall be communicated to all newly hired employees during their new-hire orientation. The policy will also be available on our intranet and the employee self-service portal. The policy will be shared with all employees annually through standard employee communication processes.

Review

Our SEM team shall review this policy annually with the Executive Sponsor.

Signature

Name

Enactment Date

Title

BOARD LIAISON COMMITTEE ASSIGNMENTS

REPORT
Agenda Item #2
August 24, 2023

SUPERINTENDENT'S RECOMMENDATION:

This time is set aside to notify Board members of the Board liaison committee assignments for 2023-2024.

ORIGINATED BY:

Annual agenda item.

ATTACHMENTS:

2023-2024 Committee Liaison Assignments

[Policy BCE/BCF](#)

PRESENTER:

Jena Benologa, Board Chair



DISTRICT COMMITTEES

Student Voice Equity Committee (aka Youth Equity Committee)

An advisory committee to understand the diverse experiences of students in the North Clackamas School District and amplify their voices and stories to improve their educational experience. These meetings will be held in person with a few held virtually. Meets on the 4th Tuesday of each month at 4:30 - 6:30 p.m.

Liaisons: Glenn Wachter, April Dobson (Alternates: Jena Benologa, Kathy Wai)

Employee Benefits Committee

Typically meets monthly on the first Monday at 4:00 - 6:00 p.m. to review the health plan and other benefits. There will be no meetings in December and January.

Liaisons: Tory McVay, Jena Benologa

Health Curriculum Committee

Meets as needed (evenings) to review curriculum materials. Reviews supplemental health materials and makes a recommendation to the Board for their use.

Liaisons: Paul Kemp, April Dobson, Kathy Wai

Legislative Advocacy Committee

Every other fall/winter prior to the long legislative session, Board liaisons would work with district staff and community members to draft the District's Legislative Agenda. After Legislative Agenda board adoption, Board liaisons would provide legislative outreach and advocacy throughout both legislative sessions in accordance and in alignment with the Board adopted Legislative Agenda.

Liaisons: Glenn Wachter, Paul Kemp, April Dobson

NCEA Labor Association

Meets as needed on contract negotiations and other communication with the union. This is a non-bargaining year.

Liaisons: Tory McVay, Mitzi Bauer

OSEA Labor Management

Meets as needed on contract negotiations and other communication with the union. This is a bargaining year.

Liaisons: Tory McVay, April Dobson

Policy Review Committee

Meets virtually twice monthly on the first and third Tuesday at 2:00 - 3:30 p.m., or as needed, to discuss revisions to Board policies.

Liaisons: Jena Benologa, April Dobson (Alternate: Mitzi Bauer)

Wellness Committee

Meets on the second Wednesday each month at 3:45 - 5:15 p.m. Committee researches programs and oversees grants to promote wellness for employees.

Liaisons: Jena Benologa, Paul Kemp

Senate Bill 732

Implement and establish Senate Bill 732 as a Superintendent's educational equity advisory committee.

Liaisons: Glenn Wachter, Jena Benologa, Mitzi Bauer

BOARD COMMITTEES

Superintendent Evaluation Committee

This committee is responsible for drafting the superintendent's evaluation. The evaluation is drafted over 1-2 meetings in February. As this is a Board Committee it is subject to Oregon's Open Meeting Law.

Members: Glenn Wachter, Kathy Wai (Alternate: Mitzi Bauer)

LIAISON TO OTHER COMMITTEES

North Clackamas Education Foundation (NCEF) Board Meeting

Meets in person or online on the 3rd Wednesday of each month at 6:30 - 8:30 p.m. These meetings are for the NCEF Board members to review their budget, plan for fundraising events, share outreach efforts, and make decisions about ways they support NCSD students, staff, and community.

Liaisons: Jena Benologa, Paul Kemp



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](#)