



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

Agenda

North Clackamas School Board
Thursday, September 12, 2024 6:30 PM
Board Room/YouTube
12400 SE Freeman Way
Milwaukie, OR 97222

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

OPEN SESSION

6:30	Call to Order	
	Community Comments	
	Native Land Acknowledgement	3
	Flag Salute	4
	Minutes - August 22, 2024	5
	Consent Agenda	
	A. Employment Changes	
	B. North Clackamas School District 2025-26 Budget Calendar	7
7:05	1. Superintendent's Report - New Administrator Introductions	
	Presenter: Shay James	
7:25	2. Hispanic and Latino Heritage Month - Proclamation	9
	Presenter: Kathy Wai	
7:35	3. Board Reports	
7:45	4. Quarterly Financial Report	11
	Presenter: Matt Makara	
7:50	5. Budget Committee Vacancies - Discussion	15
	Presenter: Matt Makara	
7:55	6. Board Protocols and Operating Agreements - Discussion	21
	Presenter: Kathy Wai	
8:00	7. Construction Bid Award: Sabin-Schellenberg Professional Technical Center	25
	South Campus Parking Lot Addition - Discussion/Action	

Presenter: Teresa Neff-Webster

8:05 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 22, 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 5:30 p.m. with the following members present:

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

Also present were Tiffany Shireman and Ivonne Dibblee.

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 5:55 p.m.

Open Session Chair Kathy Wai convened open session at 6:30 p.m.

Present, in addition to those in the executive session were Teresa Neff-Webster, Michelle Riddell, Tammy O'Neill, Khaliyah Williams-Rodriguez, Patricia Ahrens, Petra Callin, and Matt Makara.

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

Jena Benologa read the Native Land Acknowledgement. Glenn Wachter led the Pledge of Allegiance.

R24/25-10 **Minutes** - Mitzi Bauer moved, Glenn Wachter seconded the motion to approve the minutes of the regular Board Meeting held August 8, 2024.

Motion passed unanimously, 7-0.

R24/25-11

Consent Agenda – Glenn Wachter 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 Chief of Human Resources & Business Services:

- Administrator appointments, transfer, and termination
- Licensed appointments, transfers, leaves, and terminations

Motion passed unanimously, 7-0.

Board Liaisons Committee Assignments - Chair Kathy Wai notified Board members of the Board liaison committee assignments for 2024-2025.

North Clackamas School District 2025-26 Budget Calendar - Executive Director of Finance and Business Services Matt Makara discussed the 2025-26 Budget Calendar.

R24/25-12

Complaint - Glenn Wachter moved, April Dobson seconded the motion to move that the Board take no further action on this complaint. The Board is not discussing it further in open session and delegates to the Board Chair and Vice Chair the authority to prepare a response to the Complainant.

Motion passed unanimously, 7-0.

There being no further business to come before the Board, the meeting adjourned at 6:51 p.m.

Unapproved

NORTH CLACKAMAS SCHOOL DISTRICT 2025-26
BUDGET CALENDAR

CONSENT B
September 12, 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 a regular 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.)

PROCLAMATION:
HISPANIC & LATINO HERITAGE MONTH

ACTION
Agenda Item #2
September 12, 2024

BOARD CONSIDERATION:

Adopt the proclamation recognizing September 15 through October 15, 2024 as Hispanic and Latino Heritage Month in North Clackamas School District.

BACKGROUND:

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

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

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

ATTACHMENTS:

Proclamation

PRESENTER:

Kathy Wai, Board Chair



Hispanic & Latino Heritage Month

in

North Clackamas School District

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

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

WHEREAS, this year's theme, "Pioneers of Change: Shaping the Future Together" invites us to celebrate Hispanic Heritage and to reflect on how great our tomorrow can be if we hold onto our resilience and hope; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the North Clackamas School District hereby proclaims September 15th – October 15th, 2024 as Hispanic & Latino Heritage Month and encourage all residents to honor the rich diversity of the Hispanic and Latino communities and celebrate the many ways they contribute to our nation and society.

Adopted this 12th day of September, 2024.

Signed:

Chair, Kathy Wai, School District Board of Directors

QUARTERLY FINANCIAL REPORT

REPORT

Agenda Item # 4
September 12, 2024

SUPERINTENDENT'S RECOMMENDATION:

Information presented for review and discussion.

BACKGROUND:

Financial Highlights:

The 2023-24 General Fund ending balance is projected to be approximately \$84.8 million, or 25.79% of revenues and \$18.3 million more than the prior year. The district is ending the fiscal year in a stable financial position with healthy reserves.

The beginning fund balance on the attached Quarterly Financial Report has been adjusted to reflect the fund balance changes between the **Budget**, which was the best estimate during the budget development process in the spring, and the **Activity** columns. The projected ending fund balance for 2023-24 continues to be above the minimum required by Board Policy.

Notes:

The forecast for total revenue is anticipated to exceed the budget by \$21.1M, with increases primarily in the following categories; the State School Fund has been increased by a net of \$15.2M, Investment Earnings revenue has been increased by \$4.3M, and Other Services and Fees (such as grant indirect charges) have been increased by \$1.4M.

The forecast for total expenditures is anticipated to finish under budget by \$9.7M, with decreases primarily in the following categories; Salaries and Benefits has been decreased by \$13.1M, which is partially offset by a forecasted increase in Purchased Services by \$5.9M (which includes the reclassification of Substitute costs) and Supplies and Materials have been decreased by \$2.2M.

Investment Report:

Investment of Funds is outlined in NCSD Policy DFA, requiring quarterly investment information reporting to the Board. The Local Government Investment Pool (LGIP) is one of the primary institutions used for district investments, producing the highest interest rate for short-term investments at this time. The current interest rate is .55% as of June 30, 2024.

In accordance with NCSD Policy DFA and DFA-AR Investment of Funds, attached is the quarterly report containing information about the investment portfolio as of June 30, 2024.

The Investment Portfolio Summary report is a summary of all fixed income investments, the LGIP, bank checking accounts and bank “money market” account balances. The combined portfolio contained \$158.9M at a weighted average nominal rate of return of 0.29%. This report recaps the percentage of the portfolio invested in each category (i.e. US Government Treasury investments, US Government Agency investments, Corporate Notes) and compares to policy percentage restrictions. As of June 30, 2024 all categories were in compliance with Board Policy.

ATTACHMENTS:

Quarterly Financial Report
Investment Portfolio Summary

PRESENTER / STAFF CONTACT:

Matt Makara, Executive Director of Finance and Business Services

North Clackamas School District No. 12
Quarterly Financial Report
General Fund
For the Period Ended June 30, 2024

	Budget	2023 - 2024 Activity			
	Adopted Budget 2023-24	YTD Actuals Through 6-30-2024	Encumbrances Through 6-30-2024	Actuals Including Encumbrances	Forecast Through 6-30-2024
REVENUES:					
Beginning Fund Balance (BFB)	\$ 36,684,649	\$ 66,576,553	\$ -	\$ 66,576,553	\$ 66,576,553
State School Fund:					
State Funds	123,826,396	141,953,114	-	141,953,114	141,953,114
Property Taxes	82,762,436	79,815,210	-	79,815,210	79,815,210
Local Option Levy	23,171,329	23,616,080	-	23,616,080	23,616,080
Common School Fund	1,931,694	2,198,270	-	2,198,270	2,198,270
High Cost Disability Grant	2,000,000	1,021,042	-	1,021,042	1,021,042
Investment Earnings	375,000	4,666,754	-	4,666,754	4,666,754
Intermediate Sources-CESD	2,808,000	3,329,157	-	3,329,157	3,329,157
Other Services and Fees	4,586,596	5,973,586	-	5,973,586	5,973,586
Transfers-in	-	-	-	-	-
Subtotal Revenues excluding BFB	\$ 241,461,451	\$ 262,573,213	\$ -	\$ 262,573,213	\$ 262,573,213
Total Revenues including BFB	\$ 278,146,100	\$ 329,149,766	\$ -	\$ 329,149,766	\$ 329,149,766
EXPENDITURES:					
Salaries	\$ 131,271,292	\$ 123,748,547	\$ -	\$ 123,748,547	\$ 123,748,547
Benefits	77,019,588	71,470,972	-	71,470,972	\$ 71,470,972
Purchased Services	28,333,040	34,292,987	-	34,292,987	\$ 34,292,987
Supplies & Materials	9,298,875	7,139,853	-	7,139,853	\$ 7,139,853
Capital Outlay	355,000	248,183	-	248,183	\$ 248,183
Dues and Fees	2,008,745	1,696,253	-	1,696,253	\$ 1,696,253
Transfers-out	5,674,380	5,674,380	-	5,674,380	\$ 5,674,380
Subtotal Expenditures	\$ 253,960,920	\$ 244,271,176	\$ -	\$ 244,271,176	\$ 244,271,176
CONTINGENCY:	\$ 24,185,180	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 278,146,100	\$ 244,271,176	\$ -	\$ 244,271,176	\$ 244,271,176
*Projected Ending Fund Balance on 6-30-24					\$ 84,878,590
Projected Ending Fund Balance as a Percentage of Forecasted Revenue at 6-30-2024					25.79%



Investment Portfolio Summary

6/30/2024

Issuer	Book Value	Percentage of Portfolio	Maximum allowed per Policy	Over	Weighted Ave Yield
US Gov't Treasuries					
US Gov't Treasury	\$ -	0.00%	100%		0.00%
Sub Total	<u>\$ -</u>	<u>0.00%</u>	100%		
Municipalities					
Sub Total	<u>\$ -</u>	<u>0.00%</u>	25%	N/A	
			25%		
US Gov't Agencies					
Federal Home Loan Mortgage	\$ -	0.00%	25%	N/A	0.00%
Sub Total	<u>\$ -</u>	<u>0.00%</u>	100%	N/A	<u>0.00%</u>
Corporate Notes					
Sub Total	<u>\$ -</u>	<u>0.00%</u>	5%	N/A	<u>0.00%</u>
			35%	N/A	<u>0.00%</u>
Total Investment Portfolio					
	\$ -	0.00%			<u>0.00%</u>
Banks/Money Market					
US Bank - Bond Checking	\$ 2,871,303.54	1.81%			
Washington Federal MMKT - Fund 100	\$ 20,588,193.40	12.95%			0.15%
US Bank - General Checking	\$ 80,637,855.69	50.73%			
Sub Total - banks	<u>\$ 104,097,352.63</u>				
			LGIP Limit	Under/Over	
LGIP 3581 Bond Fund 420	\$ 6,459,815.42				0.55%
LGIP 4904 General Fund 100	\$ 48,392,517.22				0.55%
Total Cash and Equivalents	<u>\$ 54,852,332.64</u>	34.51%	\$ 59,847,000	4,994,667	
Grand Total					
	\$ 158,949,685.27				0.29%

BUDGET COMMITTEE VACANCIES

DISCUSSION

Agenda Item #5
September 12, 2024

ORIGINATION OF AGENDA ITEM:

This is a routine agenda item for discussion only. At the next meeting, possible action:

- Declare Budget Committee position 13 vacant. Then, either proceed with reappointment or appoint a new Educational Equity Committee delegate to the Budget Committee.
- Declare Budget Committee position 14 vacant, and proceed with an application process for this position.

BACKGROUND:

Board Policy DBEA – Budget Committee outlines the eligibility for Board-appointed Budget Committee members. The policy states, “At a regular meeting, the Board will identify vacant budget committee positions, which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons or choose to reappoint any eligible members.” The policy also states that the school district board may appoint budget committee members to as many consecutive terms as deemed appropriate. In consultation with the District Equity Committee [education equity advisory committee], the school district board must select at least one member of the District Equity Committee to serve on the school district budget committee [currently position 13].

For the budget year 2025-2026 there are two expired Budget Committee positions:

<u>Position</u>	<u>Member</u>	<u>Reason for Vacancy</u>	<u>Reappointment Status</u>
13	Ankur Doshi	Term expired June 30, 2024	Eligible, Interested
14	Julie Skarphol	Term expired June 30, 2024	Eligible, Declined

Vacancy & Reappointment Process

- Position 13: At the September 26 board meeting, the Board will be asked to declare Position 13 vacant. Following the declaration of vacancy, the Board may take action to reappoint Ankur Doshi to Position 13, representing the Educational Equity Committee.

- Position 14: At the September 26 board meeting, the Board will be asked to declare Position 14 vacant and proceed with filling the vacancy by application.

Draft Application Process

The District typically announces budget committee vacancies in multiple venues, including Facebook, Parent Square, and on the district website.

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

The proposed timeline for the application, interview, and selection process is as follows:

Thursday, September 26, 2024	Declare the budget committee positions vacant
Friday, September 27, 2024	Open positions for application and post vacancies as listed above
Friday, October 18, 2024	Close application window
Thursday, November 7, 2024	Special meeting to interview applicants
Thursday, November 14, 2024	Appoint Budget Committee members at regular Board meeting

ATTACHMENTS:

- [Policy DBEA - Budget Committee](#)
- [Prior Budget Committee Application Form](#)

PRESENTER / STAFF CONTACT:

Matt Makara, Executive Director of Finance & Business Services



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

Budget Committee

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

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

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

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

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

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

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

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

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

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

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

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

END OF POLICY

Legal Reference(s):

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

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

[ORS 433.835 - 433.875](#)



2023 APPLICATION FOR BUDGET COMMITTEE

Position Information:

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

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

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

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

Application Procedure

Complete questionnaire and email to the Board at board@nclack.k12.or.us, or mail to North Clackamas School District, C/O Board Secretary, 12400 SE Freeman Way, Milwaukie, OR 97222 by 4:00 p.m. Friday, October 13, 2023 to be considered.

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

Applicant Signature: _____ **Date:** _____

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

BOARD PROTOCOLS AND OPERATING AGREEMENTS

DISCUSSION

Agenda Item #6
September 12, 2024

ORIGINATED BY:

The Board reviews its Board Protocols and Operating Agreements annually.

The Board Protocols and Operating Agreements were reviewed at the August 8, 2024 Governance meeting.

Three items in the Board Protocols and Operating Agreements were flagged during the discussion for wording modifications.

Staff and Board Chairs worked together to develop the proposed language changes.

ATTACHMENTS:

Board Protocols and Operating Agreements
[Proposed Modifications](#)

PRESENTER:

Kathy Wai, Board Chair

NORTH CLACKAMAS BOARD OF DIRECTORS OPERATING AGREEMENTS

- A. The Board will focus on governing through policy and strategic direction in support of student achievement.

- B. The Board is committed to an ongoing, open dialogue with the community regarding student education.

- C. The leadership and direction of district staff and the management of the school district is the direct responsibility of the superintendent, not the Board or any individual Board member. The Board and superintendent will work together to maintain open and honest communication based upon trust.

- D. The Board acknowledges the primary responsibility of the superintendent, supported by administrative staff, is to achieve the strategic direction and accompanying goals set by the Board of Directors in collaboration with the Superintendent. Board members will work with the Superintendent's office in their interactions with staff.

- E. The Board, representing the community members of the district, establishes strategic direction and goals. The superintendent determines the data needed to measure and monitor the process, progress, and goals.

- F. The Board commits itself individually and collectively to maintain standards of conduct, to "speak with one voice" once decisions are made, to maintain a positive culture and orderly decision-making processes, and to do its work openly.

BOARD PROCESS AND PROTOCOLS

1. All data and information provided by the district to one Board member will be provided to all board members.
2. Decisions made by the Board will not be made the first time an issue is brought before the Board except under exceptional circumstances.
3. Board member requests during open session will be recorded by the Superintendent, and will be acted upon in the most appropriate manner as ascertained by the Superintendent and Board Chairs.
4. Board member requests outside of open session will be acted upon as ascertained by the Superintendent and Board Chairs and response shared with all members.
5. Board members will strive to make decisions in an orderly fashion at meetings, expressing positions once during debate and using motions to end debate when discussions become repetitive.
6. Board members will share their perspectives succinctly and respect differing opinions.
7. Board members will refer community members with issues of concern regarding school district operations to the proper staff member or administrator directly responsible for the operational activity. In areas of major concern, Board members will refer community members to the Superintendent and copy the Board Chairs.
8. A copy of any written legal opinion regarding Board business, Board actions, or potential future Board actions or regarding any Board member(s) that is provided to the Board Chair or Superintendent will be provided to all Board members.
9. Board members and staff are respectful toward members of the community who address the Board.
10. The Board may appoint one of its members or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the position of the district should be articulated by a single voice.
11. Board members agree that during meetings they will strive to:
 - a) Avoid springing surprises on each other.
 - b) Avoid hidden agendas.
 - c) Use Robert's Rules of Order Newly Revised to govern its deliberations and to control the meeting.
 - d) State their position and vote their conscience.
 - e) Treat all present with respect.
 - f) Attack issues, not attack people.
 - g) Refrain from debating issues with members of the audience.
 - h) Use discretion when addressing issues presented to the Board.
 - i) Direct questions or comments to the Board Chair when responding to issues presented to the Board by the public.
 - j) Limit deliberations/activities to Board work and not administrative/staff work.
 - k) Ensure only one person speaks at a time and that each member has an equal opportunity to participate.
 - l) Listen to each other and refrain from side conversations.
 - m) Refrain from long speeches.
 - n) Model the behaviors the Board expects of students, staff, and community members.
 - o) Maintain decorum and avoid using aggressive tactics.
 - p) Refrain from taking a position on an agenda item or issue until all relevant information is presented.
 - q) Praise publicly and challenge respectfully.
 - r) Monitor meeting process for compliance with laws and policy.
12. The Board may perform an annual self-evaluation.
13. The Board Chair may summarize action items & wrap up following official meetings.

**Operating Agreements and Board Processes and Protocols
Follow Up - 8/8/24 Board Governance Meeting**

1) Rework Item 7 (Board Processes and Protocols)

❖ Current language:

7. Board members will refer community members with issues of concern regarding school district operations to the proper staff member or administrator directly responsible for the operational activity. In areas of major concern, Board members will refer community members to the Superintendent and copy the Board Chairs.

❖ Proposed language:

7. Board members will generally encourage community members to seek information or guidance from the staff member closest to the situation. If the community member requires more specific assistance, board members may refer community members to the Board Secretary for assistance in determining who can best provide the requested information or address the question. When board members receive areas of major concern or complaints from community members, Board members will refer community members to the Superintendent and notify the Board Chairs.

2) Add wording re: attendance protocols (eg. How and when does a board member request to participate remotely? What is the expectation for prior notification for absences?) (Board Processes and Protocols)

❖ Proposed new language:

10. Board members agree that productive board meetings require the engagement of all board members. Board members will typically attend board meetings in person.

- a. Remote attendance: Board members may attend board meetings virtually or by phone if they notify the Board Secretary and Chair at least one day in advance or as soon as possible.
- b. Absences: For any absence, members should notify the Board Chair, Secretary, and Superintendent at least one week in advance or as soon as possible.

(Renumber remaining items)

3) Update Operating Agreement B to match Board consensus language (Operating Agreements)

❖ Current language:

B. The Board is committed to an ongoing, open dialogue with the community regarding student education.

❖ Proposed language:

B. The Board is committed to ensuring an ongoing, open dialogue with the community.

CONSTRUCTION BID AWARD:
SABIN-SHELLENBERG PROFESSIONAL TECHNICAL CENTER
SOUTH CAMPUS PARKING LOT ADDITION

DISCUSSION/ACTION
Agenda Item #7
September 12, 2024

SUPERINTENDENT’S RECOMMENDATION:

Approve awarding the Sabin Schellenberg South Campus Parking Lot Addition Project to Western United Civil Group LLC for a total award not to exceed \$387,500.00. This includes the Base Bid as well as Additive Alternate #3.

BUDGET IMPACT/SOURCE OF FUNDS:

The source of the funds will be the final close out of 2016 Bond Funds

BACKGROUND:

The voters approved a capital projects Bond measure in November 2016. Improvements to the Sabin Schellenberg Professional Technical Center were part of the bond commitments. The scope of work includes the construction of a parking lot addition including site preparation, concrete curbs, pavement, striping, landscaping, and lighting, as well as Additive Alternate #3: The removal of an existing utility structure.

In August 2023, staff solicited bids for construction services for the project.

The following seven base bids were accepted and deemed responsive:

- Western United Civil Group: 382,500.00
- Civil West Construction LLC: \$393,707.03
- TFT Construction: \$404,840.00
- A-Five Construction LLC: \$487,021.00
- Western Construction LLC: 533,079.00
- Brockamp and Jager: \$545,931.00
- ASA Construction: \$598,525.00

Work will begin in September 2024 and is scheduled to be completed in November 2024. The District is currently working with Western United Civil Group, which was the low bidder on the 162nd Ave Extension Project, which is currently being completed.

In alignment with North Clackamas School District Equity Policy, the District desires to increase the percentage of North Clackamas School District contract dollars paid to firms that are certified by the State of Oregon Certification Office for Business

Inclusion and Diversity ("COBID") as Minority Business Enterprise Program (MBE); Women Business Enterprise Program (WBE); Emerging Small Business Program (ESB); Service Disabled Veteran Business Enterprise (SDVBE); Disadvantaged Business Enterprise (DBE), or that self-identify as qualifying to be certified as COBID. North Clackamas School District promotes and strongly encourages the utilization of COBID firm or firms that self-identify as qualifying to be a COBID firm. Western United Civil Group is reportedly not a COBID firm, but they will provide a list of COBID subcontractors to the district.

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:

Teresa Neff-Webster, Chief of Operations
Cindy Detchon, Special Projects Administrator