



OFFICERS

President
Sami Al-Abdrabbuh
Corvallis SD

President-elect
Chris Cronin
Grant ESD

Vice President
Emily Smith
Helix SD

Secretary-Treasurer
Dawn Watson
Phoenix-Talent SD

Past President
Sonja McKenzie
Parkrose SD

DIRECTORS

Kraig Albright
Dayton SD

Jeffrey Crapper
Willamette ESD

Jackie Crook
South Coast ESD

Laurie Danzuka
Jefferson County SD

Katrina Doughty
Multnomah ESD

Neelam Gupta
Oregon School Board
Members of Color Caucus

Linda Hamilton
Lane ESD

Kris Howatt
Gresham-Barlow SD

Greg Kintz
Vernonia SD

Kristy Kottkey
Forest Grove SD

Steve Lowell
Klamath County SD

Alonso Olivero
Willamette ESD

Tristan Irvin
Tigard-Tualatin SD

Chrissy Reitz
Hood River County SD

Clyde Rood
Lebanon Community SD

Nichole Schott
Oregon Rural School Board
Members Caucus

Nancy Thomas
Hillsboro SD

Glenn Wachter
North Clackamas SD

EX-OFFICIO DIRECTORS

COSA/OASE
Craig Hawkins

OAESD
Will Cahill

OCCA
Kim Morgan

State Board of Education
Guadalupe Martinez Zapata

ACTING EXECUTIVE DIRECTOR

Emielle Nischik

INTERIM DEPUTY EXECUTIVE DIRECTOR AND CHIEF LEGAL OFFICER

Haley Percell

May 28, 2024

Lincoln City Career Tech High School application: Recommendation for determination of completeness

As per [ORS 338.055](#), the first step in the charter school application process is to determine whether the application is complete. This determination is not an assessment of the merits of the application, but a determination of whether or not an applicant provided the information required by ORS 338.045. A proposal is complete if the proposal addresses, at least minimally, each element required by ORS 338.045 (2) and (3).

The school district board must notify an applicant within 30 days after receipt of a proposal if the proposal is not complete and identify the specific elements of the proposal that are not complete. If the application is not complete, the school district board must provide the applicant with a reasonable opportunity to complete the proposal.

If, after being provided a reasonable time to complete the proposal, the applicant does not provide a proposal that is complete, the application may be disapproved by the district board.

This letter serves as informal notification as to the completeness of your application. As of this writing, your application appears incomplete. This finding will not be final until the board votes.

The district board is scheduled to vote on the completeness of the application on May 28. If the board determines that the application is incomplete and you wish to complete the application and resubmit it, it will be due no later than June 28. Please resubmit ONLY the sections of the application that were determined to be incomplete and label them clearly; do not resubmit the entire application.

My contact information is at the end of this letter. Please do not hesitate to contact me if you have any questions.

Required statutory component ORS 338.045	Complete?
2 (a) The identification of the applicant;	Yes
(b) The name of the proposed public charter school;	Yes
(c) A description of the philosophy and mission of the public charter school;	Yes
(d) A description of the curriculum of the public charter school;	Yes
(e) A description of the expected results of the curriculum and the verified methods of measuring and reporting objective results that will show the growth of	Yes

knowledge of students attending the public charter school and allow comparisons with public schools;	
(f) The governance structure of the public charter school;	Yes
(g) The projected enrollment to be maintained and the ages or grades to be served;	Yes
(h) The target population of students the public charter school will be designed to serve;	Yes
(i) A description of any distinctive learning or teaching techniques to be used in the public charter school;	Yes
(j) The legal address, facilities and physical location of the public charter school, if known;	Yes
(k) A description of admission policies and application procedures;	Yes
(L) The statutes and rules that shall apply to the public charter school;	Yes
(m) The proposed budget and financial plan for the public charter school and evidence that the proposed budget and financial plan for the public charter school are financially sound;	Yes. The Fiscal Administration Agreement between the applicant and Cascade Pacific Resource Conservation and Development will serve as the financial plan.
(n) A description of the financial management system for the public charter school, an explanation of how the financial management system will meet the requirements of ORS 338.095 (1) and a plan for having the financial management system in place at the time the school begins operating;	No. ORS 338.095(1) states that the financial system of the public charter school must include a budget and accounting system that (a) is compatible with the budget and accounting system of the sponsor of the school; and (b) complies with the requirements of the uniform budget and

	<p>accounting system adopted by rule of the State Board of Education under ORS 327.511. Neither of these descriptions were included.</p>
<p>(o) The standards for behavior and the procedures for the discipline, suspension or expulsion of students;</p>	<p>Yes</p>
<p>(p) The proposed school calendar for the public charter school, including the length of the school day and school year;</p>	<p>Yes (though a calendar was not provided)</p>
<p>(q) A description of the proposed staff members and required qualifications of teachers at the public charter school;</p>	<p>No. While staffing descriptions and bios are provided, required qualifications of teachers are not addressed.</p>
<p>(r) The date upon which the public charter school would begin operating;</p>	<p>No. The application states N/A.</p>
<p>(s) The arrangements for any necessary special education and related services provided pursuant to ORS 338.165 for children with disabilities who may attend the public charter school;</p>	<p>Yes</p>
<p>(t) Information on the manner in which community groups may be involved in the planning and development process of the public charter school;</p>	<p>Yes</p>
<p>(u) The term of the charter;</p>	<p>Yes</p>
<p>(v) The plan for performance bonding or insuring the public charter school, including buildings and liabilities;</p>	<p>No. This section states that this “will be negotiated with Cascade Pacific Resource Development” and does not provide a plan.</p>
<p>(w) A proposed plan for the placement of public charter school teachers, other school employees and students of the public charter school upon termination or nonrenewal of a charter;</p>	<p>No. This section says “to be negotiated with LCSD” and does</p>

	not provide a <u>plan</u> .
(x) The manner in which the program review and fiscal audit will be conducted; and	No. The application states that “financial audits will be conducted by Cascade Pacific Resource Development on an annual basis” but does not address how the <u>program review</u> will be conducted.
3 (b) Each member of a proposed public charter school governing body must provide an acknowledgment of understanding related to the standards of conduct and the liabilities of a director of a nonprofit organization, as those standards and liabilities are described in ORS chapter 65, if the public charter school is organized as required by ORS 338.035 (2)(a)(B) and (C).	No. These were not included.

Thank you,

Kristen Miles
Oregon School Boards Association
971.446.1235
kmiles@osba.org