



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

Agenda

North Clackamas School Board
Saturday, February 22, 2025 9:00 AM
Board Room/YouTube
12400 SE Freeman Way
Milwaukie, OR 97222

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

WORK SESSION

9:00 Call to Order

- 1. Current and Future Space Utilization**
- 2. Future Capitol Construction Bond Considerations**
- 3. Capitol Construction Bond Refinancing**

Adjourn Work Session

OPEN SESSION

Call to Order

Consent Agenda

A. Travel Request - Sabin-Schellenberg Professional Technical Center

2

11:00 Adjourn Open Session

TRAVEL PERMISSION REQUEST

Sabin-Schellenberg Professional Technical Center
Building Construction 2, 3, 4

CONSENT A

February 22, 2025

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

Sabin-Schellenberg Technical Center is requesting permission for 12 students and 2 chaperones to travel to Camp Westwind, February 27- March 2, 2025 in Otis, Oregon. This trip is covered by Camp Westwind in return for students' work on constructing cabins, so there will be no out of pocket for students. This opportunity is also part of the Work Based Learning for the Building Construction PoS.

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 Schools



2024-2025 Application for Permission to Travel

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: Sabin-Schellenberg Name of group: Building Construction 2, 3, 4

Dates of travel: 2/27 to 3/2/25 Initiator: Angela Wright

Destination: Camp Westwind Application date: 2/21/25

Number of nights of overnight stay: 3 Time of departure: 1:00 pm

Number of school days students will miss: 1.5

Rationale for missed school days:

These are the only days Camp Westwind can host us.

Number of students: 8 male 4 female Number of chaperones: 1 male 1 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: Julie Coleman Initial here when completed: JFC

Purpose of travel:

Skills practiced on this trip are part of the Building Construction curriculum. Working at Camp Westwind provides students the unique opportunity to grow valuable real world construction skills and practice team building unavailable elsewhere. This opportunity is also a part of the Work Based Learning for the Building Construction PoS.

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

One and a half days of school missed. If students have uncompleted homework due to the trip, they can use the following building construction class period to complete.

What specific responsibilities have been assigned to the chaperones?

To provide safety and security for all the students during the activities of the trip. To enforce day and nighttime protocols of the group.

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 0.00
- 2. Lodging (no home stays) \$ 0.00
- 3. Meals \$ 0.00
- 4. Fees/Event Expense \$ 0.00
- 5. Other \$ 0.00

Description of other expenses: _____

6. Total cost per student (total lines 1 through 5): \$ 0.00

7. # of chaperones 2

8. # of students 12

9. Total # of students + chaperones 14

10. Total cost of participation (Line 6 x Line 9): \$ 0.00

11. Substitute Teachers: (rates are effective 2024-2025)

a. # Full-Day Substitute(s) x # of Days @ \$302.95 = \$ 0

b. # Half-Day Substitute(s) x # of Days @ \$151.48 = \$ 0

c. **Total Sub Cost** \$ 0

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ 0.00

Funding

1. Current school account balance: _____

2. Amount of fund balance allocated for this trip: _____

3. Projected fundraising income*: _____

4. Projected contributions (donations)*: _____

5. OUT OF POCKET (per student): _____

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 0.00

*Describe projected fund-raising activities and contributions:

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: 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): Angela Wright
Jason McCammon

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

Number of miles round trip: 196

*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): _____

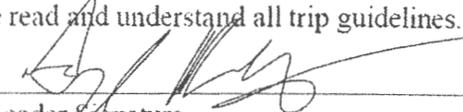
Name the type(s) of non-district transportation to be used (including to and from airport) and company name:

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):

Camp Westwind will provide cabins. Each cabin sleeps 9, students will bunk 4 to a cabin. Male and female students will have separate cabins as will all chaperones. Cabins are clustered, all participants are next door to chaperones

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.



Trip Leader Signature

1/6/2025
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.

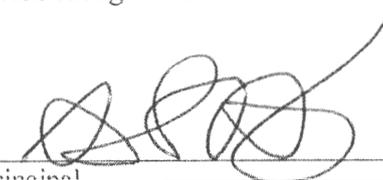
Section V – Required Attachments to be sent to district level. (All other forms stay at the building.)

- 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



Principal 1/13/25
Date



Executive Director of Elementary/Secondary 2/21/25
Date

Date of Board Approval: _____

OVERVIEW

Thur Feb 27,
 12:22 pm: Meet at Sabin for 3rd period
 1pm: Depart SSC
 3:00pm: Arrive at Westwind, unload
 Circle up & Crew up & Start work.
 6:30pm: Dinner
 7:00pm: Evening Activity
 10:00pm: Head to Cabins
 11:00pm: Lights out

Friday, Feb 28

8am: Breakfast
 8:30am: Circle up
 9am: Work Session
 12:30pm: Lunch
 1 pm: Circle up
 Afternoon work session
 6pm: Clean up
 6:30pm: Dinner
 7:00pm: Evening Activity
 10:00pm: Head to Cabins
 11:00pm: Lights out

Saturday, Mar 1

8am: Breakfast
 8:30am: Circle up
 9am: Work Session
 12:30pm: Lunch
 1 pm: Circle up
 Afternoon work session
 6pm: Clean up
 6:30pm: Dinner
 7:00pm: Evening Activity
 10:00pm: Head to Cabins
 11:00pm: Lights out

Sunday Mar 2

8:00am Breakfast
 8:30am Circle UP
 9:00am Last work session
 11:00am Clean up
 11:30am RE-group, circle up, shout outs.
 12:00 pm Depart Camp
 1:00pm DQ lunch
 3:30 pm Arrive at SSC, unload &
 unpack... 4:00pm Pick up

Projects

Nottingham Cabin (4 crew members)

*Complete bunk install

Alan a Dale Cabin (2 crew members)

*Continue and complete install of ceiling
 shiplap
 **Install temporary bunks

Maid Marian Cabin (4 crew members)

*Install of ceiling shiplap
 ***Install temporary bunks

Tyee Cabin (4 crew members)

*Complete deck steps, landing, and railing

Highlands Trim (2 crew members)

*Install window trim in highlands

IMPORTANT info and contacts

Minibus drivers: Wright, McCammon

Chaperones & Industry Partners

Brian, Missy, Keith, Marsh, V, Gregg

Personal Packing checklist

- Warm sleeping bag/Pillow
- Bath towel
- Clothes appropriate for length of stay and activities planned
- Toiletries
- Sturdy shoes or boots for working and hiking
- Warm jacket/layers
- Flashlight/Headlamp
- Water bottle
- Rain gear
- Playing cards/travel games
- Medications
- Twin size fitted sheet

EMERGENCY Contact at Westwind

Missy Klippert: Guest Services Manager

Primary # 702-303-3899

(most reliable way to initiate contact is via text)

Secondary # 541-994-2383

(main camp # and voicemail)