



Board of Directors
 North Clackamas School District 12
 12400 SE Freeman Way
 Milwaukie, Oregon 97222

Agenda

North Clackamas School Board
 Thursday, August 22, 2024 5:30 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)(f)

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.

5:30 Call to Order

6:15 Adjourn Executive Session

OPEN SESSION

6:30 Call to Order

Community Comments

Native Land Acknowledgement 3

Flag Salute 4

Minutes - August 8, 2024 5

Consent Agenda

A. Employment Changes

7:05 1. Board Reports - Summer OSBA

7:15 2. Board Liaison Committee Assignments - Report 7
 Presenter: Kathy Wai

7:20 3. North Clackamas School District 2025-2026 Budget Calendar - Discussion 12
 Presenter: Matt Makara

7:25 4. Complaint - Action 1 14

Presenter: Kathy Wai

7:30 Adjourn



Native Land Acknowledgment

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



Flag Salute

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

NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS MEETING
August 8, 2024
Board Room/YouTube

Executive Session With due notice having been given and a quorum present, Chair Kathy Wai convened executive session under ORS 192.660(2)(f), at 5:31 p.m. with the following members present:

Kathy Wai	-	Chair
Jena Benologa	-	Vice Chair
Mitzi Bauer	-	Director
April Dobson	-	Director
Paul Kemp	-	Director
Tory McVay	-	Director
Glenn Wachter	-	Director (virtual)
Donna Colingwood	-	Board Secretary

Complaint - Legal Council Jollee Patterson advised the Board on considering information or records that are exempt by law from public inspection.

Executive Session adjourned at 6:14 p.m.

Open Session Chair Kathy Wai convened open session at 6:34 p.m.

Present, in addition to those in the executive session were Shay James, Tiffany Shireman, Ivonne Dibblee, and Matt Makara.

Community Comments - There were no community members signed up to provide comments.

Jena Benologa read the Native Land Acknowledgement. Tory McVay led the Pledge of Allegiance.

R24/25-7 **Minutes** - Jena Benologa moved, Mitzi Bauer seconded the motion to approve the minutes of the regular Board Meeting held July 11, 2024.

Motion passed unanimously, 7-0.

R24/25-8

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

Policy Revisions -

- Approve revisions to the following policies as recommended by the Policy Review Committee.
 - JGA - Corporal Punishment
 - JGAB - Use of Restraint or Seclusion
 - JHCCF - Pediculosis (Head Lice)

Employee Benefits Plan Change -

- Approve changes to the North Clackamas benefit plans for 2025.

Motion passed unanimously, 7-0.

R24/25-9

Complaint - Mitz Bauer moved, Paul Kemp seconded the motion to move that the board dismiss the complaint on the grounds the complaint was not filed against the correct employee, and the board delegates authority to the chair and vice chair to prepare a written communication to the complainant.

Motion passed unanimously, 7-0.

Open Session adjourned at 6:42 p.m.

Governance Session Chair Kathy Wai convened governance session at 6:46 p.m.

Glenn Wachter and Matt Makara were not present during the governance session.

Board Operating Agreements/Board Processes and Protocols -

Clackamas ESD Superintendent Larry Didway gave a presentation and discussed board operating agreements & board processes and protocols with board members.

There being no further business to come before the Board, the meeting adjourned at 8:03 p.m.

Unapproved

BOARD LIAISON COMMITTEE ASSIGNMENTS

REPORT
Agenda Item #2
August 22, 2024

SUPERINTENDENT'S RECOMMENDATION:

This time is set aside to notify Board members of the Board liaison committee assignments for 2024-2025.

ORIGINATED BY:

Annual agenda item.

ATTACHMENTS:

2024-2025 Committee Liaison Assignments

[Policy BCE/BCF](#)

PRESENTER:

Kathy Wai, Board Chair



DISTRICT COMMITTEES

Student Youth Equity Committee

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

Liaisons: Jena Benologa, April Dobson, Paul Kemp

Employee Benefits Committee

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

Liaisons: Jena Benologa, Paul Kemp, Tory McVay

Health Curriculum Committee

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

Liaisons: Mitzi Bauer, Paul Kemp, Kathy Wai

Legislative Advocacy Committee

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

Liaisons: Mitzi Bauer, April Dobson, Glenn Wachter

NCEA Labor Association

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

Liaisons: April Dobson, Tory McVay

OSEA Labor Management

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

Liaisons: Mitzi Bauer, April Dobson, Tory McVay

Policy Review Committee

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

Liaisons: Jena Benologa, Kathy Wai

Wellness Committee

The committee considers topics related to the local wellness policy and periodically reviews the policy. Meets at least twice annually, typically in the late afternoon.

Liaisons: Mitzi Bauer, Jena Benologa, Paul Kemp

Educational Equity Advisory Committee

An advisory committee providing bi-directional communication and learning between community members, students, staff, and school district leaders. Typically meets monthly on the third Tuesday of each month at 5:00 - 7:00 p.m.

Liaisons: Jena Benologa, April Dobson, Kathy Wai

BOARD COMMITTEES

Superintendent Evaluation Committee

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

Members: Glenn Wachter, Kathy Wai

LIAISON TO OTHER COMMITTEES

North Clackamas Education Foundation (NCEF) Board Meeting

These meetings are for the NCEF Board members to review their budget, plan for fundraising events, share outreach efforts, and make decisions about ways they support NCSD students, staff, and the community. Meets in person or online on the third Wednesday of each month at 6:30 - 8:00 p.m.

Liaisons: Jena Benologa, April Dobson, Kathy Wai



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

Board Committees

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

General Guidance

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

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

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

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

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

Committee of the Whole

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

Standing Subcommittees

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

Ad Hoc Committees

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

Advisory Committees

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

Liaison to Nondistrict Committees

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

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)

[ORS 332.045](#)

[ORS 332.105](#)

NORTH CLACKAMAS SCHOOL DISTRICT 2025-26
BUDGET CALENDAR

DISCUSSION
Agenda Item #3
August 22, 2024

SUPERINTENDENT'S RECOMMENDATION:

Staff recommends approval of the 2025-26 Budget Calendar.

ORIGINATED BY:

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

BACKGROUND:

The proposed calendar includes informational meetings scheduled in March and April 2025. The first Budget Committee Meeting will begin on May 13, 2025, followed by an additional meeting scheduled for May 27, 2025. Adoption of the budget is scheduled for June 12, 2025 at the regular monthly meeting of the Board.

ATTACHMENTS:

2025-26 Budget Calendar

PRESENTER / STAFF CONTACT:

Matt Makara, Executive Director of Finance and Business Services



**NORTH CLACKAMAS SCHOOL DISTRICT
2025-26 BUDGET CALENDAR**

<u>Date</u>	<u>Activity</u>
August 22, 2024 (Thursday)	REGULAR BOARD MEETING Proposed Budget Calendar presented to Board. Discussion item with budget committee vacancies and appointment process.
September 12, 2024 (Thursday)	REGULAR BOARD MEETING Approval of budget calendar and declaration of budget committee vacancies and/or reappoint previous members
November 14, 2024 (Thursday)	REGULAR BOARD MEETING Appoint budget committee members
March 18, 2025 (Tuesday)	BUDGET COMMITTEE INFORMATIONAL MEETING
April 15, 2025 (Tuesday)	BUDGET COMMITTEE INFORMATIONAL MEETING
April 29, 2025 (Tuesday)	BUDGET COMMITTEE INFORMATIONAL MEETING (if needed)
April 30, 2025	Publish first notice of May 13, 2025 Budget Committee Meeting
May 6, 2025	Publish second notice of May 13, 2025 Budget Committee Meeting on District website
May 13, 2025 (Tuesday)	1st OFFICIAL BUDGET COMMITTEE MEETING Budget message presented, public testimony
May 14, 2025	Publish notice of May 27, 2025 Budget Committee Meeting on District website
May 27, 2025 (Tuesday)	2nd BUDGET COMMITTEE MEETING District presents information in response to questions, public testimony, approval of budget and tax levies
June 4, 2025	Publish notice of June 12, 2025 Budget Hearing (ORS 294.438)
June 12, 2025 (Thursday)	REGULAR BOARD MEETING Public meeting (Budget Hearing) on 2025-2026 Budget (ORS 294.456) Enact resolutions adopting 2025-2026 budget, make appropriations, declare the permanent tax rate to be imposed and categorize taxes. Establish the construction excise tax rate.
July 15, 2025	Provide notice of property tax and intent to impose a tax to County Assessor for Fiscal Year 2025-2026. Provide Adopted Budget PDF to Oregon Department of Education.
August 15, 2025	Submission of electronic budget data to the Oregon Department of Education

Meetings may be held virtually or in person. All meetings begin at 6:30 pm.
(Please Note: Additional meetings may be scheduled as needed, and all dates/times are subject to change.)

COMPLAINT

ACTION

Agenda Item #4
August 22, 2024

RECOMMENDATION:

This time has been set aside for the Board to take action on a complaint.

ORIGINATED BY:

Complaint filed on July 12, 2024

BACKGROUND:

On July 12, 2024 a complaint was filed and referred to the Board Chair as required under Policy KL-AR(1), Public Complaint Procedure.

PRESENTER CONTACT:

Kathy Wai, Board Chair