



**Agenda**

North Clackamas School Board  
Thursday, August 21, 2025 6:00 PM  
Boardroom/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)(o).

NOTICE TO MEDIA: (4) Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061 (2). Representatives of the news media who are permitted to attend executive sessions are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.

**6:00 Open Executive Session**

**6:20 Adjourn Executive Session**

**OPEN SESSION**

**6:30 Call to Order  
Community Comments**

**Native Land Acknowledgement 3**

**Flag Salute 4**

**Consent Agenda**

**A. Employment Changes**

**B. Minutes - July 7, 2025 5**

**C. Board Protocols and Operating Agreements 7**

**7:05 1. Board Reports - Summer OSBA**

**7:15 2. Board Liaison Committee Assignments - Report 10**  
Presenter: Jena Benologa

**7:20 3. Superintendent's Report**  
Presenter: Shay James

**7:35 4. Budget Calendar 2026-2027 - Discussion 15**  
Presenter: Matt Makara

**7:40 5. Budget Committee Vacancies - Discussion 17**

Presenter: Matt Makara

**7:45      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  
July 7, 2025  
Boardroom/YouTube

*Open Session*

With due notice having been given and a quorum present, Vice Chair Jena Benologa convened open session at 6:33 p.m. with the following members present:

Jena Benologa	-	Vice Chair
April Dobson	-	Director
Paul Kemp	-	Director
Tory McVay	-	Director
April Olson	-	Director
Samantha Tamtremg	-	Director
Shay James	-	Superintendent
Donna Collingwood	-	Board Secretary

Also present were Tiffany Shireman, Ivonne Dibblee, Michelle Riddell, Khaliyah Williams-Rodriguez, Teresa Neff-Webster, Patricia Ahrens, Petra Callin, Tammy O'Neill, Matt Makara, Jen Dove-Kiltow, Ryan Richardson, and David Kruse.

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

Samantha Tamtremg read the Native Land Acknowledgement. Paul Kemp led the Pledge of Allegiance.

R25/26-1

**Selection of Chair/Vice Chair** - Superintendent Shay James asked for nominations for Board Chair. Tory McVay nominated Jena Benologa. No other nominations were offered. The nomination of Jena Benologa as Chair for the 2025-2026 school year was approved unanimously. Jena Benologa was named Chair for 2025-2026 and presided over the remainder of the meeting.

Nomination passed 6-0 - Benologa, Dobson, Kemp, McVay, Olson, Tamtremg voted yes.

R25/26-2

Board Chair Jena Benologa asked for nominations for Vice Chair. Jena Benologa nominated Tory McVay. No other nominations were offered. The nomination of Tory McVay as Vice Chair for the 2025-2026 school year was approved unanimously. Tory McVay was named Vice Chair for 2025-2026.

Nomination passed 6-0 - Benologa, Dobson, Kemp, McVay, Olson, Tamtreg voted yes.

R25/26-3

**Consent Agenda** – April Dobson moved, Tory McVay seconded the motion to adopt the consent agenda as recommended:

**Minutes - June 26, 2025** - approve the minutes of the regular Board Meeting held June 26, 2025.

Motion passed 6-0 - Benologa, Dobson, Kemp, McVay, Olson, Tamtreg voted yes.

**Declaration of Actual, Potential or Perceived Conflict of Interest** - Board members made public declarations of actual, potential or perceived conflicts of interest as follows:

April Dobson – None stated.

Paul Kemp - None stated.

Tory McVay – None stated.

April Olson - None stated.

Samantha Tamtrend - None stated.

Jena Benologa – Potential: Academic Director for an exchange program that places exchange students in District schools.

**Board Protocols and Operating Agreements** – The Board reviewed the Board Protocols and Operating Agreements.

**Board Liaisons Committee Assignments** - The Board reviewed the list of District and Board committees. Each board member will be asked to complete a Google Survey of their preferences for committee participation during 2025-2026.

**Mandatory Child Abuse Reporting Training** - Superintendent Shay James provided the Board with a training handout and offered to provide additional support if needed.

There being no further business to come before the Board, the meeting adjourned at 6:44 p.m.

**Unapproved**

**BOARD PROTOCOLS AND OPERATING AGREEMENTS**

**CONSENT C**  
August 21, 2025

**BOARD CONSIDERATION:**

Approve the attached Board Protocols and Operating Agreements. These remain unchanged since they were approved by the Board on September 26, 2024.

**ORIGINATED BY:**

Annual agenda item.

**ATTACHMENTS:**

Board Protocols and Operating Agreements

**PRESENTER:**

Jena Benologa, 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 ensuring an ongoing, open dialogue with the community.
  
- 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 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.
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. 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.
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.

**BOARD LIAISON COMMITTEE ASSIGNMENTS**

**REPORT**  
Agenda Item #2  
August 21, 2025

**SUPERINTENDENT'S RECOMMENDATION:**

This time is set aside to notify Board members of the Board committee liaison assignments for the 2025-2026 school year.

**ORIGINATED BY:**

Annual agenda item.

**ATTACHMENTS:**

District and Board Committees  
[Policy BCE/BCF](#)

**PRESENTER:**

Jena Benologa, Board Chair



## DISTRICT and BOARD COMMITTEES 2025-2026

### DISTRICT COMMITTEES

#### **Youth Equity**

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. Times and dates TBD.

Liaisons: Jena Benologa, April Olson, Samantha Tamtremg

#### **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 meeting in December.

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: April Dobson, Samantha Tamtremg, Glenn Wachter (Alternate: Jena Benologa)

#### **Legislative Agenda Development 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.

Liaisons: April Dobson, April Olson, Glenn Wachter

#### **NCEA Labor Association**

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

Liaisons: Paul Kemp, Tory McVay (Alternate: Samantha Tamtremg)

#### **OSEA Labor Management**

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

Liaisons: April Dobson, Glenn Wachter

#### **Policy Review Committee**

Typically 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.

(Meeting dates and times subject to change)  
(Committee assignments are subject to change by Board Chair, per policy BCB)

Liaisons: April Dobson, Paul Kemp, April Olson (Alternate: Jena Benologa)

### **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: April Dobson, Samantha Tamtremg

### **Superintendent's Community Equity Council**

An advisory committee providing bi-directional communication and learning between community members, students, staff, and school district leaders. Times and dates TBD.

Liaisons: Jena Benologa, Tory McVay, April Olson

### **Bond Advisory Committee**

An advisory committee to assist in the development of the bond package. Times and dates TBD.

Liaisons: Paul Kemp, Samantha Tamtremg, Glenn Wachter

## **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: Jena Benologa, Paul Kemp, Tory McVay

## **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, Samantha Tamtremg



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](#)

**BUDGET CALENDAR 2026-2027**

**DISCUSSION**  
Agenda Item #4  
August 21, 2025

**SUPERINTENDENT'S RECOMMENDATION:**

Staff recommends approval of the 2026-27 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 2026. The first Budget Committee Meeting will begin on May 14, 2026, followed by an additional meeting scheduled for May 28, 2026. Adoption of the budget is scheduled for June 4, 2026, at a regular meeting of the Board.

**ATTACHMENTS:**

Budget Calendar 2026-2027

**PRESENTER / STAFF CONTACT:**

Matt Makara, Executive Director of Finance and Business Services



**NORTH CLACKAMAS SCHOOL DISTRICT  
BUDGET CALENDAR 2026-2027**

<u>Date</u>	<u>Activity</u>
August 21, 2025 (Thursday)	REGULAR BOARD MEETING Proposed Budget Calendar presented to Board. Discussion item with budget committee vacancies and appointment process.
September 11, 2025 (Thursday)	REGULAR BOARD MEETING Approval of budget calendar and declaration of budget committee vacancies and/or reappoint previous members
November 13, 2025 (Thursday)	REGULAR BOARD MEETING Appoint budget committee members
<b>March 19, 2026 (Thursday)</b>	<b>BUDGET COMMITTEE INFORMATIONAL MEETING</b>
<b>April 16, 2026 (Thursday)</b>	<b>BUDGET COMMITTEE INFORMATIONAL MEETING</b>
<b>April 30, 2026 (Thursday)</b>	<b>BUDGET COMMITTEE INFORMATIONAL MEETING (if needed)</b>
April 29, 2026	Publish first notice of May 14, 2026 Budget Committee Meeting
May 5, 2026	Publish second notice of May 14, 2026 Budget Committee Meeting on District website
<b>May 14, 2026 (Thursday)</b>	<b>1<sup>st</sup> OFFICIAL BUDGET COMMITTEE MEETING</b> Budget message presented, public testimony
May 13, 2026	Publish notice of May 28, 2026 Budget Committee Meeting on District website
May 20, 2026	Publish notice of June 4, 2026 Budget Hearing (ORS 294.438)
<b>May 28, 2026 (Thursday)</b>	<b>2<sup>nd</sup> BUDGET COMMITTEE MEETING</b> District presents information in response to questions, public testimony, approval of budget and tax levies
June 4, 2026 (Thursday)	REGULAR BOARD MEETING Public meeting (Budget Hearing) on 2026-2027 Budget (ORS 294.456)  Enact resolutions adopting 2026-2027 budget, make appropriations, declare the permanent tax rate to be imposed and categorize taxes. Establish the construction excise tax rate.
July 15, 2026	Provide notice of property tax and intent to impose a tax to County Assessor for Fiscal Year 2026-2027. Provide Adopted Budget PDF to Oregon Department of Education.
August 15, 2026	Submission of electronic budget data to the Oregon Department of Education

**Meetings may be held virtually or in person, beginning at 6:30 pm.**

**(Please Note: Additional meetings may be scheduled as needed, and all dates/times are subject to change.)**

**BUDGET COMMITTEE VACANCIES**

**DISCUSSION**

Agenda Item #5  
August 21, 2025

**ORIGINATION OF AGENDA ITEM:**

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

- Declare Budget Committee position 9 vacant. Then, either proceed with reappointment of Angeline Hill or proceed with an application process for this position.
- Declare Budget Committee position 12 vacant. Then, either proceed with reappointment of Nicole Woodfill or 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 Community Equity Council [education equity advisory committee], the school district board must select at least one member of the Community Equity Council to serve on the school district budget committee [position 13].

For the budget year 2026-2027 there are two expired Budget Committee positions:

<u>Position</u>	<u>Member</u>	<u>Reason for Vacancy</u>	<u>Reappointment Status</u>
9	Angeline Hill	Term expired June 30, 2025	Eligible, Interested
12	Nicole Woodfill	Term expired June 30, 2025	Eligible, Interested

**Vacancy & Reappointment Process**

- Position 9: At the September 11 board meeting, the Board will be asked to declare Position 9 vacant. Following the declaration of vacancy, the Board may take action to reappoint Angeline Hill to Position 9.

- Position 12: At the September 11 board meeting, the Board will be asked to declare Position 12 vacant. Following the declaration of vacancy, the Board may take action to reappoint Nicole Woodfill to Position 12.

**Draft Application Process**

When Budget Committee vacancies arise, the District typically announces them 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.

Application materials are included here should any public positions become vacant.

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

Thursday, September 11, 2025	Declare the Budget Committee positions vacant
Friday, September 12, 2025	Open positions for application and post vacancies as listed above
Friday, October 17, 2025	Close application window
Thursday, November 6, 2025	Special meeting to interview applicants
Thursday, November 13, 2025	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](#)



## 2025 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, 2028.

**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 2026 will be held on the following Thursday evenings: March 19, April 16, April 30, May 14 and May 28.

### **Application Procedure**

Complete questionnaire and email to the Board at [board@nclack.k12.or.us](mailto: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 17, 2025 to be considered.

The Board of Directors will conduct interviews on November 6, 2025. 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 13, 2025 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.*

