



Agenda

North Clackamas School Board
Thursday, September 7, 2023 - 6:10 PM
Board Room/Zoom
12400 SE Freeman Way
Milwaukie, OR 97222

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

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.

6:10 Security of Public Body Facilities

6:25 Adjourn Executive Session

OPEN SESSION

6:30 Call to Order

Community Comments

Native Land Acknowledgement

3

Flag Salute

4

Minutes - August 24, 2023

5

Consent Agenda

A. Employment Changes

7:05 1. Superintendent's Report - New Administrator Introductions

Presenter: Shay James

7:25 2. Hispanic and Latino Heritage Month - Proclamation

Presenter: Jena Benologa

7

7:35 3. Board Reports - Summer OSBA

1

7:50 4. North Clackamas School District 2024-2025 Budget Calendar - Discussion

9

Presenter: Matt Makara

- | | | |
|-------------|---|-----------|
| 8:00 | 5. Budget Committee Vacancies - Discussion | 11 |
| | Presenter: Matt Makara/Jena Benologa | |
| 8:10 | 6. Policy Revision - Discussion | 17 |
| | Presenter: Cindy Detchon | |
| 8:20 | 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.

Director of Facility Operations Rob Martinez gave a presentation on the Energy Trust of Oregon's Strategic Energy Management program that NCSD's Facility Operations department is participating in. Questions and comments from the Board were addressed.

Board Liaisons Committee Assignments - Chair Jena Benologa notified Board members of the Board liaison committee assignments for 2023-2024.

Open session adjourned at 6:27 p.m.

Executive Session Chair Jena Benologa convened executive session under ORS 192.660(o) at 6:35 p.m.

Security of Public Body Facilities - The Board consulted with NCSD staff under ORS 192.660(o) to consider security of public body facilities.

Executive session adjourned at 7:55 p.m.

Governance Session Chair Jena Benologa convened governance session at 8:07 p.m.

Board Process and Protocols - Clackamas ESD Superintendent Larry Didway gave a presentation and discussed board processes and protocols with board members.

There being no further business to come before the Board, the meeting adjourned at 9:55 p.m.

Unapproved

PROCLAMATION:
HISPANIC & LATINO HERITAGE MONTH

ACTION
Agenda Item #2
September 7, 2023

SUPERINTENDENT'S RECOMMENDATION:

That the Board adopt the proclamation recognizing September 15 through October 15, 2023 as Hispanic and Latino Heritage Month in North Clackamas School District.

ORIGINATED BY:

Annual item.

BACKGROUND:

Each year, National Hispanic Heritage Month is observed from September 15 to October 15, by celebrating the histories, cultures and contributions of those whose ancestors came from Central and South America, Mexico, the Caribbean, and Spain whose rich culture and history are important to recognize in how they identify as either Hispanic or Latino.

The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15. It was enacted into law on August 17, 1988, on the approval of Public Law 100-402.

The day of September 15 is significant because it is the anniversary of independence for the countries of Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico and Chile celebrate their independence days on September 16 and September 18, respectively.

ATTACHMENTS:

Proclamation

PRESENTER:

Jena Benologa, Board Chair



Hispanic & Latino Heritage Month

in

North Clackamas School District

WHEREAS, each year, the United States observes National Hispanic Heritage Month by celebrating the culture, heritage and countless contributions of those whose ancestors were indigenous to North America as well as those who came from Central and South America, Mexico, the Caribbean, and Spain; and

WHEREAS, what began in 1968 as Hispanic Heritage Week under President Johnson and was expanded by President Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15.

WHEREAS, this year's theme, "Latinos: Driving Prosperity, Power, and Progress in America" invites us to celebrate Hispanic Heritage and to reflect on how great our tomorrow can be if we hold onto our resilience and hope; and

WHEREAS, although too numerous to recognize individually by name, Hispanic and Latino individuals serve as civil rights leaders and community organizers, politicians, soldiers, educators, journalists, first responders, pioneers in art and science, healthcare professionals, athletes, inventors, entertainers and so much more; and

WHEREAS, Hispanic and Latino individuals continue their rich history of significant and diverse contributions to the cultural, educational, economic and political vitality of our communities;

NOW, THEREFORE, BE IT RESOLVED, that the North Clackamas School District hereby proclaims September 15th – October 15th, 2023 as Hispanic & Latino Heritage Month and encourage all residents to honor the rich diversity of the Hispanic and Latino communities and celebrate the many ways they contribute to our nation and society.

Adopted this 7th day of September, 2023.

Signed:

Chair, Jena Benologa, School District Board of Directors

NORTH CLACKAMAS SCHOOL DISTRICT 2024-2025
BUDGET CALENDAR

DISCUSSION
Agenda Item #4
September 7, 2023

SUPERINTENDENT'S RECOMMENDATION:

Staff recommends approval of 2024-2025 Budget Calendar.

ORIGINATED BY:

As provided by law, the Board will annually adopt a budget calendar, which will identify dates and deadlines required for the legal presentation and adoption of the budget.

BACKGROUND:

The proposed calendar includes informational meetings scheduled in March and April 2024. The first Budget Committee Meeting will begin on April 30, 2024, followed by an additional meeting scheduled for May 14, 2024. Adoption of the budget is scheduled for June 6, 2024 at the regular monthly meeting of the Board.

ATTACHMENTS:

Budget Calendar 2024-2025

PRESENTER / STAFF CONTACT:

Matt Makara, Executive Director of Finance and Business Services



**NORTH CLACKAMAS SCHOOL DISTRICT
2024-2025 BUDGET CALENDAR**

<u>Date</u>	<u>Activity</u>
September 7, 2023 (Thursday)	REGULAR BOARD MEETING Proposed Budget Calendar presented to Board. Discussion item with budget committee vacancies and appointment process.
September 21, 2023 (Thursday)	REGULAR BOARD MEETING Approval of budget calendar and declaration of budget committee vacancies and/or reappoint previous members
November 9, 2023 (Thursday)	REGULAR BOARD MEETING Appoint budget committee members
March 12, 2024 (Tuesday)	BUDGET COMMITTEE INFORMATIONAL MEETING
April 2, 2024 (Tuesday)	BUDGET COMMITTEE INFORMATIONAL MEETING
April 16, 2024 (Tuesday)	BUDGET COMMITTEE INFORMATIONAL MEETING (if needed)
April 17, 2024	Publish first notice of April 30, 2024 Budget Committee Meeting
April 24, 2024	Publish second notice of April 30, 2024 Budget Committee Meeting on District website
April 30, 2024 (Tuesday)	1st OFFICIAL BUDGET COMMITTEE MEETING Budget message presented, public testimony
May 1, 2024	Publish notice of May 14, 2024 Budget Committee Meeting on District website
May 14, 2024 (Tuesday)	2nd BUDGET COMMITTEE MEETING District presents information in response to questions, public testimony, approval of budget and tax levies
May 22, 2024	Publish notice of June 6, 2024 Budget Hearing (ORS 294.438)
June 6, 2024 (Thursday)	REGULAR BOARD MEETING Public meeting (Budget Hearing) on 2024-2025 Budget (ORS 294.456) Enact resolutions adopting 2024-2025 budget, make appropriations, declare the permanent tax rate to be imposed and categorize taxes. Establish the construction excise tax rate.
July 15, 2024	Provide notice of property tax and intent to impose a tax to County Assessor for Fiscal Year 2024-2025
August 15, 2024	Submission of electronic budget to the Oregon Department of Education

Meetings may be held virtually or in person. All meetings begin at 6:30 pm.

(Please Note: Additional meetings may be scheduled, as needed.)

BUDGET COMMITTEE VACANCIES

DISCUSSION
Agenda Item #5
September 7, 2023

ORIGINATION OF AGENDA ITEM:

This item is discussion only. At the next meeting, possible action:

- Declare Budget Committee appointed positions 8, 11, and 14 vacant, and proceed with the application process for those positions.
- Reappoint Monica Di Pietrantonio to position 10.

BACKGROUND:

Board Policy DBEA – Budget Committee outlines the eligibility for Board-appointed Budget Committee members. The policy states, “At a regular meeting the Board will identify vacant budget committee positions, which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons or choose to reappoint any eligible members.” The policy also states that persons may only serve two consecutive three-year terms as a Budget Committee member. The school district board, in consultation with the District Equity Committee [education equity advisory committee], must select at least one member of the District Equity Committee to serve on the school district budget committee.

For the budget year 2024-2025 there are four expired Budget Committee positions:

<u>Position</u>	<u>Member</u>	<u>Reason for Vacancy</u>	<u>Reappointment Status</u>
8	April Dobson	Resignation	Not Eligible
10	Monica Di Pietrantonio	Term expired 6/30/23	Eligible / Interested
11	Angel Landrón-González	Term expired 6/30/23	Not Eligible
14	Emily Moore-Coon	Resignation	Not Eligible

The District typically announces vacancies through a local newspaper, Facebook, Parent Square, and posting on the district website.

Time is set aside during this agenda item for Board members to share with the Board Chair and Vice Chair what features they would like to see in the application, interview, questions, and selection process.

A possible timeline for the application, interview and selection process is as follows:

Thursday, September 21, 2023	Declare the budget committee positions vacant by board action
Friday, September 22, 2023	Open positions for application and post vacancies as listed above
Friday, October 13, 2023	Close application window
Thursday, November 2, 2023	Special Board meeting scheduled to interview applicants

Thursday, November 9, 2023

Appoint Budget Committee members at regular Board meeting by board action

ATTACHMENTS:

[Policy DBEA - Budget Committee](#)

Proposed Draft Budget Committee Application Form

PRESENTER / STAFF CONTACT:

Matt Makara, Executive Director of Finance & Business Services



Code: DBEA
Adopted: 10/16/08
Revised/Readopted: 9/16/10; 3/17/11; 9/27/18;
5/11/23
Orig. Code: DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual district budget in keeping with the provisions of applicable state laws.

Educational policy decisions are the responsibility of the Board, not the budget committee.

The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

1. The budget committee consists of seven members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee.
3. No budget committee member may receive any type of compensation from the district;
4. At a regular meeting, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;
5. At a regular Board meeting, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At a subsequent regular Board meeting, the Board will appoint persons to fill the vacant positions;

6. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year.
7. If any appointive member is unable to complete the term for which the member was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at a subsequent regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;

1. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action;
2. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public;

The budget committee may request any information used in the preparation of or for revising the budget document from the superintendent or Executive Director of Finance and Business Services. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the Superintendent or as subsequently revised by the committee;

After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 - 192.695](#)

[ORS 294.305 - 294.565](#)
[ORS 329.711](#)

[ORS 433.835 - 433.875](#)



2023 APPLICATION FOR BUDGET COMMITTEE

Position Information:

Requirements: Applicant must reside in and be registered to vote within North Clackamas School District boundaries and not be an officer, agent or employee of the district.

Please check box to confirm that you meet the requirements stated above.

Length of Term: 3-year term position, ending June 30, 2026.

Duties: The fourteen Budget Committee members review unit budgets, hear the budget message, receive the budget document, hear comments from residents, approve the budget document, and approve the district’s maximum spending level for the year. Meetings (each lasting 2-3 hours) held in 2024 will be held on the following Tuesday evenings: March 12, April 2, April 16, April 30 and May 14.

Application Procedure – complete items below

1. Complete questionnaire and email to the Board at board@nclack.k12.or.us, or mail to the above address by 4:00 p.m. Friday, October 13, 2023.
2. Record an introduction video using Zoom. If you are not currently a Zoom user, you will need to sign up for a free account.
 - Please state your name and briefly describe your connection to the District (i.e., parent, business owner, community member)
 - Does the current school district budget reflect the needs of the North Clackamas School District? Who benefits most and who needs more support?
 - Tell us how you think the budget planning should align with the district’s strategic plan? (Please include the district’s focus on equity, relationships, integrity, empowerment and care in your response.)
 - How do we apply our values to be consistent with our four strategic points? List the four points.

This video should be limited to no more than 15 minutes in overall length.

Once your recording has been completed, please attach it to an email and send it to board@nclack.k12.or.us.

Please contact the Superintendent’s office, 503-353-6000, with any technical issues you may encounter including if a space at the district office with a laptop to use would be helpful.

Videos must be received by 4:00 p.m. Friday, October 13, 2023 to be considered.

The Board of Directors will conduct interviews on November 2, 2023. Please save 5:00 – 8:00 p.m. on your calendar for that date. Interview times will be assigned to candidates selected for an interview. The Board will appoint new committee members at the November 9, 2023 Board meeting.

Applicant Signature: _____ **Date:** _____

The North Clackamas School District Board of Directors appreciates your interest in this position. This document and the interview process are available to the public.



North Clackamas School District
12400 SE Freeman Way
Milwaukie, Oregon 97222

2023 Questionnaire for Budget Committee Application

Name: _____ Home Phone: _____
Address: _____ Cell Phone: _____
_____ Bus. Phone: _____
Email: _____

You may type or write your answers directly onto this form or on a separate piece of paper.

1. Please briefly outline why you want to serve on the Budget Committee:

2. What characteristics, qualities, experiences, or knowledge will you contribute to the committee?

3. Other information you want to provide:

POLICY REVISION

DISCUSSION
Agenda Item #6
September 7, 2023

REASON FOR BOARD CONSIDERATION:

Consideration of the attached draft of NCSD Board Policy BDDH.

BACKGROUND:

At the Board Governance meeting on August 24, 2023, board members expressed interest in considering a modification to the current board policy regarding Public Comment at Board Meetings. A draft has been developed and attached as discussed at the Board Governance Meeting.

ATTACHMENTS:

BDDH, Public Comment at Board Meetings, draft for consideration

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent of Operations



Code: BDDH
Adopted: 6/19/86
Revised/Readopted: 1/20/11; 2/24/18; 9/09/21;
9/08/22
Orig. Code: 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 ~~two~~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

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.

individual speakers or institute a prioritization process with first priority to students and then attention to order of sign up and city of residence.

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

[ORS 332.107](#)

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

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

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

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

Oregon House Bill 2560 (2021).

Cross Reference(s):

KC - Community Involvement in Decision Making