



Agenda

North Clackamas School Board
Thursday, April 11, 2024 - 5:45 PM
Board Room/YouTube
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 (2)(e)

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.

5:45 Real Estate Transaction

6:30 Adjourn Executive Session

OPEN SESSION

6:30 Call to Order

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Consent Agenda

A. Employment Changes

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C. Travel Request - Adrienne C. Nelson High School Choir 15

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F. Travel Request - Milwaukie High School Wind Ensemble, Orchestra and 44

A-Choir 1

G. Travel Request - Rex Putnam High School Kingsmen Thunder Drumline 52

7:05	1. Volunteer Appreciation Week - Proclamation Presenter: Jena Benologa	65
7:15	2. Licensed Staff Appreciation Week - Proclamation Presenter: Jena Benologa	67
7:25	3. Asian and Pacific Islander American Heritage Month - Proclamation Presenter: Jena Benologa	69
7:35	4. Riverside Elementary - School Presentation Presenter: Patricia Ahrens	71
8:00	5. 2024-2025 Middle School and High School Student Fees/Student Chromebook Insurance Program - Discussion Presenter: Petra Callin	88
8:10	6. 2024-2025 Board Meeting Calendar - Discussion Presenter: Jena Benologa	103
8:15	7. Superintendent Contract - Discussion Presenter: Jena Benologa	105
8:20	8. Low-Income Housing Property Tax Abatement - Discussion Presenter: Matt Makara	108
8:25	9. Lease of Campbell Property to Cascade Heights Public Charter School - Discussion/Action Presenter: Cindy Detchon	118
8:30	10. Authorization to Purchase Air Filters: Merv 13 Filters - Discussion/Action Presenter: Cindy Detchon	120
8:35	11. Teacher Chromebook Lease Agreement - Discussion/Action Presenter: Cindy Detchon	121
8:40	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.

**NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS MEETING
March 7, 2024
Board Room/YouTube**

Executive Session With due notice having been given and a quorum present, Vice Chair Kathy Wai convened executive session under ORS 192.660(i), at 5:35 p.m. with the following members present:

Kathy Wai	—	Vice Chair
Mitzi Bauer	—	Director
April Dobson	—	Director
Paul Kemp	—	Director
Tory McVay	—	Director
Glenn Wachter	—	Director (virtual)
Donna Collingwood	—	Board Secretary

Superintendent Evaluation - The Board reviewed and discussed the Superintendent's evaluation.

Executive session was adjourned at 6:06 p.m.

With due notice having been given and a quorum present, Vice Chair Kathy Wai convened executive session under ORS 192.660(2)(a) and (2)(f) at 6:07 p.m.

Contract Extensions/Non-Renewals -

Also present were Shay James, Ivonne Dibblee, Cindy Detchon, Tiffany Shireman, Michelle Riddell, Will Ruehle, and Matt Makara.

Executive session was adjourned at 6:14 p.m.

With due notice having been given and a quorum present, Vice Chair Kathy Wai convened executive session under ORS 192.660(2)(e) at 6:15 p.m.

Real Estate Transaction - The Board consulted with NCSD staff to conduct deliberations related to real property transactions.

Also present were Shay James, Ivonne Dibblee, Cindy Detchon, Tiffany Shireman, Michelle Riddell, and Matt Makara.

Executive Session adjourned at 6:37 p.m.

Open Session

Vice Chair Kathy Wai convened open session in person at 6:41 p.m.

Present, in addition to those in the executive session were Tammy O'Neill, Petra Callin, Patricia Ahrens, and Khaliyah Williams-Rodriguez.

Community Comments -

- Michael Corbus, Oak Grove, spoke regarding diversity, equity and inclusion.
- Genevieve Joplin, Milwaukie, spoke regarding Eco-School Network.

Mitzi Bauer read the Native Land Acknowledgement. Tory McVay led the Pledge of Allegiance.

R23/24-54

Minutes – Mitzi Bauer moved, April Dobson seconded the motion to approve the minutes of the regular Board Meeting held February 22, 2024.

Motion passed unanimously, 6-0.

R23/24-55

Consent Agenda – Tory McVay moved, Mitzi Bauer seconded the motion to adopt the consent agenda as recommended:

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

- Administrator appointments and termination
- Licensed appointment and terminations

Contract Extensions/Non-Renewals -

- Approve extension of two-year contract, 2024-2026, licensed staff
- Approve non-extension of two-year contract, 2024-2025, licensed staff
- Approve licensed staff non-renewal of contract 2024-2025
- Approve licensed staff and administrators renewal of contract 2024-2025
- Approve licensed staff and administrators renewal of contract 2024-2026
- Approve administrator renewal of contract 2024-2027
- Approve licensed administrators non-renewal of contract 2024-2025
- Approve non-licensed administrators continuation of contracts 2024-2025
- Approve extension of three-year contract, 2024-2027, administrators
- Approve extension of three-year contract, 2024-2027, exempt administrators

Clackamas Education Service District Local Service Plan - Approve the Clackamas Education Service District Local Service Plan, authorizing services for 2024-2025.

2024-2025 School Calendars - Approve the 2024-2025 calendar for elementary and middle/high school levels, including approval to use recess, parent/teacher

conferences and staff professional development hours toward the annual instructional hours calculation as allowed by Oregon Administrative Rule (OAR) 581-022-2320.

Student Chromebook Lease Agreement - Award contract in the amount up to \$2,665,049.60 to Insight Financial Services for 5,500 student Chromebooks on a four-year lease.

Travel Permission Request -

- Grant permission for 12 students from Rex Putnam High School to travel to Anaheim, CA, March 24-28, 2024.

Travel Permission Request -

- Grant permission for 17 students from Rex Putnam High School to travel to Anaheim, CA, March 21-26, 2024.

Travel Permission Request -

- Grant permission for 24 students from Sabin-Schellenberg Professional Technical Center to travel to Redmond, OR, March 21-24, 2024.

Motion passed unanimously, 6-0.

R23/24-56

Arab American Heritage Month Proclamation - Mitzi Bauer moved, Glenn Wachter seconded the motion to adopt the proclamation recognizing April 2024 as Arab American Heritage Month in North Clackamas School District.

Motion passed unanimously, 6-0.

North Clackamas Education Association (NCEA) Featured Educator – NCEA Representative Melinda Ryan, recognized Adrienne Cohen, Milwaukie High School teacher, as the NCEA Featured Educator for March.

Board Reports – Board members made brief reports on activities and events they had attended.

Math Adoption Grades K-12 - Discussion- Executive Director of Teaching, Learning & Professional Development Tammy O’Neill, Associate Director of Teaching, Learning and Professional Development Dianna Ngai, Secondary Instructional Coach Luke Weinbrecht, and Elementary Instructional Coach Chelsi Maciag presented information to the Board on the eventual adoption renewal of math curriculum for grades K-12. Questions and comments from the Board were addressed.

Quarterly Financial Report – Executive Director of Finance and Business Services Matt Makara discussed the quarterly financial report. Questions and comments from the Board were addressed.

2024-2025 Interdistrict Transfers - Discussion – Senior Director of Equity, Engagement, and Enrollment Khaliyah Williams-Rodriguez discussed the 2024-2025 school year interdistrict transfer slots.

R23/24-57

Construction Bid Award: SE 162nd Avenue Extension Project - Discussion/Action -

Assistant Superintendent of Operations Cindy Detchon discussed the construction bid award for the SE 162nd Avenue Extension Project. Questions and comments from the Board were addressed.

Tory McVay moved, Glenn Wachter seconded the motion to award the SE 162nd Avenue Extension Project to Western United Civil Group for a total award not to exceed \$2,399,000.00.

Motion passed unanimously, 6-0.

R23/24-58

Construction Bid Award: Beatrice Morrow Cannady Elementary School Modular Classroom Installation- Discussion/Action -

Assistant Superintendent of Operations Cindy Detchon discussed the construction bid award for the Beatrice Morrow Cannady Elementary School Modular Classroom Installation Project. Questions and comments from the Board were addressed.

Glenn Wachter moved, Mitzi Bauer seconded the motion to award the Beatrice Morrow Cannady Elementary School Modular Classroom Installation Project to Buildskape LLC for a total award not to exceed \$502,026.00.

Motion passed unanimously, 6-0.

R23/24-59

Contract Award: Board Rooms & Joe Krumm Community Room A/V Equipment Replacement - Discussion/Action -

Assistant Superintendent of Operations Cindy Detchon discussed the contract award for the District Office Board Rooms and the Joe Krumm Community Room Audio Video Equipment Replacement Project. Questions and comments from the Board were addressed.

Tory McVay moved, Mitzi Bauer seconded the motion to award contract to Keycode Media for the District Office Board Rooms and the Joe Krumm Community Room Audio Video Equipment Replacement Project for the sum of \$255,468.66.

Motion passed unanimously, 6-0.

There being no further business to come before the Board, the meeting adjourned at 8:25 p.m.

Unapproved

**NORTH CLACKAMAS SCHOOL DISTRICT 12
 CLACKAMAS COUNTY, OREGON
 MINUTES — BOARD OF DIRECTORS GOVERNANCE MEETING
 March 21, 2024
 Board Room**

***Governance
 Session***

With due notice having been given and a quorum present, Chair Jena Benologa convened governance session at 5:35 p.m. with the following members present:

Jena Benologa	–	Chair
Kathy Wai	–	Vice Chair
Mitzi Bauer	–	Director
April Dobson	–	Director
Paul Kemp	–	Director
Glenn Wachter	–	Director
Shay James	–	Superintendent
Donna Collingwood	–	Board Secretary

Also present were Tiffany Shireman, Ivonne Dibblee, Patricia Ahrens, Petra Callin, Tammy O’Neill, Khaliyah Williams-Rodriguez, Michelle Riddell, and Matt Makara.

Kathy Wai read the Native Land Acknowledgement. Glenn Wachter led the Pledge of Allegiance.

Board Policy Review and Development - Chief of Staff Tiffany Shireman and Director of Safety, Security & Risk Management David Kruse continued a previous Board discussion from the October 21, 2023 Governance meeting regarding Naming Facilities (Policy FF) and provided information regarding SB 554 (2021). Questions and comments from the Board were addressed.

Student/Board Engagement- Chief of Staff Tiffany Shireman continued a previous Board discussion from the August 24, 2023 Governance meeting regarding how student voice is included in NCSD Board work. Questions and comments from the Board were addressed.

Superintendent Evaluation - Report- Board Chair Jena Benologa read a public statement regarding the Superintendent’s evaluation. Comments were made by the Board.

There being no further business to come before the Board, the meeting adjourned at 7:12 p.m.

Unapproved

SUPERINTENDENT’S RECOMMENDATION:

For the 2024 - 2025 school year, approve the following interdistrict transfer slots:

- 101 Interdistrict transfer slots into North Clackamas as shown in Attachment A.
- An unlimited number of interdistrict transfer slots out of North Clackamas.

ORIGINATED BY:

This item originated due to the annual school choice transfer cycle, per OAR 581-021-0019.

BUDGET IMPACT/SOURCE OF FUNDS:

The district budget is based on the number of students enrolled, Average Daily Membership (ADM). Allowing interdistrict transfers affects the number of students attending schools in the school district, which in turn, affects the revenue received by the school district.

BACKGROUND:

North Clackamas School District has historically been a school district comprised of neighborhood schools. Over time, magnet programs and charter schools have offered families public educational options outside of their resident neighborhoods.

Oregon law allows additional options for families seeking to attend a public school outside of their neighborhood or school district. Specifically, Open Enrollment and Interdistrict Transfer are two methods of school choice that have historically been available. Open Enrollment was only available during the 2012 - 2018 school years. Students who entered North Clackamas Schools under Open Enrollment, and have maintained continuous enrollment, may remain enrolled through graduation. The focus of this item is on Interdistrict Transfer.

ANALYSIS:

The interdistrict transfer slots proposed for 2024 - 2025 in Attachment A were derived using similar criteria to previous years:

- to approve opening slots at schools where the five-year projected enrollment is less than 95% of the physical capacity of the school

For a number of years, schools have struggled to accommodate students who have received interdistrict transfer slots when, over the course of the summer, the school’s enrollment at a particular grade level has unexpectedly grown. NCSd now closes slots at schools when the school’s grade level enrollment has unexpectedly exceeded its projected enrollment and its staffing allocation ratios.

- During the application period, staff will review projections for each school to determine school or grade level capacity, prior to notification with families.
- Beginning on August 15, 2024, interdistrict transfer slots at any school or grade level where the school's total enrollment or grade level enrollment exceeds the projected enrollment or staffing ratio provided for the school year will be closed for the duration of the school year.
- Hardship interdistrict transfer requests (as allowed in OAR 581-021-0019) will be reviewed by a Committee designated by the Office of the Superintendent approximately three weeks prior to the beginning of the school year and periodically throughout the school year.

ATTACHMENTS:

- [Attachment A - IDT IN slots proposed 2024-2025](#)
- [Attachment B - 2023-2024 Written NCSD Transfer Report](#)

PRESENTER / STAFF CONTACT:

Khaliyah Williams-Rodríguez, Senior Director · Equity, Engagement, and Enrollment

2024-2025 Projected Interdistrict Transfer Slots

- Slots are allotted based on a 5-year projected enrollment that is less than 95% of capacity.
- During the application period, staff will review projections for each school to determine school or grade level capacity, prior to notification with families.
- Beginning August 15, 2024, interdistrict transfer slots open at any school or grade level where the school's total enrollment or grade level enrollment exceeds the projected enrollment or staffing ratio provided for the school year will be closed for the duration of the school year.
- Hardship interdistrict transfer requests (as allowed in OAR 581-021-0019) will be reviewed approximately three weeks prior to the beginning of the school year and periodically throughout the school year.

Elementary School	Forecast 2029-2030	95% capacity	# of total spaces beyond 95% capacity	# of slots available across the grade levels in the entire school
Ardenwald Elementary	388	475	87	5
Bilquist Elementary	354	427	73	5
Cannady Elementary	461	475	14	0
Duncan Elementary	378	546	168	0
Happy Valley Elementary	409	451	42	0
Lewelling Elementary	269	380	111	5
Linwood Elementary	233	427	194	5
Milwaukie El Puente Elementary	447	475	28	0
Mount Scott Elementary	407	380	-27	0
Oak Grove Elementary	244	403	159	5
Oregon Trail Elementary	463	498	35	0
Riverside Elementary	338	403	65	5
Scouters Mountain Elementary	663	475	-188	0
Spring Mountain Elementary	318	475	157	5
Sunnyside Elementary	403	546	143	5
View Acres Elementary	357	475	118	5
Whitcomb Elementary	431	403	-28	0
Middle School				
Alder Creek Middle School	794	1436	642	8
Happy Valley Middle School	1396	1356	-40	0
Rock Creek Middle School	890	1223	333	5
Rowe Middle School	708	1197	489	8
High School				
Clackamas High School	1197	1782	585	5
Milwaukie High School (incl. MAA)	1193	1596	403	10
Nelson High School	1845	1729	-116	0
New Urban High School	91	313	222	10
Putnam High School	1007	1436	429	10

INTERDISTRICT TRANSFER REPORT, 2023 - 2024

BACKGROUND

North Clackamas School District has historically been a school district composed of neighborhood schools. Over time, magnet programs and charter schools have offered families educational options outside of their resident neighborhoods. Additionally,

- In-district transfers (between two schools within North Clackamas School District) have been offered based on school board approved criteria and subject to school capacity.
- Interdistrict transfers (between a school within North Clackamas School District and a school outside of North Clackamas School District) have been offered, in alignment with Oregon regulations, based on board approved slots and hardship requests.
- For a brief time, between 2012 and 2018, Open Enrollment was an option in Oregon for students to enroll in non-resident schools within and outside their resident school district. With continuous enrollment, students enrolled under the Open Enrollment option can remain in North Clackamas Schools through high school graduation.

2023-2024 DATA

For the 2023 - 2024 school year, North Clackamas opened 70 slots for Interdistrict Transfers. In addition, North Clackamas opened an unlimited number of interdistrict transfer slots out of the school district. Below is an explanation of how those slots were utilized and how many hardship requests were met as of November 1, 2023.

Interdistrict Transfers Outside of North Clackamas School District
109 students residing in North Clackamas School District applied for and received an interdistrict transfer out of the North Clackamas School District. 52 were elementary school students, 25 were middle school students, and 32 were high school students. Most transferred to the Portland Public School District, Gladstone School District, Oregon City School District, or West Linn-Wilsonville School District.
Interdistrict Transfers Into the North Clackamas School District (slot-based):
38 students residing outside of the North Clackamas School District have received slot-based transfers into NCS. Of these, 14 are elementary students, 6 are middle school students, and 17 are high school students. The majority of these students reside in the Oregon City and Gladstone School Districts.
Interdistrict Transfer Into the North Clackamas School District (hardship):
4 students residing outside of North Clackamas School District have received hardship interdistrict transfers into North Clackamas for the 2023-2024 school year.

CONCLUSIONS

An analysis of 2023-24 student transfer data as of 11/1/23 shows:

- 151 students utilized some form of the interdistrict transfer process to change school districts. This is equivalent to .008% of our current student population.
- 38 students accessed and obtained the interdistrict transfer slots for schools within our district, that were previously approved by the School Board. In addition, four students accessed the interdistrict transfer slots for schools within our district through a hardship request.
- Based on students registered in North Clackamas School District at the time of release, the loss of students was equivalent to 109. These 109 students requested a transfer out of the North Clackamas School District.
- The gain of students transferring into the North Clackamas School District was equivalent to 67. These 67 students requested entry into the North Clackamas School District.

This net increase of 67 students represents an approximate \$536,000.00 increase in district state school support. This accounting is an estimate because the exact amount of revenue for each specific student and the cost to educate due to unique learning needs are unknown.

Note: While not part of the interdistrict transfer process, the number of students residing in North Clackamas and enrolling in non-North Clackamas School District web academies is equivalent to 1.6% of the total North Clackamas student population. This number increased slightly during the pandemic, and has remained steady since the fall of 2021.

TRAVEL PERMISSION REQUEST

Adrienne C. Nelson High School A-Choir

CONSENT C

April 11, 2024

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

Adrienne C. Nelson High School is requesting permission for 24 students and 6 chaperones to travel to Manhattan, NYC, New York, May 22-26, 2024 for musical performances. The trip will cost approximately \$2,850 per person to be funded by ButterBraid, Willamette Valley Pie, holiday wreath sale, SingAThons, cans/bottle collection, and dine-in fundraisers.

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

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ \$940.00
- 2. Lodging (no home stays) \$ 840.00
- 3. Meals \$ 427.00
- 4. Fees/Event Expense \$ \$543.00
- 5. Other \$ 100.00

Description of other expenses: Tour management staff in

- 6. **Total cost per student (total lines 1 through 5):** \$ \$2,850
- 7. # of chaperones 6 paying reduced rate
- 8. # of students 24 at ANHS
- 9. **Total # of students + chaperones** 30
- 10. **Total cost of participation (Line 6 x Line 9):** \$ \$85,500.00
- 11. Substitute Teachers: (rates are effective 2023-2024)
 - a. 1 # Full-Day Substitute(s) 1 # of Days @ \$302.95 = \$ 302.95
 - b. # Half-Day Substitute(s) x # of Days @ \$151.48 = \$ 0
 - c. **Total Sub Cost** \$ 302.95

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ \$85,802.95

Funding

- 1. Current school account balance: \$ 20,000.00
- 2. Amount of fund balance allocated for this trip: \$ 20,000.00
- 3. Projected fundraising income*: \$ 25,000.00
- 4. Projected contributions (donations)*: \$ 11,000.00
- 5. OUT OF POCKET (per student): 1,200.00

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ \$85,802.95

*Describe projected fund-raising activities and contributions:

Last year's FR residuals, scholarships, high-quality/locally made product sales, incl. ButterBraid, Willamette Valley Pie, holiday wreath sales, direct donations, corp. sponsorships, (see below)

No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.

(cont'd from above) SingATHons, cans/bottles collection, dine-in fundraisers, car washes, individual family contributions, concert ticket donations, yard work, student private employment contributions. All students have had up to two full calendar years to raise funds, work, and save for this musical tour.

Section III – Transportation and Lodging Information

Transportation: NCS D bus Nondistrict commercial transportation (bus, train, plane)
 NCS D 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 NCS D minibus, please identify the NCS D current certified mini-bus drivers:

Name of minibus Driver(s): _____

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

Number of miles round trip: _____

*Drivers of rental vehicles must be approved via the District’s driver certification process. Contact Risk Management to complete the certification process (allowing a minimum of two weeks for processing with the State DMV).

Name of rental vehicle Driver(s): _____

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

Students transport to PDX airport for departure. Air (JetBlue) and motorcoach (Pacific Coast Charter) are commercial. NYC subway system is public.

JetBlue is chosen because of best depart/arrival times and 1-bag/luggage free included.

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):

The Edison at Times Square. In accordance with NCS D policy students housed in quad-occupancy with chaperones housed separately. Tuition includes all-night security guards (2) in our hotel hallways documenting movement. Students not allowed visitation to any other student room. PLEASE SEE addendum explanation.

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.

John W. Dan
Trip Leader Signature

26 October, 2023
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] 3-22-2024
Principal Date

[Signature] 4/2/24
Executive Director of Elementary/Secondary Date

Date of Board Approval: _____

Clackamas & Nelson High School Music

New York City, NY Performance Tour



You are invited!

Dates: May 23-26, 2024

Cost: \$3019.00

Trip: 3R10-etsi

Included in the cost of the tour:

- Roundtrip Air Fare*
- Motor coach Transportation*
- All Sightseeing & Attraction Fees*
- Clinician Fees*
- Quality Lodging (quad occupancy)*
- Nighttime Uniformed Security*
- All Meals*
- 24 Hour On-site Coordinator*

To Register:

- 1 - Go to ETSI website at www.etsi.ws**
- 2 - Click the Registration/Payments tab at the top of the page**
- 3 - Enter the trip number: 3R10-etsi and click on the registration button**
- 4 - Click on the green button at the top of the page and follow the directions to complete.**

Payment schedule:

Deposit due Oct. 30, 2023	\$400.00
Payment #2 - Nov. 15, 2023	\$500.00
Payment #3 - Dec. 15, 2023	\$500.00
Payment #4 - Jan. 15, 2024	\$500.00
Payment #5 - Feb. 15, 2024	\$500.00
Final Payment - Mar. 15, 2024	Balance

Scott Davis, Choir Director
503-353-5800

Julie Sabala, Educational Travel Services
503-653-3988 julie@etsi.ws

Thurs. May 23	Fri. May 24	Sat. May 25	Sun. May 26
<p>Depart Portland wed. evening to arrive in New York early morning</p> <p>Morning</p> <p>Arrive in NYC Meet ETS staff in baggage claim where you will board a motorcoach into New York City. Drop luggage at hotel</p> <p>Fifth Avenue Walking Tour Rockefeller Center St. Patrick's Cathedral Saks Fifth Avenue Coca Cola Store Disney Store</p> <p>Afternoon Spend time in Central Park Subway to Grand Central Station</p> <p>Evening</p> <p>Explore Times Square Spend time at the lively "Crossroads of the World". See the Virgin Records Megastore, M&M World, and the flagship Toys R Us store of Times Square. Keep your eyes open because you might even have a celebrity sighting</p>	<p>Morning Possible Workshop or Performance TBD</p> <p>Afternoon Guided Tour of Radio City Music Hall.</p> <p>Top of the Rock Enjoy an incredible 360 view of the city from 70 stories up.</p> <p>Evening</p> <p>Enjoy a Broadway Play Broadway's abuzz with great theater. You will experience one of these Broadway productions.</p> <p>Group Photo in Times Square You will come home with an 8x10 keepsake photo.</p>	<p>Morning Statue of Liberty/Ellis Island See the statue known as the universal symbol of freedom and democracy. Visit Ellis Island for an "immigration experience."</p> <p>Freedom Tower/911 Museum Experience the personal stories, images and artifacts that reveal the events of 9/11 Visit Wall Street</p> <p>Afternoon Cathedral Performance - location TBA</p> <p>Evening Attend Major League Baseball Game Mets vs. Brewers Possible performance</p>	<p>Morning Guided Motorcoach Tour Ride in style while you get the VIP tour of the city. Explore some of New York's many great neighborhoods. Stop in Chinatown for shopping on Canal Street.</p> <p>Afternoon Guided Tour of Lincoln Center and Julliard School of Music Paving the way to world class performance since 1962, Lincoln Center invites art savants and newcomers alike to see what it feels like to let art in.</p> <p>Evening Depart for airport</p>



Clackamas & Nelson HS Choir

Trip #	Trip Date	Tour Planner	Tour Directors
3R10	5/23/2024 - 5/26/2024	Julie Sabala	
Alaska Airlines			
-	() - ()		
Jet Blue			
-	() - ()		
Hotel Edison 212-840-5000			
IN 5/23	OUT 5/26	228 West 47th Street New York, NY 10036	
ETSI On Site Coordinator - Katie Dunn 503-860-2187			
5/22			
Wednesday, May 22, 2024			
Depart Portland Airport			
<i>Be at the airline check in counter 2.5 hours before the flight time. You can pack snacks for the flight, or if you choose to purchase food on-board please remember that in-flight purchases can only be made with a debit or credit card.</i>			
Thursday, May 23, 2024			
Welcome to JFK			
<i>Meet ETSI staff in the baggage claim area and get connected to your motor coach driver.</i>			
Drop luggage at hotel			
Meet your tour guide in the hotel lobby			
Breakfast - Allotment			
Fifth Avenue Walking Tour			
<i>So much to see...</i>			
<i>Rockefeller Center St. Patrick's Cathedral Saks Fifth Avenue Coca Cola Store Disney Store</i>			
12:00 PM		Lunch at a NYC Deli -allotment	
		Enjoy the view from the Top of The Rock - Performance requested	
		<i>Enjoy an incredible 360 degree view of the city from 70 stories up.</i>	
5:30 PM		Dinner at Ellen's Stardust Diner	
	Performance to be added this afternoon	<i>Home of the Original World-Famous Singing Waitstaff! Ellen's Stardust Diner is a retro 1950s theme restaurant in Theater District, Manhattan, New York City.</i>	
6:00 PM - 3:00 PM		Free time to enjoy Times Square	
		<i>Spend time at the lively "Crossroads of the World". This legendary intersection is home to dazzling Broadway theaters and countless famous stores. Keep your eyes open for a celebrity sighting.</i>	
11:00 PM - 5:00 AM		Return to Hotel	
		Security Reports for Duty	
Friday, May 24, 2024			
Breakfast - Allotment			
Meet your guide at the Deli			
9:45 AM		Performance at the Cathedral Church of St John the Divine	
		<i>The Cathedral embraces the celebration of life through the arts. Visiting choirs are welcome to perform within this architectural symphony of stone and glass. By singing in the world's largest cathedral, groups are exposed to powerful and unique learning experiences and lend depth to a dynamic and historic institution.</i>	
Lunch allotment			
Broadway Workshop			
<i>Learn what it takes to sing in a Broadway chorus, by leading professionals in the industry. Learn original material from the Broadway production and discover</i>			

3:30 PM 4:00 PM 5:00 PM 7:00 PM	<p>how to create the "broadway sound" through specific vocal techniques for the musical theater genre.</p>
	<p>Walk back to hotel to dress for dinner and theater</p>
	<p>Guide drop the group at the Edison</p>
	<p>Dinner at Burger and Lobster</p>
	<p>Attend the Broadway Musical Hamilton</p>
	<p><i>A revolutionary story of passion, unstoppable ambition, and the dawn of a new nation. HAMILTON is the epic saga that follows the rise of Founding Father Alexander Hamilton as he fights for honour, love, and a legacy that would shape the course of a nation.</i></p>
	<p>Group Photos, Inc.</p>
	<p><i>A photographer will capture a great group photo in the middle of Times Square. You will come home with an 8x10 keepsake photo.</i></p>
11:00 PM - 5:00 AM	<p>Security Reports for Duty</p>
<p>Saturday, May 25, 2024</p>	
7:00 AM	<p>Breakfast - Allotment</p>
	<p><i>All luggage needs to be loaded onto the motorcoach</i></p>
8:00 AM	<p>Meet your guide in the hotel lobby</p>
	<p>Subway to Battery Park</p>
9:00 AM	<p>TOUR of RADIO CITY MUSIC HALL incl. a private meeting with a ROCKETTE athlete</p>
	<p>Statue of Liberty and Ellis Island Tour</p>
	<p><i>Departing from Battery Park</i></p>
	<p><i>Ride the famous New York City subway to Battery Park and ferry to Liberty Island. See the statue known as the universal symbol of freedom and democracy. Visit Ellis Island for a true "immigration experience".</i></p>
12:00 PM	<p>Subway to The Mets Stadium</p>
	<p>Lunch allotment</p>
1:30 PM	<p>Enjoy New York Mets vs the Giants</p>
	<p>Subway back to the hotel</p>
7:30 PM	<p>Dinner Hard Rock Cafe NYC</p>
11:00 PM	<p>Security Reports to Duty</p>
<p>Sunday, May 26, 2024</p>	
10:00 AM	<p>Edison Breakfast</p>
	<p>Subway to Ground Zero</p>
	<p>Ground Zero and 9/11 Memorial - Performance</p>
	<p>National 9/11 Memorial & Museum</p>
	<p><i>The 9/11 Memorial is located at the site of the former World Trade Center. This 8 acre memorial features two massive pools set within the original footprints of the Twin Towers with 30 foot waterfalls cascading down their sides. Each pool is nearly one-acre in size. The names of the victims are inscribed on parapets surrounding the pools.</i></p>
	<p><i>Bear solemn witness to the terrorist attacks of September 11, 2001. Explore artifacts, stories, photos, video and other material that shape our shared history. Summer Hours 10am - 8pm</i></p>
	<p>NYC Deli for lunch- allotment</p>
	<p>Motorcoach pick up group at the 911 museum</p>
	<p>Tour and performance on the plaza at Lincoln Center</p>
	<p><i>"Paving the way to world class performance since 1962, Lincoln Center invites art savants and newcomers alike to see what it feels like to let art in. Renowned for an eclectic mix of thousands of events held annually and a groundswell of creative energy all throughout the masterfully designed campus, you could come every day of the year and still only scratch the surface."</i></p>
	<p>Return to the hotel and pick up luggage</p>
	<p>Depart for the airport</p>
	<p>Depart New York - JFK</p>
	<p>Welcome Home!</p>

Thank you for allowing us to handle your epic travel adventure. We hope you come back with many fond memories. We would love to have you share your memories with us. Either call or email us at katie@etsi.ws.

The event times listed on this itinerary are estimates and may alter due to traffic, weather or other unforeseen occurrences

that are out of Educational Travel Services, Inc. and/or our Partners control. ETSI will do whatever possible to reschedule any missed events, but we cannot guarantee refunds if events cannot be rescheduled. In keeping with ETSI's commitment to safety and security for our participants, all itineraries are written to be Department of Transportation compliant. Drivers may be on duty for no more than 15 consecutive hours; within which time they may only drive 10 hours. Between driving days, drivers must be off-duty for at least 8 consecutive hours. Please note that on-duty hours include time necessary for pre and post trip inspections, re-fueling, and parking.



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www.etsi.ws.**

Printed as of 2/7/2024

26 October, 2023

Further Explanation of NC12 Travel Application re: Clackamas/Nelson HS A-Choir Tour '24

1. Chaperone Responsibility:

Mobile phone #s of each chaperone, tour director and teacher will be given to each student on an emergency card colored neon green. Traveler luggage will also be marked with large, neon green tags. Chaperones will be given hotel room lights-out bed check responsibility for student rooms of their respective gender only. A further condition of accompanying the choir on this tour is to agree to chaperone a student home in the case of an emergency/severe behavior violation, with principal's approval.

2. Fundraising Information:

The following fundraising opportunities have been available and accumulating for **two years** and are organized by parent committee with student assistance and have been *completely optional* for student participation: gourmet pastry sales (Oct.), gourmet local-made pie sales (Oct.), non-sponsored student bake sales (Dec.), holiday wreath/swag sales (Nov.-Dec.), catering labor (Dec.-Jan.), light landscaping labor (Mar.), private employment, corporate sponsorships, and generous donations (all year).

Every student has had the opportunity to save and fundraise for two years.

Some students' families choose not to participate in these opportunities but to make cash payments instead. Those who do participate also have the opportunity for scholarship awarded by the Vocal Music Department. Students with extra funds often donate remaining funds to their friends who have need for funds.

In addition, scholarships are privately discussed between families and Mr. Davis on a need basis. No student who desires to tour is denied the opportunity to travel.

3. Financial Information:

Families have been set up with a registration and deposit structure that includes several deposit dates over time billed directly to families. Funds raised by individual students are deposited with the Bookkeepers at ANHS/CHS and credited by Mr. Davis to each respective student's account on a detailed Excel spreadsheet. Mr. Davis will communicate tour and fundraising activity with parents via several postcards, meetings, emails, and letters.

Our tour manager, Educational Travel Services, is a local, Milwaukie-based travel agency specializing in student educational trips.



ETS is local, keeping more funds in our own community, provides an on-site guide and overnight security guards, has relationships with reputable, safe, high-quality hotel and restaurant staff throughout the United States and provides excellent transportation options. North Clackamas School District has suggested ETS for 8th grade Washington D.C. trips for decades. Our hotel uses all indoor hallways and room entries and has a large lobby area for our **nightly** debrief sessions. Overnight paid security is included in tour tuition. All overnight hallway activity and movement, from our “lights-out” time until morning, is documented, including teacher and chaperone activity.

4. Rationale For 2 Days Out of School:

The Choir has an opportunity for two educational clinics. The first afternoon clinic is with Dr. Michael John Trotta, an internationally known composer and conductor. On Friday we have a private audience with a Rockette and a tour at Radio City Music Hall. Taking students out of school for a day 1 and day 2 on Thursday and Friday is a special and rare opportunity for students to experience university and professional music life outside of the Portland metro area. University clinics are not available on weekends. We have scheduled and impromptu public performances at Times Square and Grand Central Station, and at the Cathedral of St. John the Devine, the second largest house of worship in the world where we will broadcast live. It will be a very special Memorial Day weekend event.

The itinerary is a draft and remains adjustable to some degree until May 1, 2024.

5. Behavior Contracts/Family Structure

Students and parents/guardians sign a behavior contract both for ETS and for me. I carry every contract, every permission slip, medical and emergency contact information with me for the trip duration. As stated in the application, all students will be assigned to a choir family and each choir family will be assigned to an adult chaperone. Each family is responsible to serve each member, clean up after each member, and to hold each student accountable to the family. Each student will have mobile phone information for the tour manager, the choir director, and the family chaperone. Each family chaperone, along with the director, will have photo ID of each student.

Respectfully submitted,

Scott Davis, M.I.T.
Vocal Music at CHS and ANHS



TRAVEL PERMISSION REQUEST
Clackamas High School A-Choir

CONSENT D
April 11, 2024

SUPERINTENDENT'S RECOMMENDATION:
Board approval of the request to travel.

BACKGROUND:
Clackamas High School is requesting permission for 26 students and 6 chaperones to travel to Manhattan, NYC, New York, May 22-26, 2024 for musical performances. The trip will cost approximately \$2,850 per person to be funded by ButterBraid, Willamette Valley Pie, holiday wreath sale, SingAThons, cans/bottle collection, and dine-in fundraisers.

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



2023-2024 Application for Permission to Travel

FINAL received 3/22/24 (RW)

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: Clackamas HS Name of group: CHS A-Choir
Dates of travel: May 22-26, 2024 Initiator: Scott Davis
Destination: Manhattan, NYC, New York Application date: 25 October 2023
Number of nights of overnight stay: 4 Time of departure: May 22, 2024 at 11:00pm
Number of school days students will miss: 2

Rationale for missed school days: The choir has opportunities to clinic with respected conductors and perform in concert halls and on univ. campuses. These conductors are avail on weekdays. Other performances will be on wk

Number of students: 11 male 15 female Number of chaperones: 2 male 4 female

Background checks will be completed and verified on all chaperones. Background checks must be submitted every three years. Gender ratio of students should be reflected in chaperones.

Person verifying background checks will be: Mekeala Bankofier Initial here when completed: MB

Purpose of travel: Our tour provides university clinics, professional seminars, and HS choir exchanges and public performances (planned and impromptu), service-learning lessons and valuable team-building time for students. Students are organized in "families" of 6-8 with themes and activities. Nightly debrief meetings provide support for intellectual and socio-emotional processing of daily learning. Nightly debriefs also enhance safety, situational awareness, and optimize the next

What plans have been made for school make-up work when trip requires students miss school? Students will have 4-6 hours of designated homework time built in the itinerary. Other travel time (e.g. airplane, travel coach) is also available for school work. Students will have WiFi access to their nclack.org accounts and Chromebooks and will have opportunity for study groups or individual study time.

What specific responsibilities have been assigned to the chaperones? Each student "family" is assigned to one or two chaperones connected to that family throughout the tour. Chaperones will have photo ID of each student in their respective family and have daily "when, where, how" meetings. Buddy system is mandatory. All students and adults provided with emergency contact cards, with all chaperone and leader information. Includes onsite tour manager contact info as well. All students provided with a paper map. Please refer to the explanation page included with this application for more detail.

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ \$940.00
 - 2. Lodging (no home stays) \$ 840.00
 - 3. Meals \$ 427.00
 - 4. Fees/Event Expense \$ \$543.00
 - 5. Other \$ 100.00
Description of other expenses: Tour management staff, inst
 - 6. **Total cost per student (total lines 1 through 5):** \$ \$2,850.00
 - 7. # of chaperones 6 paying reduced rate
 - 8. # of students 26 at CHS
 - 9. **Total # of students + chaperones** 32
 - 10. **Total cost of participation (Line 6 x Line 9):** \$ \$91,200.00
 - 11. Substitute Teachers: (rates are effective 2023-2024)
 - a. 1 # Full-Day Substitute(s) 1 # of Days @ \$302.95 = \$ 302.95
 - b. # Half-Day Substitute(s) x # of Days @ \$151.48 = \$ 0
 - c. **Total Sub Cost** \$302.95
- TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.):** \$ \$91,502.95

Funding

- 1. Current school account balance: \$ \$20,000.00
- 2. Amount of fund balance allocated for this trip: \$ \$20,000.00
- 3. Projected fundraising income*: \$25,000.00
- 4. Projected contributions (donations)*: \$ \$11,000.00
- 5. OUT OF POCKET (per student): \$ \$1,200.00

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ \$91,502.95

*Describe projected fund-raising activities and contributions:

Last year' s FR residuals, scholarships, high-quality/locally made product sales, incl. ButterBraid, Willamette Valley Pie, holiday wreath sales, direct donations, corp. sponsorships, *No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.*

(cont'd from above) SingATHons, cans/bottles collection, dine-in fundraisers, car washes, individual family contributions, concert ticket donations, yard work, student private employment contributions. All students have had up to two full calendar years to raise funds, work, and save for this musical tour.

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, please identify the NCSD current certified mini-bus drivers:

Name of minibus Driver(s): _____

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

Number of miles round trip: _____

*Drivers of rental vehicles must be approved via the District’s driver certification process. Contact Risk Management to complete the certification process (allowing a minimum of two weeks for processing with the State DMV).

Name of rental vehicle Driver(s): _____

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

Students transport to PDX airport for departure. Air (JetBlue) and motorcoach (Pacific Coast Charter) are commercial. NYC subway system is public.

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):

The Edison at Times Square. In accordance with NCSD policy students housed in quad-occupancy with chaperones housed separately. Tuition includes all-night security guards (2) in our hotel hallways documenting movement. Students not allowed visitation to any other student room. PLEASE SEE addendum explanation.

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.

John W. Dan
Trip Leader Signature

26 October, 2023
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

John Arntson 3/22/24
Principal Date

[Signature] 4/2/24
Executive Director of Elementary/Secondary Date

Date of Board Approval: _____

Clackamas & Nelson High School Music

New York City, NY Performance Tour



Thurs. May 23	Fri. May 24	Sat. May 25	Sun. May 26
<p>Depart Portland wed. evening to arrive in New York early morning</p> <p>Morning Arrive in NYC Meet ETS staff in baggage claim where you will board a motorcoach into New York City. Drop luggage at hotel</p> <p>Fifth Avenue Walking Tour Rockefeller Center St. Patrick's Cathedral Saks Fifth Avenue Coca Cola Store Disney Store</p> <p>Afternoon Spend time in Central Park</p> <p>Subway to Grand Central Station</p> <p>Evening Explore Times Square Spend time at the lively "Crossroads of the World". See the Virgin Records Megastore, M&M World, and the flagship Toys R Us store of Times Square. Keep your eyes open because you might even have a celebrity sighting</p>	<p>Morning Possible Workshop or Performance TBD</p> <p>Afternoon Guided Tour of Radio City Music Hall.</p> <p>Top of the Rock Enjoy an incredible 360 view of the city from 70 stories up.</p> <p>Evening Enjoy a Broadway Play Broadway's abuzz with great theater. You will experience one of these Broadway productions.</p> <p>Group Photo in Times Square You will come home with an 8x10 keepsake photo.</p>	<p>Morning Statue of Liberty/Ellis Island See the statue known as the universal symbol of freedom and democracy. Visit Ellis Island for an "immigration experience."</p> <p>Freedom Tower/911 Museum Experience the personal stories, images and artifacts that reveal the events of 9/11 Visit Wall Street</p> <p>Afternoon Cathedral Performance - location TBA</p> <p>Evening Attend Major League Baseball Game Mets vs. Brewers Possible performance</p>	<p>Morning Guided Motorcoach Tour Ride in style while you get the VIP tour of the city. Explore some of New York's many great neighborhoods. Stop in Chinatown for shopping on Canal Street.</p> <p>Afternoon Guided Tour of Lincoln Center and Julliard School of Music Paving the way to world class performance since 1962, Lincoln Center invites art savants and newcomers alike to see what it feels like to let art in.</p> <p>Evening Depart for airport</p>

You are invited!

Dates: May 23-26, 2024

Cost: \$3019.00

Trip: 3R10-etsi

Included in the cost of the tour:

- Roundtrip Air Fare*
- Motor coach Transportation*
- All Sightseeing & Attraction Fees*
- Clinician Fees*
- Quality Lodging (quad occupancy)*
- Nighttime Uniformed Security*
- All Meals*
- 24 Hour On-site Coordinator*

To Register:

- 1 - Go to ETSI website at www.etsi.ws**
- 2 - Click the Registration/Payments tab at the top of the page**
- 3 - Enter the trip number: 3R10-etsi and click on the registration button**
- 4 - Click on the green button at the top of the page and follow the directions to complete.**

Payment schedule:

Deposit due Oct. 30, 2023	\$400.00
Payment #2 - Nov. 15, 2023	\$500.00
Payment #3 - Dec. 15, 2023	\$500.00
Payment #4 - Jan. 15, 2024	\$500.00
Payment #5 - Feb. 15, 2024	\$500.00
Final Payment - Mar. 15, 2024	Balance

Scott Davis, Choir Director
503-353-5800

Julie Sabala, Educational Travel Services
503-653-3988 julie@etsi.ws



Clackamas & Nelson HS Choir

Trip #	Trip Date	Tour Planner	Tour Directors
3R10	5/23/2024 - 5/26/2024	Julie Sabala	

Alaska Airlines	
-	() - ()
Jet Blue	
-	() - ()
Hotel Edison 212-840-5000	
IN 5/23 OUT 5/26	228 West 47th Street New York, NY 10036
ETSI On Site Coordinator - Katie Dunn 503-860-2187	
5/22	
Wednesday, May 22, 2024	
Depart Portland Airport	
<i>Be at the airline check in counter 2.5 hours before the flight time. You can pack snacks for the flight, or if you choose to purchase food on-board please remember that in-flight purchases can only be made with a debit or credit card.</i>	
Thursday, May 23, 2024	
Welcome to JFK	
<i>Meet ETSI staff in the baggage claim area and get connected to your motor coach driver.</i>	
Drop luggage at hotel	
Meet your tour guide in the hotel lobby	
Breakfast - Allotment	
Fifth Avenue Walking Tour	
<i>So much to see...</i>	
<i>Rockefeller Center St. Patrick's Cathedral Saks Fifth Avenue Coca Cola Store Disney Store</i>	
12:00 PM	Lunch at a NYC Deli -allotment
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<i>Learn what it takes to sing in a Broadway chorus, by leading professionals in the industry. Learn original material from the Broadway production and discover</i>	

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Printed as of 2/7/2024

NORTH CLACKAMAS SCHOOL DISTRICT
ENGAGED INSPIRED READY
CLACKAMAS HIGH SCHOOL

Alyssa Engle, Principal • 353-5812
Kimberly Street, Assistant Principal • 353-5812
Khandice Love, Assistant Principal • 353-5812
John Arntson, Assistant Principal/Athletics • 353-5820

26 October, 2023

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Khandice Love, Assistant Principal • 353-5812
John Arntson, Assistant Principal/Athletics • 353-5820

ETS is local, keeping more funds in our own community, provides an on-site guide and overnight security guards, has relationships with reputable, safe, high-quality hotel and restaurant staff throughout the United States and provides excellent transportation options. North Clackamas School District has suggested ETS for 8th grade Washington D.C. trips for decades. Our hotel uses all indoor hallways and room entries and has a large lobby area for our **nightly** debrief sessions. Overnight paid security is included in tour tuition. All overnight hallway activity and movement, from our “lights-out” time until morning, is documented, including teacher and chaperone activity.

4. Rationale For 2 Days Out of School:

The Choir has an opportunity for two educational clinics. The first afternoon clinic is with Dr. Michael John Trotta, an internationally known composer and conductor. On Friday we have a private audience with a Rockette and a tour at Radio City Music Hall. Taking students out of school for a day 1 and day 2 on Thursday and Friday is a special and rare opportunity for students to experience university and professional music life outside of the Portland metro area. University clinics are not available on weekends. We have scheduled and impromptu public performances at Times Square and Grand Central Station, and at the Cathedral of St. John the Devine, the second largest house of worship in the world where we will broadcast live. It will be a very special Memorial Day weekend event.

The itinerary is a draft and remains adjustable to some degree until May 1, 2024.

5. Behavior Contracts/Family Structure

Students and parents/guardians sign a behavior contract both for ETS and for me. I carry every contract, every permission slip, medical and emergency contact information with me for the trip duration. As stated in the application, all students will be assigned to a choir family and each choir family will be assigned to an adult chaperone. Each family is responsible to serve each member, clean up after each member, and to hold each student accountable to the family. Each student will have mobile phone information for the tour manager, the choir director, and the family chaperone. Each family chaperone, along with the director, will have photo ID of each student.

Respectfully submitted,

Scott Davis, M.I.T.
Vocal Music at CHS and ANHS

TRAVEL PERMISSION REQUEST

Sabin-Schellenberg Professional Technical Center DECA

CONSENT E

April 11, 2024

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

Sabin-Schellenberg Professional Technical Center is requesting permission for 12 students and 2 chaperones to travel to the DECA International Conference, April 26-May 1, 2024 in Anaheim, California. This trip will cost \$1,308.75 per student with the remainder of the cost paid by student store profits, an online silent auction and fundraisers. Students will have the opportunity to compete in financial consulting, share the presentation of their student store written project, and attend leadership, networking, and business-related workshops.

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

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 700.00
- 2. Lodging (no home stays) \$ 375.00
- 3. Meals \$ 250.00
- 4. Fees/Event Expense \$ 350.00
- 5. Other \$ 0

Description of other expenses: Transportation

6. Total cost per student (total lines 1 through 5): \$ 1675

7. # of chaperones 2

8. # of students 12

9. **Total # of students + chaperones** 14

10. Total cost of participation (Line 6 x Line 9): \$ 23450

11. Substitute Teachers: (rates are effective 2022-2023)

a. 2 # Full-Day Substitute(s) x 4 # of Days @ \$273.60 = \$ 2,188.80

b. 0 # Half-Day Substitute(s) x 0 # of Days @ \$136.80 = \$ 0.00

c. **Total Sub Cost** \$ 2188.8

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ 25638.8

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 25,638.80

Briefly describe fund-raising activities and other resources:

\$10,000 covered by student store profits, \$5,000 from online silent auction, \$1,000 from Rotary, approximately \$1,000 from professional development substitute days, Jamba Juice fundraiser, restaurant night fundraisers, student fees

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): _____

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

Number of miles round trip: _____

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

Students will be dropped off and picked up by guardians at the airport; airport shuttle, public transit, and DECA provided bus shuttles will be used once in Orlando.

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): DECA has assigned hotels for state associations. We are staying at the Embassy Suites. We will have 2 rooms of 3 girls per room, 2 rooms of 3 boys per room, 1 male chaperone room, 1 female chaperone room

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.

Sharon Dadd
Trip Leader Signature

2/24/23
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

[Signature] 2/28/23
Principal Date

District Level: Approved
 Denied

[Signature] 3/13/23
Executive Director of Elementary/Secondary Date

Date of Board Approval: _____

PROGRAM NAME: Sabin Schellenberg DECA

Itinerary	
Trip Description DECA International Career Development Conference	
Departure Date April 21	Departure Time 5:00 am
Return Date April 26	Return Time 4:00 pm
Agenda Activities:	
Day: Friday	Date: April 21, 2023
Time 5:00 am	Activity Arrive at airport, check in, and depart
Time 6:00 pm	Activity Arrive in Orlando (approximate)
Time 6:15 pm	Activity Transport to hotel, check in
Time 7:00 pm	Activity Team dinner
Time 9:00 pm	Activity Prepare for next day's events/competitions
Time 11:00 pm	Activity Lights out
Time Saturday	Activity April 22, 2023
Time 7:30 am	Activity Wake up and breakfast
Time 9:00am-5:00pm	Activity Conference Activities - see attached
Time 5:00 pm	Activity Dinner and free time
Time: 7:00 pm	Activity Return to hotel and prepare for opening session
Time 8:30pm	Activity Opening session; then return to hotel and lights out

Agenda Activities:	
Day: Sunday	Date: April 23, 2023
Time 7:00 am	Activity Wake up and breakfast
Time 8:00 am	Activity Conference activities begin
Time 5:00 pm	Activity Conference activities end, return to hotel
Time 5:30 pm	Activity Dinner and free time, prep for competitions
Time 11:00 pm	Activity Curfew and lights out
Time Monday	Activity April 24, 2023
Time 7:00 am	Activity Wake up and breakfast
Time 8:00 am	Activity Conference activities begin
Time 4:00 pm	Activity Conference activities end
Time 5:00 pm	Activity DECA Night at Universal Studios
Time 11:00pm	Activity Depart Universal
Time 11:30 pm	Activity Debrief day, get ready for bed
Time 12:00 am	Activity Curfew and lights out
Time	Activity
Time	Activity
Time	Activity

Agenda Activites:	
Day: Tuesday	Date: April 25, 2023
Time 7:00 am	Activity Wake up and breakfast
Time 8:00 am	Activity Explore Orlando - Disney World, local area
Time 6:00 pm	Activity Return to hotel to get ready for grand awards session
Time 8:30 pm	Activity Grand awards session
Time 11:30 pm	Activity Return to hotel, curfew, and lights out
Time Wednesday	Activity April 26, 2023
Time 4:00 am	Activity Wake up and get ready for departure
Time 7:00 am	Activity Depart for airport
Time 7:30 am	Activity Check in and fly for PDX
Time 4:00 pm	Activity Return to PDX, parent pickup
Time	Activity

Notes/Additional Items

See attached itinerary from DECA for full schedule of conference offerings.

TRAVEL PERMISSION REQUEST

Milwaukie High School Wind Ensemble, Advanced Orchestra,
and A-Choir

CONSENT F

April 11, 2024

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

Milwaukie High School is requesting permission for 61 students and 9 chaperones to travel to Anaheim, California, May 2-5, 2024 for musical performances. The trip will cost approximately \$1,229.92 per person to be funded by Chipotle fundraiser, mattress sales, gift baskets and Snap Raise. Students will be staying 4 to a room.

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



2023-2024 Application for Permission to Travel

Received 2/23/24 (RV)

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: Milwaukie HS/Academy of the Arts Name of group: Wind Ensemble, Advanced Orchestra, A-choir

Dates of travel: May 2-5, 2024 Initiator: William Dolan, Stephen Grindel

Destination: Anaheim, California Application date: December 15, 2023

Number of nights of overnight stay: 3 Time of departure: am flight

Number of school days students will miss: 2

Rationale for missed school days:

We want this trip to be as accessible to students as possible. Based on current flight prices, hotel rates, and conferences within the city, May 2-5 provided the most affordable trip. gmail.

Number of students: 26 male 35 female Number of chaperones: 5 male 4 female

Background checks will be completed and verified on all chaperones. Background checks must be submitted every three years. Gender ratio of students should be reflected in chaperones.

Person verifying background checks will be: Brian Hargis Initial here when completed: BH

Purpose of travel:

Music students at Milwaukie High School and Milwaukie Academy of the Arts have an exciting opportunity to tour California this May! We will have performances around Anaheim, get a glimpse of college life and participate in music clinics with world class University Professors and Disney engineers. (please see attached itinerary with paragraph for more information)

What plans have been made for school make-up work when trip requires students miss school?

Students will arrange a plan with their teachers, before our trip with at least 3 weeks notice. There will be an estimated 1.5 hours of wait/homework time before each flight (3 hours) Additionally, students will have an opportunity to complete homework on the charter bus to and from the airport (1-2 hours one way). This will provide students with 5-7 hours of potential time.

What specific responsibilities have been assigned to the chaperones?

Chaperones will be assigned to a group of students. Students will be required to check-in with chaperones at certain intervals during the trip. Chaperones will supervise student activities. Chaperones will be co-responsible for the safety and well-being of students, including following district and state guidelines.

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 469
- 2. Lodging (no home stays) \$ 163.97
- 3. Meals \$ 153.95
- 4. Fees/Event Expense \$ 443
- 5. Other \$ _____

Description of other expenses: _____

- 6. **Total cost per student (total lines 1 through 5):** \$ 1229.92
- 7. # of chaperones 9
- 8. # of students 61
- 9. **Total # of students + chaperones** 70
- 10. **Total cost of participation (Line 6 x Line 9):** \$ 86,094.40

- 11. Substitute Teachers: (rates are effective 2023-2024)
 - a. 2 # Full-Day Substitute(s) 2 # of Days @ \$302.95 = \$ 1,211.80
 - b. # Half-Day Substitute(s) x # of Days @ \$151.48 = \$ _____
 - c. **Total Sub Cost** \$ 1,211.80

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ 87,306.20

Funding

- 1. Current school account balance: \$ 14,000
- 2. Amount of fund balance allocated for this trip: 14,000
- 3. Projected fundraising income*: \$50,000
- 4. Projected contributions (donations)*: _____
- 5. OUT OF POCKET (per student): \$400

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 87,306.20

*Describe projected fund-raising activities and contributions:

Chipotle, Mattress Sale, Entertainment App, Gift Baskets, SnapRaise

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, please identify the NCSD current certified mini-bus drivers:

Name of minibus Driver(s): _____

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

Number of miles round trip: _____

*Drivers of rental vehicles must be approved via the District's driver certification process. Contact Risk Management to complete the certification process (allowing a minimum of two weeks for processing with the State DMV).

Name of rental vehicle Driver(s): _____

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

Students/families will be responsible for their own transportation to the airport. Special arrangements can be made with individual students if necessary. Alaska Airlines flight (TBD) and charter bus in Anaheim.

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):

The Anaheim Hotel, 1700 S. Harbor Blvd. Anaheim, CA 92802

Students and chaperones will be assigned a room based on gender (per district guidelines). Chaperones will have their own rooms separate from students. 4 per student room. 2 adults per chaperone room.

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

I have read and understand all trip guidelines.

William Dolan
Trip Leader Signature Stephen Grubbe Date 12/15/23

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 (NCS D 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

Jim Kellogg
Principal Date 12/15/23

District Level: Approved
 Denied

Executive Director of Elementary/Secondary Date

Date of Board Approval: _____

Trip Description

Music students at Milwaukie High School and Milwaukie Academy of the Arts have an exciting opportunity to tour California this May! We will have performances around Anaheim, get a glimpse of college life and participate in music clinics with world class University Professors and Disney engineers.

- Performing at a Disneyland music engineering workshop can help students learn about the technical aspects of music production, such as sound design, mixing, editing, and mastering. Students can also get feedback from professional music engineers and composers who work for Disney, one of the most successful entertainment companies in the world. This can inspire students to pursue careers in music or related fields, as well as improve their musical skills and creativity.
- These kinds of trips can also foster personal and interpersonal growth for students. Traveling to a new place can broaden their horizons, increase their cultural awareness, and enhance their communication skills. Performing in front of an audience can boost their confidence, self-esteem, and teamwork. Visiting a college can motivate them to work hard, set high standards, and consider possibilities for the future. Finally, these trips create lasting memories and friendships for students who share a common passion for music.

Milwaukie HS/Academy of the Arts

California Trip

Details are subject to change slightly based on rates and availability

Thursday, May 2, 2024	
Early a.m.	PDX to LAX (homework before boarding)
11:15 a.m.	Charter bus pick up (homework on bus)
Noon	Lunch at Seal Beach
2:00 p.m.	Vocal/Instrumental workshop at California State University, Long Beach
5:00 p.m.	Check in to Anaheim Hotel
7:00 p.m.	Dinner at Medieval Times or Bubba Gumps
11:00 p.m.	Lights out! Go to bed!
Friday, May 3, 2024	
6:45 a.m.	Breakfast at the hotel
7:30 a.m.	Head to Disneyland
Time TBD	Disney Sound Engineering Workshop
Noon	Lunch in the park
5:30 p.m.	Dinner in the park
10:00 pm	Charter bus back to hotel
11:00 p.m.	Lights out! Go to bed!

Saturday, May 4, 2024

6:45 a.m.	Breakfast at the hotel
7:30 a.m.	Head to Disneyland
Time TBD	Disney Sound Engineering Workshop
Noon	Lunch in the park
5:30 p.m.	Dinner in the park
10:00 pm	Charter bus back to the hotel, pack up, and go to bed!
11:00 pm	Lights out! Go to bed!

Sunday, May 5, 2024

6:45 a.m.	Breakfast at the hotel
8:00 a.m.	Leave hotel and head to Universal Studios
Noon	Lunch in the park
3:00 p.m.	Leave Universal and head to LAX
Time TBD	Early evening Flight to PDX

TRAVEL PERMISSION REQUEST

Rex Putnam High School-Kingsmen Thunder Drumline

CONSENT G

April 11, 2024

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

Rex Putnam High School is requesting permission for 22 students and 6 chaperones to travel to Dayton, Ohio, April 17-21, 2024, for the WGI Nationals. This trip will be \$2,287.00 per student, with other costs being funded by fundraising, grants, and contributions. This is an opportunity for the Rex Putnam Drumline to compete on a world stage.

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



2023-2024 Application for Permission to Travel

Received 1/29/24

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

School: Rex Putnam High School, Name of group: Kingsmen Thunder Drumline, Dates of travel: 4/17-4/21, 2024, Initiator: Rene' Ormae-Jarmer, Destination: WGI Dayton, OH, Application date: 1/24/2024, Number of nights of overnight stay: 4, Time of departure: 4:00am, Number of school days students will miss: 3

Rationale for missed school days: Historic opportunity for the award-winning Kingsmen Thunder Drumline (Rex Putnam Indoor Percussion) to compete on a world stage at nationals in Dayton OH at WGI.

Number of students: 17 male, 5 female, Number of chaperones: 4 male, 2 female

Background checks will be completed and verified on all chaperones. Background checks must be submitted every three years. Gender ratio of students should be reflected in chaperones.

Person verifying background checks will be: Danna Oxman Initial here when completed: D&O

Purpose of travel:

After 15 years of program growth and development, this is a historic opportunity for the award-winning Kingsmen Thunder Drumline (Rex Putnam Indoor Percussion) to compete on a world stage at nationals in Dayton OH at WGI.

What plans have been made for school make-up work when trip requires students miss school?

Students will make arrangements with teachers ahead of time to make sure they are not missing any assignments.

What specific responsibilities have been assigned to the chaperones?

Chaperones will accompany the group and assist in the care, logistics, and hauling of gear. They will help the group succeed, stay grounded, and have a productive and enjoyable life experience of the highest caliber.

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 1,004.00
 - 2. Lodging (no home stays) \$ 445.00
 - 3. Meals \$ 489.00
 - 4. Fees/Event Expense \$ 100.00
 - 5. Other \$ 249.00
Description of other expenses: Tour materials and director
 - 6. **Total cost per student (total lines 1 through 5):** \$ 2,287.00
 - 7. # of chaperones 6
 - 8. # of students 22
 - 9. **Total # of students + chaperones** 28
 - 10. **Total cost of participation (Line 6 x Line 9):** \$ 64,036.00
 - 11. Substitute Teachers: (rates are effective 2023 -2024)
 - a. # Full-Day Substitute(s) x # of Days @ \$3 02.95= \$ _____
 - b. # Half-Day Substitute(s) x # of Days @ \$1 5148 = \$ _____
 - c. **Total Sub Cost** \$ 0
- TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.):** \$ 64,036.00

Funding

- 1. Current school account balance: 974.00
- 2. Amount of fund balance allocated for this trip: 0
- 3. Projected fundraising income*: 25,666.00
- 4. Projected contributions (donations)*: 18,900.00.00
- 5. OUT OF POCKET (per student): 885.00

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 64,036.00

*Describe projected fund-raising activities and contributions:

CBRA Grant 16,400.00, Windemere Foundation 2,500.00, Zeffy Fundraiser 25, 666.00

*** Additional funds have been raised and will be available to any students in need.**

No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.

Application for Permission to Travel – IICA-AR

2-4

Section III – Transportation and Lodging Information

Transportation: NCS D bus Nondistrict commercial transportation (bus, train, plane)
 NCS D 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 NCS D minibus, please identify the NCS D current certified mini-bus drivers:

Name of minibus Driver(s): n/a

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

Number of miles round trip: n/a

*Drivers of rental vehicles must be approved via the District’s driver certification process. Contact Risk Management to complete the certification process (allowing a minimum of two weeks for processing with the State DMV).

Name of rental vehicle Driver(s): n/a

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

Parents are responsible to transport their student to and from the airport. Commercial airline travel to and from Portland to Dayton, OH. Charter Bus for all ground transportation.

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):

Courtyard By Marriott Cincinnati Blue Ash 4625 Lake Forest Dr. Blue Ash, OH 45242

Students are 3 and 4 to a room. Chaperones, Parents, and Coaches will have separate accommodations from students.

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.

Reno Curap
Trip Leader Signature

1/6/2024
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] 1/29/2024
Principal Date

[Signature] 3/11/24
Executive Director of Elementary/Secondary Date

Date of Board Approval: _____

Presenting your custom designed proposal:

Kingsmen Thunder Drumline

of

Milwaukie, Oregon

Ms. Rene' Ormae-Jarmer, Director

Your proposed trip is to:

DAYTON, OH

Including these trip highlights:

WGI World Championships

Proposed trip date:

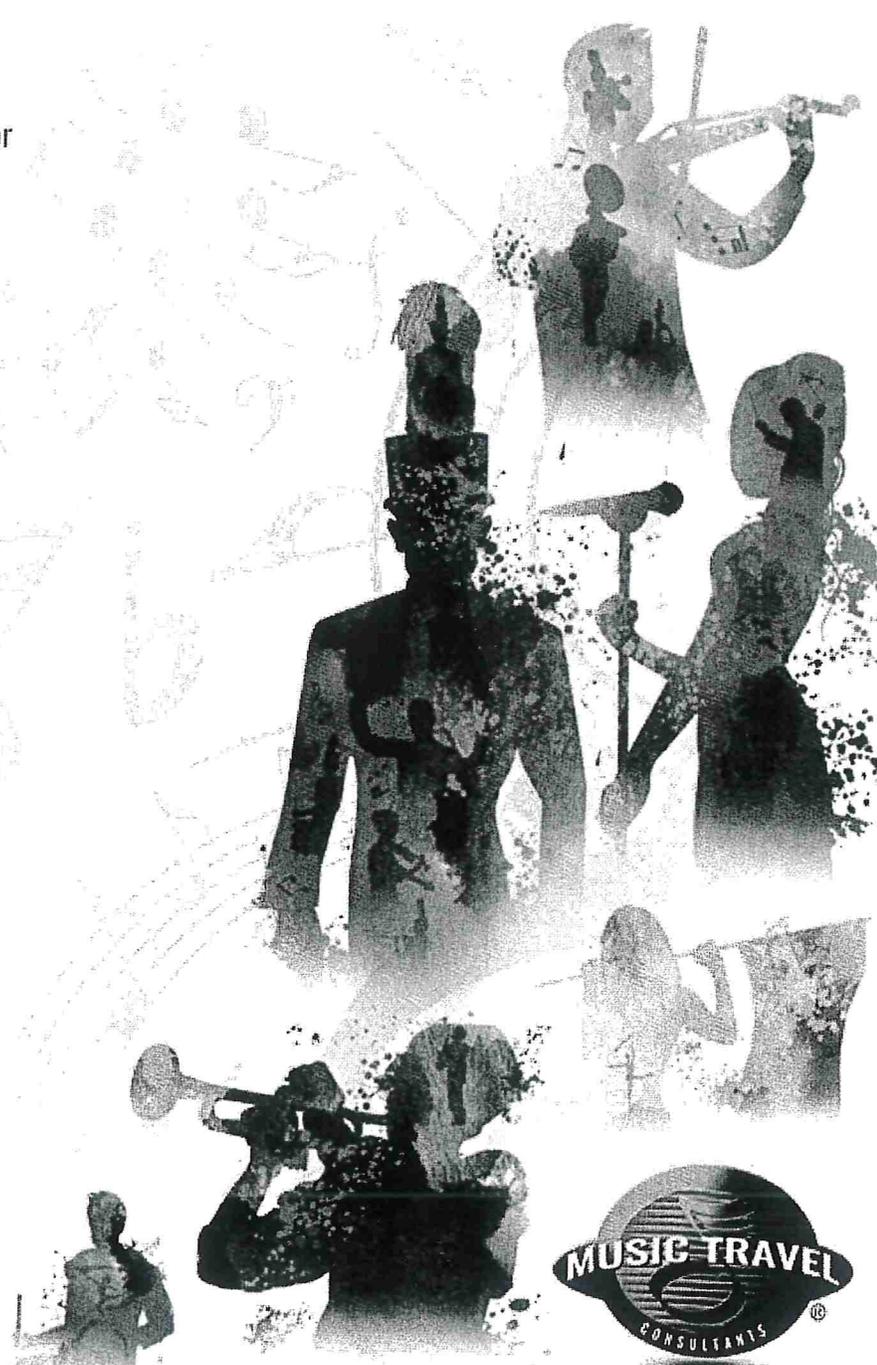
April 17 - 21, 2024

Presented by:

Morgan Burgett

Travel Designer

Morgan.Burgett@musictravel.com



www.musictravel.com



Kingsmen Thunder Drumline

Milwaukie, OR

April 17 - 21, 2024

Wednesday, April 17

Travel Day

Meet at Airport 4:00am

****Southwest Airlines****

All flights today will be through Southwest Airlines.

WN5919 Departs PDX 6:50am

Southeast Flight WN5919 departs PDX at 6:50am.

WN5919 Arrives MDW 12:45pm

Southwest Flight WN5919 Arrives MDW.

Lunch at Midway

Meal money or a Visa Card will be provided for lunch today in the airport (\$20).

Depending on the arrival time of the flight group will have time to grab a bite to eat in the Midway airport before taking off on their next flight

WN1268 Departs MDW 2:05pm

Southwest flight WN1268 departs MDW.

WN1268 Arrives CVG 4:10pm

Southwest flight WN1268 arrives CVG.

Load Coach & Depart 5:30pm

After loading your luggage under the bus, climb aboard for the drive to Dayton!

****Crosswell Bus Lines**

Private Coach being provided by Crosswell Bus Lines.

Dinner (\$20) 6:45pm

Meal money or a Visa Card will be provided for dinner tonight (\$20).

Cincinnati Hotel Check-In 9pm

Once you arrive at your hotel, unload the luggage from underneath your charter coach. One person from each room may get the keys for your room from your Tour Director. After you have given your roommates their room keys, you may proceed to your room. Be sure to take your luggage and all of your personal items off the coach.

****Courtyard By Marriott**

Courtyard By Marriott Cincinnati Blue Ash

4625 Lake Forest Dr

Blue Ash, OH

45242

Thursday, April 18

Prelims Performance Day

****Tentative****

Today's schedule is tentative based on the release of prelims schedules by the WGI committee. The final schedule will be determined once prelims times are released.

Breakfast at the Hotel 6am

Breakfast will be provided at the hotel.

Depart Hotel 7am

Ensure you have everything you need for the day and depart for Dayton!

Rehearsal 7:30am

Price NOT Included with proposal for Rehearsal space

Depart Rehearsal 9:30am

WGI Prelims Performance 10:30a

Take the floor in WGI Preliminary competition.

Photos 11:00am

Boxed Lunch 11:30am

A boxed meal will be provided today for lunch.

Watch Prelims 1:00pm

After packing up your equipment and having lunch, the group will go back in the arena to watch other groups compete in WGI Prelims.

Dinner (\$20) 5:00pm

Meal money or a Visa Card will be provided for dinner tonight (\$20).

Depart for Hotel 7:00pm

Group will meet after dinner to go back to the hotel for the night.

Arrive at Hotel 8:00pm

Friday, April 19

Semi Finals Performance

****Tentative****

Today's schedule is tentative. The final schedule will be determined by prelims results.

Breakfast at the Hotel 6:00am

Breakfast will be provided at the hotel.

Depart Hotel 7:00am

Rehearsal 7:30am

Price NOT Included with proposal for Rehearsal space

Depart Rehearsal 9:30am

We will be either going back to the hotel to get ready or go straight to the performance venue.

WGI Semi-Finals Performance

Tentatively the group will take the stage in semi-finals after being selected to move on from prelims.

Boxed Lunch 11:30am

A boxed meal will be provided today for lunch.

Watch Semi-Finals 1:00pm

After packing up your equipment and having lunch. The group will go back in the arena to watch other groups compete in WGI Prelims.

Dinner (\$20) 5:00pm

Meal money or a Visa Card will be provided for dinner tonight (\$20).

Depart for Hotel 7:00pm

Group will meet after dinner to go back to the hotel for the night.

Arrive at Hotel 8:00pm

Saturday, April 20

WGI World Finals

Tentative

Today's schedule is tentative. The final schedule will be determined by semis results.

Breakfast at the Hotel 6:00am

Breakfast will be provided at the hotel.

Depart Hotel 7:00am

Arrive at UD Arena : TBD

Arrive at the performance arena to either watch or perform in WGI Finals.

WGI Finals Performance: TBD

Tentatively the group will take the stage in finals after moving on from semi-finals.

Load Equipment

After packing up your equipment, group will line back up for awards in the arena.

Boxed Lunch 11:30am

A boxed meal will be provided for lunch before World Finals!

WGI Finals Awards 1:30pm

Depart Performance Arena 3:00p

Group will gather and head back to the hotel to change before going back to the arena for WGI World Finals.

Arrive at Hotel 3:30pm

Depart Hotel 4:30pm

Arrive at UD Arena (World) 5pm

UD Arena

1801 Edwin C. Moses Blvd

Dayton, OH 45417

See map for Bus/Truck Entrance & Parking

Dinner (\$20) 5:30pm

Meal money or a Visa Card will be provided for dinner tonight (\$20).

Sunday, April 21

Return Travel Day

Depart UD Arena 1:00am

Arrive at Hotel 1:30am

Breakfast at the Hotel 8:30am

Breakfast will be provided at the hotel.

Hotel Check-out & Load Bus 11a

Arrive at Airport 12pm

Lunch (At Your Expense)

Today enjoy lunch at your expense en route home!

Southwest Airlines

All flights today will be through Southwest Airlines.

WN1938 Departs CVG 2:15pm

Load the plane as you head home after a wonderful trip to WGI World Finals.

WN1938 Departs for MDW.

WN1938 Arrives MDW 2:25pm

Southwest flight WN1938 Arrives MDW.

WN5616 Departs MDW 6:25pm

WN5616 Arrives PDX 8:45pm

Southwest flight WN5616 Arrives PDX.

Arrive Home!

Welcome Home after a long and exciting WGI Finals Weekend!

TOUR CONDITIONS

Kingsmen Thunder Drumline

Milwaukie, Oregon
to:

Dayton, OH

WGI World Championships

Payment Schedule

Payment	Amount	Due Date
Non-refundable deposit	\$135.00	October 27, 2023
Installment	\$375.00	November 27, 2023
Installment	\$375.00	December 27, 2023
Installment	\$375.00	January 27, 2024
Installment	\$375.00	February 27, 2024
Final Payment	Balance	March 27, 2024

April 17 - 21, 2024

Trip Price per Person

6 Complimentary Trips Included (Twin Accommodations Included ~
Estimated Flight Cost ~ Prices Based on 2023 Rates)

Passengers	41	37	45	49
Quad	\$2287	\$2410	\$2189	\$2110
Triple	\$2369	\$2492	\$2271	\$2192
Twin	\$2533	\$2656	\$2435	\$2355
Single	\$3024	\$3147	\$2926	\$2846

IMPORTANT NOTE: The above trip prices are based on hotel room occupancy and the total number of travelers and may vary depending on group size when prorated costs, such as motor coach, etc., are affected. Tour prices in this proposal are based on tariffs in effect as of February 15, 2023 and are subject to change. These trip prices were developed for individuals traveling with your group, as a group, on the trip described in this proposed itinerary.

Inclusions

- Music Travel Consultants tour director throughout
- Roundtrip Motorcoach Transportation via chartered coaches
- Tolls, Taxes and Daily Maintenance Fees for Driver(s)
- Roundtrip economy class, non-refundable air transportation between home area and destination (if applicable).
- (4) nights Hotel Accommodations per the itinerary
- (12) Meals included; they will be a variety of buffet, fast food, plated and/or pre-selected menus per the itinerary. For variety and convenience, money will occasionally be given in lieu of a pre-determined restaurant.
- All Sightseeing & Special Events per the itinerary
- Entrance Fees where necessary
- Taxes and Gratuities - As required for all included features
- Gratuities to Driver(s) and Local Guide(s) as necessary
- Trip Departure Briefing (if applicable)
- Customized Tour Itinerary & Baggage Tags
- All Operations & Planning Charges

Exclusions

Passport fees; baggage handling at airports & hotels; excess baggage charges; forwarding of baggage; items or services of a personal nature such as snacks, laundry, room service, telephone calls, pay TV, movies, cables, souvenirs or the like; gratuities to travel directors; any items or services not mentioned specifically in tour conditions.

Cancellation Information

"Cancellation" is defined as any change made to the passenger list at least 60 days prior to trip departure day. Cancellation must be made under the traveler's account at MTC® Online by clicking on the "Cancel a Traveler" link on traveler's/ payer's welcome page dashboard OR by e-mail or written communication to MTC®. With the exception of non-refundable deposits/payments. If cancellation is received 60 days or more prior to trip departure day, money returned by suppliers is refundable. Cancellations received 60 days or fewer before, or on, trip departure day are non-refundable, unless a paying substitute traveler takes the place of the cancelled person. If the trip includes airfare, cancellation and/or substitution policies may vary, depending on the airline, date of ticketing and group contract. Please contact MTC® for additional information. Travelers desiring travel and cancellation insurance may find it from a provider of their choice.

Tour Operator Responsibility

MTC® acts only as an agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions, under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that MTC® shall not be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Music Travel Consultants. The airlines, trains, motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline, train, motor coach or ship. MTC® reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the passenger. MTC® reserves the right to cancel the tour or to remove any passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that MTC® shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to their possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of governments or civil authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Music Travel Consultants LLC.

1/19/2024

Why Travel With Music Travel Consultants?

Founded in 1987 by music advocates, Music Travel Consultants specializes exclusively in student group travel arrangements for middle school, high school and collegiate bands, choirs, and orchestras. Now led by award-winning music teachers, we focus on meeting the needs and exceeding the expectations of students, teaching staff, parents and administrators in each group we serve. High quality trips and extraordinary personal service are the hallmarks upon which we've built our reputation. Our staff takes the time to understand your needs and concerns. MUSIC GROUP TRAVEL is OUR business. We know MUSIC...musicians, music educators, music directors and arts advocates comprise our experience in every popular music group destination on the globe. Our commitment is to give your group an educational and once in a lifetime travel experience. Learn more about MTC here:

www.musictravel.com/introduction

The Travel App

A travel app for the finest bands, choirs and orchestras in the world.

Music Travel Consultants introduces the "Travel" app, free to all of a group's travelers. Music directors, staff, chaperones and students may use this secure, information-packed, versatile app during their trip. With real-time trip schedule updates so everyone knows where to go and when to be there. The app also provides instantaneous group messaging because communication is key to a successful trip and invaluable in an emergency. Travelers can use the app to securely send messages and photos limited only to their group. The "Travel" app is full of music director tools, which easily record contacts, create lists of all kinds and assign chaperones. To stay organized, assistants, staff and boosters may be granted access at the music director's discretion. The "Travel" app frees a music director's time, and provides staff, chaperones, students and travelers a convenient, easy, secure way to totally enjoy the trip and all it offers! You can find out more about the "Travel" app at:

www.tripaccount.com/app



Dedicated Tour Directors

One of the integral parts of a successful Music Travel Consultants trip is having a dedicated and committed Tour Director, right at your side throughout your journey. From a group's first steps out the door until they return safely home, if the unpredictable happens, rest assured that your MTC Tour Director will use extensive training and management skills to find a solution as quickly as possible. Want to know more about the importance of

www.musictravel.com/mtc-tour-directors.html

References? We've Got a Few...

Alton High School Band - IL
Ayala High School Band - CA
Ben Davis High School Band, Choir & Orchestra - IN
Park Vista High School Band - FL
Colony High School Band - AK
Dobyns-Bennett High School Band - TN
Brecksville Broadview Heights Choir & Orchestra - OH
Fair Lawn High School Band - NJ
Homestead High School Band - CA
Penn High School Band, Choir & Orchestra - IN

Keller High School Band - TX
Lafayette High School Band - LA
Miamisburg High School Band - OH
Eden Prairie High School Band - MN
Greenwood High School Band - IN
Perrysburg High School Band - OH
Avon High School Music Dept - IN
Bands of America Honor Band - USA
Blue Springs High School Band - MO
Palo Verde High School Band - NV

Carmel High School Music - IN
Chattahoochee High School Band - GA
Concord High School Music - IN
Center Grove High School Band - IN
BASIS Independent Band & Choir - NY
James Bowie High School Band choir - TX
Kennesaw Mountain High School Band - GA
Milliani High School Band - HI
Plymouth-Canton High School Band - IN
Louisville Male High School Band - KY

THE TRAVEL FAMILY



Since 1987, Music Travel Consultants, led by accomplished band directors, has become first choice for student performing group travel by hearing customers, providing industry-leading on-line services and having professional Tour Directors conduct most trips. Focused on creating custom trips that provide relevant, memorable and rewarding student travel experiences, Indianapolis-based Music Travel successfully partners with customers to do just that, in destinations within the United States and world-wide. Over 165 years combined travel expertise earned in over 68 countries enables Music Travel Consultants to anticipate group needs and deliver group wishes, without surprises or hidden costs.

www.musictravel.com



In today's world, nothing is more important than our children's education. To strengthen educational values, learning must be experienced in person. With over a century of "in the classroom" and "out in the world" teaching experience, Educational Destinations is supremely equipped to connect students to the world. And your students' educational process is enhanced through trips created by accomplished educators and by a travel team that is at your side from the planning process to the end of the trip. ED will help you gain support and approval for plans at all levels, from administrators to parents to the focus of the trip, the students. Our solutions reduce liability for both school and trip organizer, and our curriculum aids smooth the planning process and free up your time for what is truly important: Teaching.

www.educationaldestinations.com

APPOINTMENTS

We are pleased to be members of the following prestigious and respected travel associations in an ongoing effort to provide the absolute best student group travel service possible.

Music Travel Consultants is proud to be a Disney Parks Recognized Youth Travel Planner. Music Travel Consultants was also selected to be a part of the Walt Disney World Resort/Disneyland Resort Youth Travel Planner Symposium.



Music Travel Consultants is pleased to be Disney Broadway's Preferred Travel Planner. Disney Theatrical Productions Limited (DTP), also known as Disney on Broadway, is the flagship stageplay and musical production company of the Disney Theatrical Group, a subsidiary of The Walt Disney Studios, a major business unit of The Walt Disney Company.

Music Travel Consultants is proud to be an official Universal Orlando Preferred Youth Travel Planner. Universal Orlando Resort™ is proud to partner with select vendors that provide superior service and quality products for the ultimate theme park and resort hotel experience.



Music Travel Consultants is pleased to be the Official Student Travel Partner of Music for All and Bands of America. Music for All is one of the largest and most influential national music education organizations in support of active music-making. Music for All is unique in that it combines programming at a national level with awareness campaigns, research and advocacy. Bands of America, the nation's leading presenter of music events for high school band students, champions a mission to create and provide "positively life-changing" experiences for students, teachers, parents and communities.

Music Travel Consultants is proud to be Winter Guard International's Preferred Travel Partner. WGI Sport of the Arts is the world's premier organization producing



indoor color guard, percussion, and winds competitions. As a non-profit youth organization, WGI also serves as the governing body for the indoor color guard, percussion, and winds activities. It is called the Sport of the Arts because it brings music to life through performance in a competitive format. Even with over 40 years of history, the sport continues to evolve and grow.

MEMBERSHIPS

Providing students with educational and unforgettable experiences is an effort that goes beyond Music Travel Consultants. We are surrounded by world-class programs and partners that support our vision and we support each other the same way musicians do. Here are some additional organizations we are proud to be a part of:



LETTER OF INTENT



Music Travel Consultants
5348 Vermont Street, Suite 200
Indianapolis, IN 46224
Phone: 317.637.0837
www.musictravel.com

This Letter of Intent appoints Music Travel Consultants as the sole agent for all transportation, sleeping arrangements, food functions, entertainments activities, and tour arrangements in connection with the tour proposal for Kingsmen Thunder Drumline, April 17 - April 21, 2024, to Dayton, OH dated November 28, 2023. All services outlined in that itinerary and tour conditions become part of this agreement.

Kingsmen Thunder Drumline agrees to timely compliance with the payment schedule as outlined in the proposal, and further warrants that it will promote the trip to its membership so as to achieve the level of tour member participation specified in the tour proposal. It warrants that it understands that the tour pricing is based on the number of participants stated in the proposal, and it understands that the prices may change up or down with decreases or increases in the number of participants.

In the event that the proposed services cannot be provided due to cancellation or unavailability of said services, Music Travel Consultants reserves the right to make substitutions of features of equal value and similar quality, per its Tour Operator's Responsibility clause, printed below.

Tour prices are based on a specifically proposed number of tour participants, in conjunction with tariffs in effect as of February 15, 2023, and they are subject to change. (See TOUR CONDITIONS page of proposal)

Written cancellations by individual tour members are refundable under the criteria set-forth in the paragraph entitled CANCELLATION INFORMATION on the proposal's TOUR CONDITIONS page.

Music Travel Consultants is insured and abides by the standards of business conduct of National Tour Association (NTA) and Student & Youth Travel Association (SYTA). Personal life, injury, cancellation and property insurance is available to individual tour members through Music Travel Consultants at an additional charge.

Both copies of this Letter of Intent are to be signed and dated by both parties. One copy is to be retained by each. This Letter of Intent, along with attachments described above, consists of the total agreement between Music Travel Consultants and Kingsmen Thunder Drumline.

FOR Music Travel Consultants:

Date:

Position:

FOR Kingsmen Thunder Drumline:

Date:

Position:

MTC® acts only as an agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that MTC® shall not be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Music Travel Consultants. The airlines, trains, motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline, train, motor coach or ship. MTC® reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the Passenger. MTC® reserves the right to cancel the tour or to remove any Passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that MTC® shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to his/her possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of Governments or Civil Authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Music Travel Consultants LLC.

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FOR Music Travel Consultants:

Date: _____

Position: _____

FOR Kingsmen Thunder Drumline:

Rex Putnam

Date: 1-20-2024

Position:

Director Rex Putnam Kingsmen Thunder Drumline

MTC@ acts only as an agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that MTC@ shall not be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Music Travel Consultants. The airlines, trains, motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline, train, motor coach or ship. MTC@ reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the Passenger. MTC@ reserves the right to cancel the tour or to remove any Passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that MTC@ shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to his/her possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of Governments or Civil Authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Music Travel Consultants LLC.

PROCLAMATION: VOLUNTEER APPRECIATION WEEK

ACTION
Agenda Item #1
April 11, 2024

SUPERINTENDENT’S RECOMMENDATION:

Adopt the proclamation declaring April 15-19, 2024, as “Volunteer Appreciation Week” in North Clackamas School District.

ORIGINATED BY:

This is the district’s annual recognition and appreciation of volunteers.

BACKGROUND:

Established in 1974, the National Volunteer Week is organized by the Points of Light Foundation. This year’s celebration is scheduled for the week of April 15-19, 2024.

The district will use this observance to focus attention on the excellent work performed by district volunteers and recognize their many contributions to our schools. Volunteers in district classrooms and buildings save North Clackamas School District thousands of dollars every year. The federal value for volunteers is \$31.80 per hour for a total value close to \$2 million during a typical school year. Not to be overlooked in this recognition is the Board of Directors, who contribute many volunteer hours during the year.

ATTACHMENTS:

Proclamation

PRESENTER:

Jena Benologa, Board Chair



Volunteer Appreciation Week

in

North Clackamas School District

WHEREAS: An excellent public education system is vital to the residents and children of North Clackamas School District;

WHEREAS: Volunteers are an important component in providing an excellent education for students;

WHEREAS: Volunteers make many contributions to district schools;

WHEREAS: National School Volunteer Week has been scheduled April 15-19, 2024;

NOW, THEREFORE BE IT RESOLVED that the North Clackamas School District Board of Directors proclaims April 15-19, 2024, as Volunteer Appreciation Week in North Clackamas School District.

Adopted this 11th day of April, 2024

Signed:

Chair, Jena Benologa, School District Board of Directors

PROCLAMATION: LICENSED STAFF APPRECIATION WEEK

ACTION
Agenda Item #2
April 11, 2024

SUPERINTENDENT’S RECOMMENDATION:

Adopt the proclamation recognizing licensed staff for their contributions to the district by declaring May 6-10, 2024, as the Licensed Staff Appreciation Week in North Clackamas School District.

ORIGINATED BY:

This is the district’s annual recognition and appreciation of school licensed staff.

BACKGROUND:

National Teacher Appreciation Week has been scheduled for May 6-10, 2024, to recognize the continuing efforts and contributions of teachers. National School Nurses Day is May 8, 2024. The district will use these observances to focus attention on the excellent job being done by our North Clackamas licensed staff.

ATTACHMENTS:

Proclamation

PRESENTER:

Jena Benologa, Board Chair



Licensed Staff Appreciation Week in North Clackamas School District

WHEREAS: Licensed Staff, including teachers, counselors and social workers, nurses, psychologists, instructional coaches, media specialists, therapists, speech pathologists, and other specialists are vital to the education of students and who continually strive to promote high expectations, cultural understanding, to prepare graduates who are inspired and empowered to strengthen the quality of life in our local and global communities; and

WHEREAS: Licensed Staff are professionals that advance the well-being, academic success, and life-long achievements of all students; and

WHEREAS: Licensed Staff continually strive for improvement and progress in education with the understanding of the need for commitment to excellence in the district's school system; and

NOW, THEREFORE BE IT RESOLVED: that the North Clackamas School District Board of Directors proclaims May 6-10, 2024, as Licensed Staff Appreciation Week in North Clackamas School District.

Adopted this 11th day of April, 2024.

Signed:

Chair, Jena Benologa, School District Board of Directors

PROCLAMATION:
ASIAN & PACIFIC ISLANDER AMERICAN HERITAGE MONTH

ACTION
Agenda Item #3
April 11, 2024

SUPERINTENDENT’S RECOMMENDATION:

Adopt the proclamation recognizing May as Asian & Pacific Islander American Heritage Month in North Clackamas School District.

BACKGROUND:

The month of May is nationally recognized as a time to honor and celebrate the contributions of Asian and Pacific Islander Americans in our society and collective history.

The roots of Asian/Pacific American Heritage Month can be traced back to 1976, when Jeanie Jew, President of the Organization of Chinese American Women, contacted government officials in response to the lack of Asian Pacific representation in the U.S. bicentennial celebrations that same year. The observance began in 1979 as Asian Heritage Week, established by congressional proclamation. In May 1990, the holiday was expanded further when President George Bush signed a proclamation making it month-long for that year. On October 23, 1992, Bush signed legislation designating May of every year Asian Pacific American Heritage Month. The month of May was chosen to commemorate two significant events in history: the immigration of the first Japanese immigrants to the United States on May 7, 1843, and the completion of the transcontinental railroad on May 10, 1869 (Golden Spike Day). The diversity and common experiences of the many ethnic groups are celebrated during Asian Pacific American Heritage Month with numerous community festivals and government-sponsored activities.

ATTACHMENTS:

Proclamation

PRESENTER:

Jena Benologa, Board Chair



Asian & Pacific Islander American Heritage Month in North Clackamas School District

WHEREAS: Asian and Pacific Islander Americans have lived and worked in Oregon for more than 200 years, contributing to the state's rich history, economy, and culture; and

WHEREAS: Asian and Pacific Islander Americans have helped advance our community's prosperity through their contributions to all fields of education, business, the arts, economic development, science, and technology; and

WHEREAS: Asian and Pacific Islander American history is marked by a struggle for freedom, equality, and justice, prevailing over the adversity of exclusion, persecution, incarceration, and disparities; and

WHEREAS: The vibrant history and diverse cultures of Oregon's Asian and Pacific Islander Americans are here to be honored as a central part of our state's story and shared across all Oregon communities; and

WHEREAS: The month of May is nationally recognized as a time to celebrate contributions of Asian and Pacific Islander Americans to our society and collective history.

THEREFORE: The North Clackamas School Board hereby proclaims May 2024 to be Asian & Pacific Islander American Heritage Month in North Clackamas School District.

Adopted this 11th day of April, 2024.

Signed:

Chair, Jena Benologa, School District Board of Directors

RIVERSIDE ELEMENTARY SCHOOL

PRESENTATION

Agenda Item #4

April 11, 2024

SUPERINTENDENT’S RECOMMENDATION:

This item is presented for Board Information.

BACKGROUND:

Each month, a different school will be highlighted by presenting to the School Board to engage in a discussion around student achievement.

Welcome to tonight’s presentation. Riverside is dedicated to fostering a nurturing and supportive environment; creating a welcoming atmosphere wherein both students and adults feel embraced, respected, and trusted. Riverside's goal is to empower students to become confident, educated, and productive members of our ever-changing world. Riverside is committed to provide a learning environment that is not only safe and orderly but also engaging and inspiring. Please join Riverside and embark on a journey of academic excellence and personal growth, where every individual's unique potential is celebrated and cultivated.

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

- Welcome and Introductions
- Riverside Mission and Vision Statements
- Dual Language Program at our school
- Riverside a Public School- Students voices
- Riverside Recognitions
- Riverside’s focus areas and Professional Development
- Partnership with Families and Community

As of 3/20/24, Riverside has 329 students.

ATTACHMENTS:

- A. [Riverside Elementary Board Presentation Slides](#)
- B. [Riverside Elementary Report Card](#)

PRESENTERS / STAFF CONTACT:

Teresa Jaramillo, Principal of Riverside Elementary School
Everett Barr, Counselor,
Deena Nakata, Instructional Coach

WELCOME



⁷²
School Board Presentation 2023-2024

Riverside Family



Teresa Jaramillo
Principal

Counselor: Everett Barr
Instructional Coach: Deena Nakata
DLI Specialist: Analesa Zimmerman

Colleen Sackos
Vice Principal

Riverside Mission



Riverside Elementary staff, in cooperation with parents and community, educates each student regardless of race, culture, gender, socio-economic status, or learning needs; we ensure academic, social, and personal success by providing a safe, supportive, challenging, and meaningful learning environment.

Riverside Vision

En la Primaria Riverside, los padres y el personal trabajamos juntos para: (At Riverside, parents and staff work together to:)

- Engage students by establishing high expectations and involving them in meaningful learning opportunities that honor diverse backgrounds and cultures and develop critical thinking skills.
- Inspirar a los alumnos en un entorno seguro y enriquecedor, celebrando sus progresos y logros y guiándose hacia su mejor versión personal. *(Inspire students in a safe and nurturing environment by celebrating their progress and accomplishments, and guiding them toward their personal best.)*
- Ensure students are ready for their next challenge by promoting competency, responsibility, and confidence in their home, school and community.



Riverside Spanish Dual Language



Riverside and Public School Week



Riverside Headlines

“In the North Clackamas School District, Riverside Elementary in Oak Grove had a banner year, with about one-third of third graders hitting proficiency targets in math, a huge jump up from just 15% the previous year.” - The Oregonian

EDUCATION

Oregon student test results are alarming, but some schools and districts bucked the trend

Published: Sep. 23, 2023, 6:00 a.m.



78

Students at a Portland elementary school on the first day of school. As a whole, the district's students posted more growth on reading and math skills testing than their statewide counterparts last year, but district officials say there's also still a lot of room for improvement, particularly for students of color and those in special education.

And More Headlines

TEACHING BEFORE A STUDIO AUDIENCE

How Teacher Collaboration Is Improving Student Performance



As math time began on a recent October morning at Riverside Elementary, teacher Staci Martin admittedly was a little nervous looking at all the fourth-grade faces in her classroom eagerly awaiting her first instructions.

“Such innovative approaches to instruction are paying off in all subject areas across NCSD, but especially in math at Riverside.”

“Math Studio” model, where teachers observe and learn from each other as they’re provided thoughtful, immediate feedback about how they’re engaging kids in mathematical concepts.

- NCSD Community Link

Riverside Focuses On



Math Studios



Hi- 5 Collaborative
Learning and Feedback
Strategies

80

Professional Development:
DLI and Monolingual
Teachers



Riverside Supports Professional Development



Math Studio work

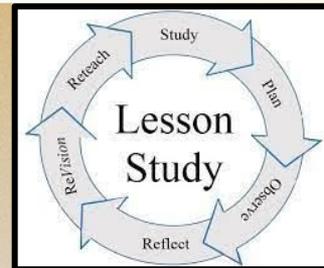


Piloted Reveal Math
this fall

81

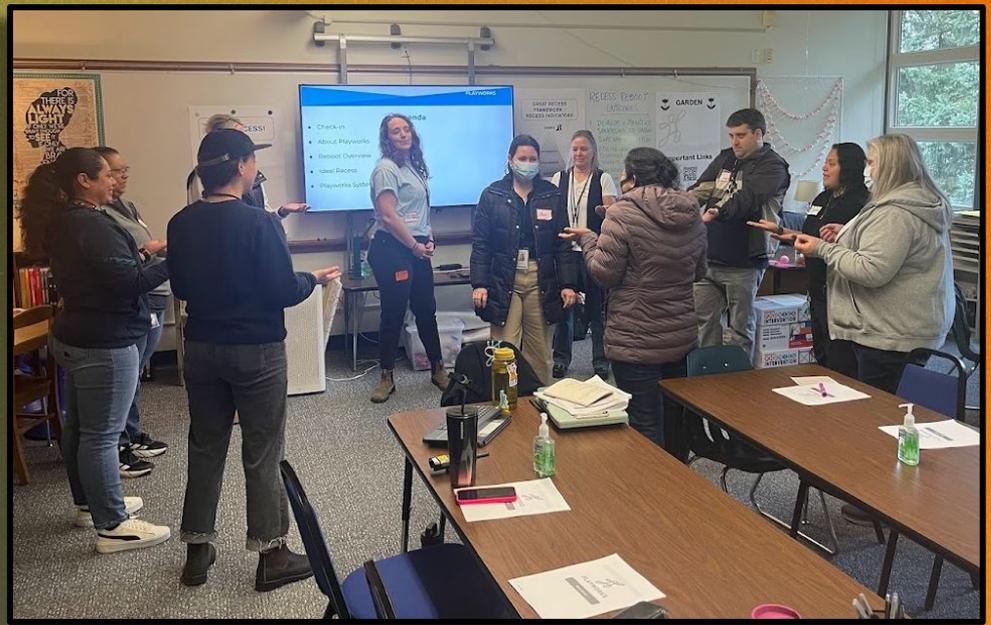


Dr. Jose Medina
Bi-literacy



Lesson Studies

Riverside Develops our Paraeducators



Playworks reboot



Empowering paras



Junior Coaches

Riverside Supports Socio-Emotional Learning

Caring School Communities

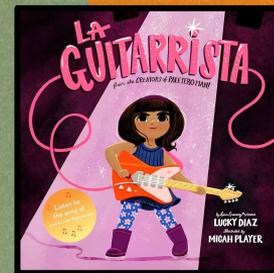


Tiger Cave

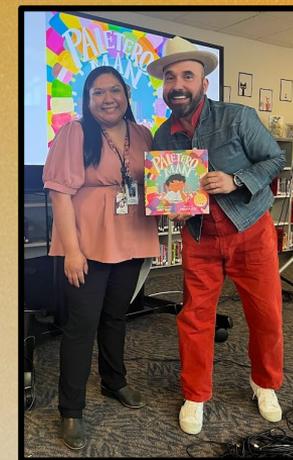
Behavior Support Team



Riverside Partners with Home



Author, Artist Lucky Diaz attends Riverside and Oak Grove Joint Literacy Night





Thank you



OREGON AT-A-GLANCE SCHOOL PROFILE

Riverside Elementary School

PRINCIPAL: Teresa Jaramillo | GRADES: K-5 | 16303 SE River Rd, Milwaukie 97267 | 503-353-5560

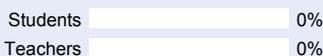


Students We Serve

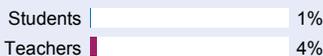


DEMOGRAPHICS

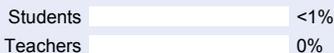
American Indian/Alaska Native



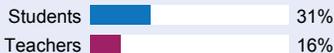
Asian



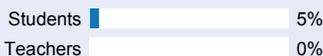
Black/African American



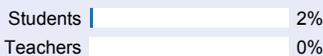
Hispanic/Latino



Multiracial



Native Hawaiian/Pacific Islander



White



28%

Ever English Learners



6

Languages Spoken

25%

Students with Disabilities

93%

Required Childhood Vaccinations

>95%

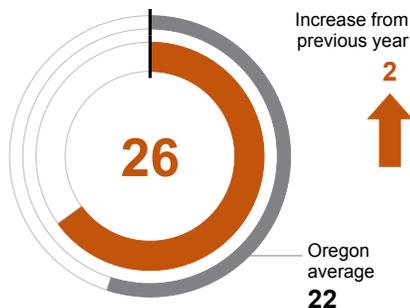
Free/Reduced Price Lunch

*<10 students or data unavailable

School Environment

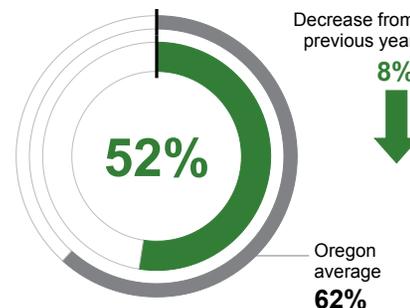
CLASS SIZE

Median class size.



REGULAR ATTENDERS

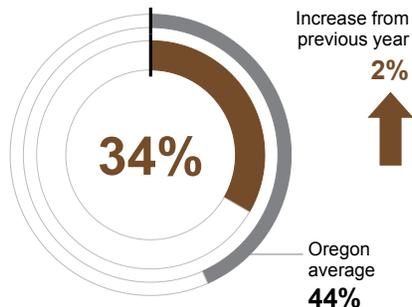
Students who attended more than 90% of their enrolled school days.



Academic Success

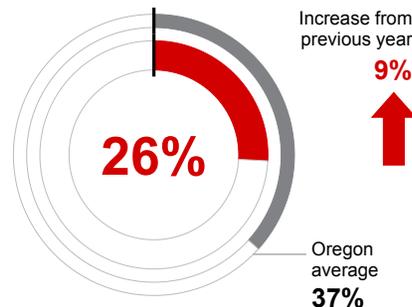
ENGLISH LANGUAGE ARTS

Students meeting state grade-level expectations.



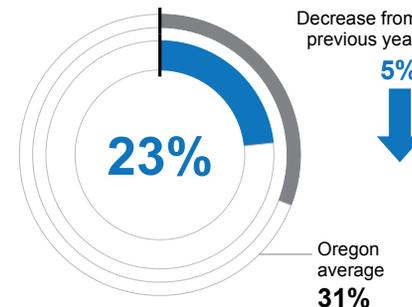
MATHEMATICS

Students meeting state grade-level expectations.



SCIENCE

Students meeting state grade-level expectations.



School Goals

As NSCD elementary school students enter one of our vibrant neighborhood, magnet, or charter schools, NCSD fosters a joy of learning, nurtures a positive vision for their future, and cultivates a school environment where all cultural heritages are valued. NCSD's elementary schools are striving to achieve this vision by focusing on the whole child and ensuring social, emotional, physical, and academic needs are met.

State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2027. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, invest in implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

Safe & Welcoming Environment

NCSD believes the physical, social, and emotional safety of all students is a priority no matter their demographics or identities. Therefore, NCSD has an obligation to each student, family, staff member, and community member to provide environments that hold a fundamental sense of safety and respect. NCSD values all people regardless of background, race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, disability, or familial status.



Outcomes

Our Staff (rounded FTE)



19

Teachers



10

Educational assistants



0

Counselors/
Psychologists/
Social Workers



83%

Average teacher retention rate over the past three years



64%

% of licensed teachers with more than 3 years of experience



Yes

Same principal in the last 3 years

REGULAR ATTENDERS

American Indian/Alaska Native	<10 students or data unavailable
Asian	<10 students or data unavailable
Black/African American	<10 students or data unavailable
Hispanic/Latino	46%
Multiracial	63%
Native Hawaiian/Pacific Islander	<10 students or data unavailable
White	57%
Free/Reduced Price Lunch	52%
Ever English Learner	40%
Students with Disabilities	50%
Migrant	<10 students or data unavailable
Homeless	<10 students or data unavailable
Students in Foster Care	<10 students or data unavailable
Military Connected	<10 students or data unavailable
Talented and Gifted	90%
Female	51%
Male	53%
Non-Binary	<10 students or data unavailable

ENGLISH LANGUAGE ARTS

<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
12%
<10 students or data unavailable
<10 students or data unavailable
45%
34%
11%
14%
<10 students or data unavailable
36%
31%
<10 students or data unavailable

MATHEMATICS

<10 students or data unavailable
<10 students or data unavailable
<10 students or data unavailable
<5%
<10 students or data unavailable
<10 students or data unavailable
37%
26%
<5%
19%
<10 students or data unavailable
19%
32%
<10 students or data unavailable

About Our School

BULLYING, HARASSMENT, AND SAFETY POLICIES

NCSD believes that in order for all students, families, and staff members to feel important and welcome as members of the school community, they must feel safe - physically, emotionally, and psychologically. For this reason, NCSD has a comprehensive set of policies that prohibit bullying and harassment, and NCSD has established multiple reporting and accountability measures designed to assist NCSD to respond quickly to these incidents. Information about NCSD's policies can be found at bit.ly/2CrTbnk.

EXTRACURRICULAR ACTIVITIES

North Clackamas School District offers a range of extracurricular activities for our elementary-aged students. Some examples may include: morning/after school CARE program, PTA/PTO-sponsored events, music and arts education, and partnerships with local, community-based organizations.

PARENT ENGAGEMENT

Engaged families are a key component in the academic success of students. NCSD provides multiple forums for families to become invested in their child's education, their schools, and the larger NCSD community. Whether their students are striving or thriving, NCSD believes it is essential for families to actively participate in their children's education, and NCSD's schools know this is a key responsibility.

COMMUNITY ENGAGEMENT

North Clackamas Schools welcomes and values the contributions of its community partners. Local businesses, social service organizations, and numerous individual volunteers add to the richness of the NCSD experience, both inside and outside of classrooms. Volunteers are welcome at our schools, and are a valued source of knowledge and expertise benefiting students and staff.

**2024-2025 MIDDLE SCHOOL AND HIGH SCHOOL FEES/
STUDENT CHROMEBOOK INSURANCE PROGRAM**

DISCUSSION
Agenda Item #5
April 11, 2024

SUPERINTENDENT’S RECOMMENDATION:

Approval of the 2024-2025 Middle School and High School Fee Schedule and Student Chromebook Insurance Program.

ORIGINATED BY:

Approval of the Middle School and High School Student Fee Schedules is an annual agenda item.

REASON FOR BOARD CONSIDERATION:

Per board policy JN, the Board must review and approve student fees annually.

BACKGROUND:

North Clackamas School District strives to keep school-associated costs and fees as low for students and families as possible. Fees have been reduced or eliminated where possible. There were no changes to the fee schedule from the 22/23 to 23/24 school years.

The implementation of a 1:1 student Chromebook program has resulted in a large increase in the cost associated with repairing damage to student devices. Middle school students have been required to pay a \$20 annual fee, and high school students have a \$20 annual deposit. These required fees/deposits have been used to supplement device damage repair costs to the district.

PROPOSED CHANGES:

The proposal is to maintain the current Middle School and High School Fee Schedules with the exception of technology. We recommend changing the mandatory \$20 per year technology fee (MS) or deposit (HS) to an optional annual \$25 insurance fee. A family can choose to participate in the insurance program, which will cover accidental damage to their student’s device, or reimburse the district for the actual cost of repair or replacement if they do not participate in the optional annual \$25 insurance fee.

ATTACHMENTS:

- PowerPoint Presentation
- Proposed draft of the [2024-2025 North Clackamas Middle School Fee Schedule](#)
- Proposed draft of the [2024-2025 North Clackamas High School Fee Schedule](#)
- Proposed draft of the [North Clackamas School District Chromebook Insurance Program](#)

PRESENTER / STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs
Leigh Anne Scherer, Director of Technology & Information Services



2024-25 Student Fee Schedule

BACKGROUND

- School Board reviews and approves student fees annually
- NCSD attempts to keep school-associated fees as low as possible
- A Technology Fee (middle school) and Deposit (high school) was added with the establishment of the 1:1 Chromebook program
- Families unable to pay may consult with the school for scholarships
- Fees for athletics, classes, technology are waived for students who qualify for Free and Reduced Price Meals



PROPOSAL

- Maintain the general fee structure from the 2023-2024 school year for both middle and high school students
- Remove the Technology Fee/Deposit
- Implement a Chromebook Insurance Program with an optional charge of \$25 to families that choose to participate



MIDDLE SCHOOL FEES

NORTH CLACKAMAS SCHOOL DISTRICT 2024-25 MIDDLE SCHOOL FEE SCHEDULE

All student fees and charges will be published annually per Policy JN: Student Fees, Fines, and Charges. Students who are unable to pay may consult with the appropriate teacher or advisor for scholarships. Fees for athletics and classes will continue to be waived for students who qualify for Free and Reduced Meals.

Art Classes*	\$20 per Semester
After School Athletics (Cross Country and/or Track & Field)	\$50 per Sport
Drama/Theater	\$20 per Semester
FACS/Foods (all classes)	\$20 per Semester
Technology/Engineering Arts	\$20 per Semester
Intramurals	\$15 per Sport
Music (Band, Choir, Orchestra) rental fee	Cost varies depending on instrument rental
PE/Music - Uniforms (shirt/short)	\$15-\$30
Planner/Binder Materials	\$5
Student Body Activity Fee	\$5
Student Body Card Replacement	\$5
Yearbook	\$20
Field Trips	Actual Cost
Chromebook Insurance Program (Optional) or pay actual cost for damaged/lost/stolen device - \$20-\$450 each instance	\$25

*Class fees may be charged for products produced in class that students take home.

**NORTH CLACKAMAS SCHOOL DISTRICT
2024-25 HIGH SCHOOL FEE SCHEDULE**

All student fees and charges will be published annually per Policy JN: Student Fees, Fines and Charges. Students who are unable to pay may consult with the appropriate teacher or advisor for scholarships. Fees for athletics and classes will continue to be waived for students who qualify for Free and Reduced Meals.

North Clackamas High Schools Preparing graduates who are inspired and empowered to strengthen the quality of life in our local and global communities			Sabin Schellenberg Educating passionate leaders through creative and relevant professional experiences		
Courses	Semester Course Fees	Year Long Fees	Courses	Semester Course Fees	Year Long Fees
Drama Play Participation with after-school requirement	\$25		Agriculture Animal Science: 1,2,3, Adv & Research		\$15
Field Trips	Actual Cost		Automotives Services: 1, 2, & 3	\$20	\$40
Home High School Parking	\$35	\$70	Architecture & Design	\$5	
Photography, Ceramics & Art	\$20		Business Construction 2		\$25
Speech and Debate-Team		\$25	Cosmetology: Concepts, 1, 2, & 3	\$15	\$40
Student Body Activity Fee		\$30	Crime Scene Investigation	\$30	
Student Body Card-replacement		\$5	Culinary Arts: Intro, 1, 2, & 3	\$15	\$30
Textbook Deposit refundable at graduation		\$20	DECA: Association for Marketing		\$30
Yearbook		\$55	Diesel Technology & Maintenance		\$40
Athletics (Per sport- \$425 ind/\$700 family max)		\$175	Digital Design: Basic & Development	\$10	
Chromebook Insurance Program (Optional) or pay actual cost of damage/lost/stolen device - \$20-\$450 each instance		\$25	Electronics: Intro, Exploring 1, 2, & 3	\$15	\$30
			Engineering Robotics 1		\$20
			Engineering Robotics 2		\$30
			Fire Science & Protection: 1 & 2		\$20
			Forestry: 1, 2,& 3		\$15
			Food Handler's Card Required for some courses		\$10
			Health Services: CareTrends, Survey, 1 & 2	\$10	\$20
			Japanese National Honor Society		\$8
			SBC Parking District Transportation provided , parking optional	\$25	\$50
			Manufacturing & Engineering: Intro, 1, 2, 3, & 4	\$20	\$40
			SkillsUSA-state and national dues		\$20
			SkillsUSA-state competition		\$50

HIGH SCHOOL FEES

CHROMEBOOK INSURANCE PROGRAM

Historical:

- \$20 Deposit (HS) or fee (MS)
- Covered roughly ½ of the cost for repairs to student Chromebooks
- Approximately 250 devices were damaged beyond compare or lost
- Requires tremendous staff time to process and track deposits

Moving Forward:

- Optional program that provides a less expensive solution in the case of accidental damage or theft
- Families that decline to participate will be fully responsible for any associated cost for damage or theft

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DAMAGE/LOSS COST EXAMPLES



- Replace Keyboard - \$40
- Broken Hinges - \$30
- Replacement Power Cord - \$30
- Replace Camera - \$20
- Lost/Stolen/Damaged Beyond Repair - \$400



CHARGES FOR FAMILIES

Insurance Program Participation:

- \$25 annual charge
- 1st or 2nd damage incident - \$0
- 3rd damage incident - Full Cost
- Lost/Stolen/Damaged beyond repair
 - 1st incident - \$50
 - 2nd incident - \$100
 - 3rd incident - Full Cost

Without Insurance Program Participation:

- Full cost for each incident of damage, theft, loss, etc.
- Replace Keyboard - \$40
- Broken Hinges - \$30
- Replacement Power Cord - \$30
- Replace Camera - \$20
- Lost/Stolen/Damaged Beyond Repair - \$400

QUESTIONS?

97





North Clackamas Schools

www.nclack.k12.or.us





**NORTH CLACKAMAS SCHOOL DISTRICT
2024-25 MIDDLE SCHOOL FEE SCHEDULE**

All student fees and charges will be published annually per Policy JN: Student Fees, Fines, and Charges. Students who are unable to pay may consult with the appropriate teacher or advisor for scholarships. Fees for athletics and classes will continue to be waived for students who qualify for Free and Reduced Meals.

Art Classes*	\$20 per Semester
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Drama/Theater	\$20 per Semester
FACS/Foods (all classes)	\$20 per Semester
Technology/Engineering Arts	\$20 per Semester
Intramurals	\$15 per Sport
Music (Band, Choir, Orchestra) rental fee	Cost varies depending on instrument rental
PE/Music - Uniforms (shirt/short)	\$15-\$30
Planner/Binder Materials	\$5
Student Body Activity Fee	\$5
Student Body Card Replacement	\$5
Yearbook	\$20
Field Trips	Actual Cost
Chromebook Insurance Program (Optional) or pay actual cost for damaged/lost/stolen device - \$20-\$450 each instance	\$25

*Class fees may be charged for products produced in class that students take home.



**NORTH CLACKAMAS SCHOOL DISTRICT
2024-25 HIGH SCHOOL FEE SCHEDULE**

All student fees and charges will be published annually per Policy JN: Student Fees, Fines and Charges. Students who are unable to pay may consult with the appropriate teacher or advisor for scholarships. Fees for athletics and classes will continue to be waived for students who qualify for Free and Reduced Meals.

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Field Trips	Actual Cost		Automotives Services: 1, 2, & 3	\$20	\$40
Home High School Parking	\$35	\$70	Architecture & Design	\$5	
Photography, Ceramics & Art	\$20		Business Construction 2		\$25
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Student Body Activity Fee		\$30	Crime Scene Investigation	\$30	
Student Body Card-replacement		\$5	Culinary Arts: Intro, 1, 2, & 3	\$15	\$30
Textbook Deposit <i>refundable at graduation</i>		\$20	DECA: <i>Association for Marketing</i>		\$30
Yearbook		\$55	Diesel Technology & Maintenance		\$40
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Chromebook Insurance Program (Optional) or pay actual cost of damage/lost/stolen device - \$20-\$450 each instance		\$25	Electronics: Intro, Exploring 1, 2, & 3	\$15	\$30
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			Fire Science & Protection: 1 & 2		\$20
			Forestry: 1, 2,& 3		\$15
			Food Handler's Card <i>Required for some courses</i>		\$10
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			Japanese National Honor Society		\$8
			SSC Parking <i>District Transportation provided , parking optional</i>	\$25	\$50
			Manufacturing & Engineering: Intro, 1 ,2, 3, & 4	\$20	\$40
			SkillsUSA-state and national dues		\$20
			SkillsUSA-state competition		\$50

North Clackamas School District Chromebook Insurance Program

Students assigned a district device are responsible for all intentional or accidental damages. It is strongly recommended that every student's device be insured by the NCSD insurance plan. Responsibility for hardware malfunction will be determined/covered by the North Clackamas School District Technology Department. Please note that this coverage does not carry over from year to year if it goes unused.

Enrollment Information

The Chromebook Insurance Program is **optional** and provides an inexpensive solution for families to reduce the financial burden if an accident or theft occurs.

Families may decline to participate in the Chromebook Insurance Program but would be fully responsible for any associated cost for damage or theft. The Chromebook Insurance Program covers one school year (September to August) and is non-refundable. Students receiving a device after February 1st of each calendar year will be eligible for prorated coverage. This coverage covers 2 incidents (claims) per school year.

Pricing Guidelines for Repairs and Replacements

The following list of approximate repair costs is provided as a reference to families to assist in making a decision on insurance coverage.

Power Cord	\$30 OR 1 insurance incident
Keyboard Replacement	\$40 OR 1 insurance incident
Screen Replacement	\$250 OR 1 insurance incident
Full Chromebook Replacement	\$400 OR 1 insurance incident + \$50 (\$100 for second incident)

For repairs not listed above, cost and applicable insurance claims will be determined by the cost of replacement parts to the district at the time of repair. If insurance coverage is not purchased and the Chromebook is damaged, the family will be invoiced for the actual cost of repairs.

Prior to receiving a Chromebook, families must:

1. Complete the North Clackamas School District Chromebook Insurance Program enrollment form to select a plan or decline coverage.
2. If coverage is selected, pay the \$25 annual insurance fee in full.

<p>Annual Cost - \$25</p> <ul style="list-style-type: none"> September - August <p>Cost after Feb 1st - \$15</p> <ul style="list-style-type: none"> February - August 	<p>Damage With Program Enrollment:</p> <ul style="list-style-type: none"> 1st Incident: \$0 2nd Incident: \$0 3rd Incident: Full Cost 	<p>Stolen/Lost/Total Damage Beyond Repair with Program Enrollment:</p> <ul style="list-style-type: none"> 1st Incident: \$50 2nd Incident: \$100 3rd Incident: Full Cost
<p>Examples of Costs Without Program Enrollment:</p> <ul style="list-style-type: none"> Keyboard Damage \$40 Broken Hinges \$ 30 Power Cord - \$30 Camera - \$20 Stolen/Lost/Damage Beyond Repair - \$400 		<p>Not Covered:</p> <ul style="list-style-type: none"> Case Intentional damage (Determined by NCSD Technology Dept., School Officials, and/or Clackamas ESD Repair Center)

- If the lost or stolen device is later recovered in working condition, the fine will be refunded.
- If a student leaves the District, but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts will apply.
- If families choose not to enroll in the North Clackamas School District Chromebook Insurance Program, they will be financially responsible for the full cost for the repair or replacement of the Chromebook.

Procedures for Damages

1. Individual Insurance Plan purchased
 - a. Family/Student will complete a Repair Request Form and turn it into the school's technology office.
 - b. The Technology Department will assess damage and process repair.
 - i. Upon completion of the repair, Family/Student will receive an email outlining the cost of the repair and a description of the damage.
 - ii. Family/Student will pay for the repair, as presented, or opt to utilize one of their insurance claims.
 - iii. The repaired device will be released back to the student.
2. Individual Insurance Plan purchased, but repair is not covered or insufficient claims remaining
 - a. Family/Student will complete a Repair Request Form and turn in to the school's technology office.
 - b. The Technology Department will assess damage and process repair.
 - c. Family/Student will receive an email outlining a description of the damage, an explanation of why the damage was deemed not to be covered, and the cost to perform the repair.
 - d. Family/Student will pay for the actual repair costs presented.
 - e. The repaired device will be released back to the student.
3. Individual Insurance Plan not purchased
 - a. Family/Student will complete a Repair Request Form and turn it into the school's technology office.
 - b. The Technology Department will assess damage and process repair.
 - c. Family/Student will receive an email outlining a description of the damage, an explanation and the cost to perform the repair.
 - d. Family/Student will pay for the actual repair costs presented.
 - e. The repaired device will be released back to the student.

2024-2025 BOARD MEETING CALENDAR

DISCUSSION
Agenda Item #6
April 11, 2024

ORIGINATED BY:

This is an annual agenda item.

BACKGROUND:

Oregon law, ORS 332.045, requires that the Board establish the dates, time, and locations for regular meetings.

This time is set aside for the Board to discuss the Board meeting calendar for the 2024-2025 school year.

ATTACHMENTS:

Draft of the proposed 2024-2025 Board meeting calendar

PRESENTER:

Jena Benologa, Board Chair

North Clackamas School Board

2024-2025 Meeting Calendar

Meetings typically held at NCSB Administration Building or online, starting at 6:30 p.m.

July 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Regular Board Meeting Regular/Governance Meeting Governance Meeting School Closed/Holiday | <ul style="list-style-type: none"> Hold for Special Meeting/Governance OSBA Conferences (tentative) NSBA Conferences (tentative) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Historically the OSBA's Annual Convention falls on the second Friday-Sunday in November

Board Proposed 4/11/24

This calendar is ~~subject~~ subject to change.
Any modifications to date, time, or location will be properly noticed per Oregon state law.

SUPERINTENDENT CONTRACT

DISCUSSION
Agenda Item #7
April 11, 2024

BACKGROUND:

This time is set aside for discussion regarding the Board Chair delegating two board members to work with board legal counsel to evaluate updates to the Superintendent's contract.

The contract proposal would be brought forward to the full board for their consideration and vote at a future board meeting.

ATTACHMENTS:

NCSD Board Policy [CBC](#): Superintendent's Contract

PRESENTER:

Jena Benologa, Board Chair



Code: CBC
Adopted: 6/19/86
Readopted: 3/17/11; 10/27/22
Orig. Code: CBC

Superintendent’s Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. The Board may not issue a contract that includes terms which direct the superintendent¹ to take any action that conflicts with a local, state or federal law² that applies to the district³, or which allows the Board to take an adverse employment action against the superintendent for complying with such laws. Contracts shall not be issued for more than three years in duration. The contract shall automatically expire at the end of its term. The Board may elect to issue a subsequent contract at any time for up to three years.

The compensation and benefits for the position of superintendent will be established by the Board and based upon the responsibilities required of the superintendent in performing their duties. The Board may not enter into an employment contract that contains provisions that expressly obligate the district to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent’s employment, either by the Board or the superintendent, will also be set forth in the superintendent’s employment contract. The employment contract, if it includes a mutually agreed to termination-without-cause provision by the Board, will include a 12-month notice of termination for such provision.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

¹ The term “superintendent” includes an interim superintendent.

² “Local, state or federal law” means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

³ Also includes taking any action that conflicts with law that applies to education services districts.

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

END OF POLICY

Legal Reference(s):

[ORS 332.432](#)
[ORS 332.505](#)

[ORS 342.549](#)
[ORS 342.815](#)

[OAR 584-005-0005\(51\)](#)

Senate Bill 1521 (2022)

Cross Reference(s):

CBB - Recruitment and Appointment of the Superintendent

LOW-INCOME HOUSING
PROPERTY TAX ABATEMENT

DISCUSSION
Agenda Item #8
April 11, 2024

SUPERINTENDENT’S RECOMMENDATION:

Board approval of resolution authorizing tax exemption of certain non-profit low-income housing projects under ORS 307.540 to ORS 307.548 in the City of Milwaukie.

REASON FOR BOARD CONSIDERATION:

Continuation of previous Board discussion on February 7, 2024 at the joint meeting with Milwaukie City Council.

BACKGROUND:

The Milwaukie City Council declared a housing emergency in 2020 and adopted a multi-year action plan with strategies to develop new affordable units, prevent displacement and keep units affordable and connect our residents to existing affordable housing. One element of this action plan was centered around providing incentives to encourage the development of affordable housing.

On February 7, 2024 the Milwaukie City Council and the NCS D School Board received a presentation and discussed a proposal to make it easier for non-profit developers of affordable housing to make use of a tax incentive program to encourage the development of income-restricted housing in Milwaukie.

Following that discussion, NCS D staff worked with legal council and City of Milwaukie staff to develop a resolution focused on the particulars of a tax abatement agreement.

The proposed resolution is drafted for a ten year term and reflects these specifics from the discussion held on February 7, 2024:

- Annual reports from City of Milwaukie to North Clackamas School District
- Opportunity to end the exemption program with the City of Milwaukie at any time with 30 days notice

ATTACHMENTS:

- Draft Resolution
- Presentation Slides

PRESENTER:

Matt Makara, Executive Director of Finance and Business Services

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
RESOLUTION _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF NORTH CLACKAMAS SCHOOL DISTRICT NO. 12, CLACKAMAS COUNTY, OREGON, AGREEING TO THE POLICY OF EXEMPTION OF CERTAIN NONPROFIT LOW-INCOME-HOUSING PROJECTS UNDER ORS 307.540 TO 307.548 AT THE REQUEST OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE.

WHEREAS, affordable housing provides permanent, stable housing options for low-income families; and

WHEREAS, affordable housing provides school-age children experiencing homelessness with transitional housing, through eviction prevention and rapid re-housing services; and

WHEREAS, stable housing reduces student mobility, improves school effectiveness, addresses attendance challenges, and inhibits malnutrition; and

WHEREAS, the City Council of the City of Milwaukie, Oregon, has adopted the provisions of ORS 307.540 to 307.548, which authorize the City to approve an exemption from city property taxation for certain low-income housing owned and operated by a nonprofit corporation under ORS 501(c)(3) or 501(c)(4); and

WHEREAS, ORS 307.543 authorizes the City of Milwaukie to request other taxing districts to approve the policy of exemption under ORS 307.540 to 307.548 and thereby extend the exemption to the tax levies of all taxing districts if the rate of taxation of the taxing district plus the rate of taxation of the City equal 51 percent or more of the total combined rate of taxation on the property granted exemption; and

WHEREAS, the City Council of City of Milwaukie has requested that the Board of Directors (the “Board”) of North Clackamas School District No. 12 (the “District”) to agree to the policy of exemption under ORS 307.540 to 307.548 and thereby extend the exemption to the property taxes levied by the District; and

WHEREAS, for the reasons stated above, the Board finds that encouraging and supporting the development of affordable housing in the District will further the District’s educational mission and improve student outcomes; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board agrees to and approves the policy of exemption under ORS 307.540 to 307.548, as adopted and administered by the City of Milwaukie.
2. The term of this approval shall commence upon approval of this resolution by the Board and shall continue until June 30, 2034, which date may be extended by resolution of the Board at the Board’s pleasure. The Board reserves the right to repeal this resolution of approval

prior to June 30, 2034, and upon 30 days' written notice to the City of Milwaukie, if, in the Board's sole discretion, the law or circumstances have changed and the policy of exemption under ORS 307.540 to 307.548 is no longer in the best interests of the District, or if the City fails to comply with sections 3 or 4 of this resolution.

3. If the City of Milwaukie adopts additional provisions relating to the exemption under ORS 307.453(3) following the effective date of this resolution, the City must seek reauthorization of the resolution from the Board.

4. Approval of this resolution is contingent on the City of Milwaukie providing an annual written report no later than May 1 of each year of eligible developments approved in the prior 12-month period.

5. All projects approved for a tax exemption by the City of Milwaukie during the term of this resolution shall continue to be exempt as provided in ORS 307.543(2) after expiration of this resolution, unless or until the exemption is terminated as provided in ORS 307.548.

DATED this ____ day of _____, 2024.

School Board Chair

District Superintendent / Clerk

Tax Abatement: City of Milwaukie

NCSD Board Meeting
4/11/24



 CITY OF MILWAUKIE

Milwaukie Housing Affordability Strategy (MHAS):
2018-2023 Action Plan



2/8/24 JOINT MEETING WITH CITY COUNCIL

- City of Milwaukie
 - Milwaukie declared a housing emergency in 2020
 - Multi-year housing action plan calls for incentivizing construction of affordable housing
- Seeking additional incentives for affordable housing development

CITY OF MILWAUKIE TAX EXEMPTION PROPOSAL

- ORS 307.540-548 – Property can be exempt from taxation if the following criteria are met:
 - *Owned by a nonprofit corporation*
 - *Occupied by low-income persons*
 - *Authorized by 51% of the combined rate of taxation of local taxing authorities*
- City of Milwaukie is seeking approval of such a tax exemption for a fixed time duration

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TAX EXEMPTION FUNDING IMPACT

- Minimal Financial Impact to NCSD, if any
 - State School Fund: no impact to NCSD revenue
 - General Obligation Bonds: no impact to Bond revenue
 - Local Option Levy: very small impact to revenue to NCSD
Example: Walsh Commons (less than \$4000 in 2023)
 - Enrollment: potential for increased enrollment, leading to increased state/federal funding

RESOLUTION SPECIFICS

- 10 years, expires 6/30/2034
- Annual reports from City of Milwaukie to NCSD
- Option to end the agreement and end the issuance of new exemptions with 30 days notice to City of Milwaukie

NEXT STEPS

- Questions?
- Discussion?
- Staff will seek action on the proposed resolution at the next NCSD Board Meeting



**LEASE OF CAMPBELL PROPERTY TO
CASCADE HEIGHTS PUBLIC CHARTER SCHOOL**

DISCUSSION/ACTION

Agenda Item #9

April 11, 2024

SUPERINTENDENT'S RECOMMENDATION:

Grant authority of North Clackamas School District to enter into a five-year lease for portions of the site of the former Campbell Elementary campus to Cascade Heights Public Charter School.

BUDGET IMPACT/SOURCE OF FUNDS:

Revenue would be added to the General Fund

BACKGROUND:

Cascade Heights Public Charter School (CHPCS) has been a district-sponsored charter school since 2011. The charter school has been leasing the former Clackamas Elementary School site from the North Clackamas Parks and Recreation District since 2018, when the district and NCPRD completed their Strategic Partnership deal, swapping three school sites, Hood View Park, and \$14 million in cash. CHPCS received a lease termination notice in December 2023, effective June 30, 2024.

CHPCS has been a strong partner in NCSO, providing education to 225 students in grades K-8. Most of those students are NCSO residents.

Current programs located at Campbell include:

- Early Childhood Evaluation Center
- Teaching and Learning professional development sessions for NCSO employees
- Special Education itinerant staff's home base
- Facility rental of gym and playing fields for community use

The Early Childhood Evaluation Center will remain on the Campbell Campus without interruption to their services. The professional development activities and the Special Education staff will move to another location. Facility rental will continue during non-school hours.

The Campbell site has two portions of the campus: a lower campus and an upper campus. The upper campus houses two classroom buildings, a playground, and field space. The neighborhood association leases and maintains a community garden adjacent to the fields. The upper portion of the site will not be utilized by CHPCS and the current use by the community will remain.

The lower portion of the campus includes five buildings. These portions of the campus, with the exception of the main office area where The Early Childhood Evaluation Center will be utilized by CHPCS. See the attached site plan for details.

District staff and CHPCS leadership have attended the local neighborhood association meeting, and the plans to move a school back into the site were well received by the neighborhood.

ATTACHMENTS:

- Site plan

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent, Operations

Exhibit C
The Premises



To be

attached.]

- Building A: Cafeteria, kitchen, stage, and music room and access to restrooms.
- Buildings D, E, F, and Gym
- Lower playfields and playground areas
- Covered Play located between Buildings, A and E
- Parking lots adjacent to the playfields, behind Building F, and assigned parking spaces in upper lot closest to building E. Up to 10 parking spaces will be labeled for use by District only closest to Building A.

AUTHORIZATION TO PURCHASE AIR FILTERS:
MERV 13 FILTERS

DISCUSSION/ACTION
Agenda Item #10
April 11, 2024

RECOMMENDATION:

Approval of staff recommendation to provide advance authorization for routine and reoccurring MERV 13 air filter purchases that may exceed \$150,000 when purchased through the required competitive procurement rules.

ORIGINATED BY:

The need to purchase MERV 13 Air Filters throughout the year.

BUDGET IMPACT/SOURCE OF FUNDS:

Budgeted General Fund and ESSER III Fund.

BACKGROUND:

During the COVID-19 Global Pandemic and per OAR 437-001-0744, Rule Addressing COVID-19 Workplace Risk, the District needed to continue complying with routine ventilation maintenance and evaluating all District HVAC systems. Part of this requirement was the quarterly replacement of all air filters as well as ensuring intake ports that provide outside air to the HVAC system were cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system. While OAR-437-001-0744 has been repealed, the air quality of District schools is of utmost importance, and it is recommended to continue the use of MERV 13 Air Filters.

In the 21/22 fiscal year, the District spent approximately \$198,000.00 on MERV 13 Air Filters.

In the 22/23 fiscal year, the District spent approximately \$208,000.00 on MERV 13 Air Filters.

So far in the 23/24 fiscal year, the District has spent approximately \$128,000 on MERV 13 Air Filters and is in need of replacing additional filters.

Total Filtration Services holds a Cooperative Contract and sells MERV 13 Filters at an 80% Discount off MSRP to the District, per State of Washington Contract 00418.

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

TEACHER CHROMEBOOK LEASE AGREEMENT

DISCUSSION/ACTION

Agenda Item #11

April 11, 2024

SUPERINTENDENT'S RECOMMENDATION:

Award contract in the amount of \$238,488.32 to Insight Financial Services for 250 teacher Chromebooks on a four-year lease.

BUDGET IMPACT/SOURCE OF FUNDS:

General Fund.

BACKGROUND:

Certified staff have been issued an Apple laptop (currently MacBook Pro) for many years as their work device. These products have worked well for our staff, but there are advanced Chromebook options available now that will give increased functionality at a reduced price.

Advantages:

- Improved security and streamlined management
- Savings in repair costs and staff support time as there are fewer things that can go wrong
- Consistency between teacher and student devices on the same operating system
- Enhanced instructional capabilities give teachers the ability to “cast” rather than plug into their display, touchscreen, annotation tools, etc.
- Roughly half the price

Leasing Chromebooks rather than purchasing has several advantages, including:

- Lower overall cost
- Predictable budgeting
- Access to newer technology and advanced features with regular upgrades
- Easier to scale up or down when there are population or programmatic changes
- Streamlined disposal and recycling services

The contract is for four years, to be paid as a one-time payment of \$238,488.32. This procurement is being made through the OETC (Organization for Educational Technology and Curriculum) cooperative contract #15R with Insight Financial Services. Pricing for the Chromebooks is based on TIPS cooperative contract #230105 with Vivacity Tech PBC. Using a cooperative contract enables the district to benefit from economies of scale and streamline purchasing timelines. Cooperative procurement allows the district to utilize the formal procurement process conducted by another government agency and complies with Oregon public procurement law and district procurement requirements. 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 of Operations

Leigh Anne Scherer, Director of Technology & Information Services