



Agenda

North Clackamas School Board
Thursday, August 27, 2020 - 6:30 PM
Zoom/YouTube

This Board meeting will be held electronically as per requirements outlined in Governor Brown's Executive Orders 20-10 and 20-16 relating to COVID-19. Times listed on the agenda below are only estimates and may be adjusted.

OPEN SESSION

6:30	Call to Order - Native Land Acknowledgement	2
	Minutes - August 13, 2020	3
	Consent Agenda	
	A. Employment Changes	
	B. Policy Revisions	7
6:35	1. Community Requests	
6:50	2. New Administrator Introductions - Superintendent's Report Presenter: Matt Utterback	
7:00	3. Board Reports	
7:10	4. 2020/2021 School Year Re-entry Plans - Report Presenter: Matt Utterback	22
8:00	5. Capital Construction Bond Update - Report Presenters: Ron Stewart, Cindy Detchon, Gayellyn Jacobson	44
8:30	6. Quarterly Financials - Report Presenters: Gayellyn Jacobson	93
8:40	7. Rescind Declaration of Surplus Property and Authorization to Sell - Discussion Presenter: Cindy Detchon	98
8:50	8. Protocols and Operating Agreements - Action Presenters: Libra Forde and Mitzi Bauer	100
9:00	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.

**NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS REGULAR MEETING
August 13, 2020
Zoom/YouTube**

Open Session

With due notice having been given and a quorum present, Chair Libra Forde convened open session at 6:30 p.m. with the following members present online in a virtual meeting:

Libra Forde	–	Chair
Mitzi Bauer	–	Vice Chair
Jena Benologa	–	Director
Kathy Wai	–	Director
Orlando Perez	–	Director
Steven Schroedl	–	Director
Tory McVay	–	Director
Matt Utterback	–	Superintendent
Sandra Henderson	–	Board Secretary

Also present were Cindy Detchon, Derrick Brown, Gayellyn Jacobson, Khaliyah Williams-Rodriguez, Libby Miller, Mark Moser, Maureen Callahan, Petra Callin, Shay James, Shelly Reggiani, Tiffany Shireman, and Vivian Garrison. District employees and community members were provided a live stream on YouTube.

Vice Chair Mitzi Bauer read the Native Land Acknowledgement.

Minutes –

R20/21-7 Tory McVay moved, Orlando Perez seconded the motion to approve the minutes of the regular Board meeting held July 2, 2020. Motion passed unanimously.

R20/21-8 Jena Benologa moved, Mitzi Bauer seconded the motion to approve the minutes of the special Board meeting held July 16, 2020. Motion passed unanimously.

R20/21-9 Kathy Wai moved, Jena Benologa seconded the motion to approve the minutes of the special Board meeting held July 30, 2020. Motion passed unanimously.

R20/21-10 **Consent Agenda** – Tory McVay 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 Executive Director of Human Resources:

<i>Administrative</i>	–	appointment, transfers, termination
<i>Licensed</i>	–	appointments, additional assignments, leaves, terminations

Policy Revisions - Approve revisions to the following policies as recommended by the Policy Review Committee.

EEA	Student Transportation Services
GBEDA	Drug and Alcohol Testing and Record Query - Transportation Personnel
GBEDA-AR	Drug and Alcohol Testing and Record Query - Transportation Personnel
JHH	Student Suicide Prevention

Grant Award - Approve the request to appropriate and expend the Oregon Community Foundation grant of \$20,000 to provide dental services during the pandemic.

Motion passed unanimously.

Community Requests

- Jessie Newell, Happy Valley, OR, requested that the Comprehensive Distance Learning (CDL) educational model be offered simultaneously with the Hybrid model. She also expressed concerns about PACE insurance not covering liability, asymptomatic students spreading the virus on school busses, and asked for leeway regarding compulsory attendance.
- Meghan Story, Clackamas, OR, advocated for the CDL option to be offered for the entire year for families not comfortable with sending their students to school.
- Karen Hudson, Happy Valley, OR, shared the risk of in person classes to her family and requested an all year online option for all families that would need it.
- April Biancone, representing the Oregon School Employees Association (OSEA), requested that the district extend healthcare benefits to employees that are laid off. She advised that it would help retain employees for when they are potentially called back.

Policy Revisions – Chief of Staff Tiffany Shireman presented revisions to the following policies as recommended by the Policy Review Committee:

GCBDAAG/GBDAA - COVID-19 Related Leave, proposed policy due to Families First Coronavirus Response Act (2020) and Oregon Bureau of Labor and Industries temporary rule.

GCDA/GDDA - Criminal Records Check and Fingerprinting, revised due to Oregon Administrative Rule revision.

IGBAH-AR - Special Education - Evaluation and Eligibility Procedures, revised due to changes to Oregon Administrative Rule (OAR) 581-015-2115 resulting from passage of Senate Bills 13 and 16.

IICC – Volunteers, revised due to Senate Bill 155.

JEA - Compulsory Attendance, revised due to Senate Bill 802 and Senate Bill 905.

JECA - Admission of Resident Student, revised due to Senate Bill 802 and Senate Bill 905.

R20/21-11

Educational Delivery Model 2020/2021 – Superintendent Matt Utterback, Chief of Staff Tiffany Shireman, Assistant Superintendent of Education Shay James and Assistant Superintendent of Operations Cindy Detchon presented a report regarding reopening plans and the proposed educational delivery models.

Orlando Perez moved, Mitzi Bauer seconded the motion that for the 2020-2021 school year, North Clackamas Schools will open under the Comprehensive Distance Learning educational delivery model through at least November 10, 2020, and authorize the Superintendent:

- to transition to the Hybrid Learning educational delivery model after consultation with the School Board, with state officials, and with consideration of the public health related metrics distributed by local health officials,
- to establish a temporary, one school-year Virtual Online Program learning option for 550 students in grades K-12, to be named North Clackamas Virtual Online Program,
- to temporarily adjust the adopted district calendars and seek retroactive Board approval within 30 calendar days of any adjustment, and
- to establish temporary physical distancing and other public health related requirements on school district property.

Motion passed unanimously.

Capital Projects Bond Refinancing – Chief Financial Officer Gayellyn Jacobson presented a resolution to refinance the 2006 capital project bonds. She reported that the estimated savings would be approximately \$7 million that would be passed through to the taxpayers. Questions and comment were addressed.

R20/21-12

Tory McVay moved, Orlando Perez seconded the motion to adopt the resolution authorizing the issuance, sale and delivery of general obligation refunding bonds; designating an authorized representative; delegating the negotiation and approval of financial documents and related matters. Motion passed unanimously.

R20/21-13

Board Liaison Committee Assignments – Jena Benolaga moved, Tory McVay seconded the motion to approve the Board liaison committee assignments for the 2020/2021 school year. Motion passed unanimously.

Board Protocols/Operating Agreements – Steven Schroedl moved, Tory McVay seconded the motion to approve the Board Protocols and Operating Agreements without the addition of the following:

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.*

Following Board discussion regarding the impact and purpose of adding the language, Steven Schroedl voted to approve the motion. Jena Benolaga, Kathy Wai, Libra Forde, Mitzi Bauer, Orlando Perez, and Tory McVay voted no. The motion failed 1-6. The Board reached consensus to bring this issue back at the next regular meeting.

There being no further business to come before the Board, the meeting adjourned at 8:56 p.m.

Unapproved

DRAFT

POLICY REVISIONS

CONSENT B
August 27, 2020

REASON FOR BOARD CONSIDERATION:

Approval of the attached revised policies.

COMMITTEE RECOMMENDATION:

The Policy Review Committee, with membership of both staff and Board, reviewed and recommends the following policy revisions.

BUDGET IMPACT/SOURCE OF FUNDS:

There are no known or anticipated increases to costs with the proposed policy change.

ATTACHMENTS:

Drafts of the following policies and AR to approve:

Policy	Title
GCBDAAGDBDAA	COVID-19 Related Leave
GCDA/GDDA	Criminal Records Check and Fingerprinting
IGBAH-AR	Special Education - Evaluation and Eligibility Procedures
IICC	Volunteers
JEA	Compulsory Attendance
JECA	Admission of Resident Student

PRESENTER / STAFF CONTACT:

Tiffany Shireman, Chief of Staff

COVID-19 Related Leave *

When applicable, the district will comply with the provisions of the Families First Coronavirus Response Act (FFCRA) which includes the Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA). The district will also comply with the Oregon Bureau of Labor and Industries' (BOLI) temporary rule BLI 4-2020 that amends Oregon Administrative Rule 839-009-0230 for the purpose of taking leave during the statewide public health emergency. This policy and its accompanying administrative regulation will be in effect until each of the above laws have expired.

Employees are eligible for EFMLEA leave if they have been employed for at least 30 days.

EPSLA applies to all employees no matter how long they have been employed or how many hours they have worked.

The BOLI rule applies to districts with employees who are eligible for leave under the Oregon Family Leave Act.

The district shall post a notice of FFCRA requirements in conspicuous places at district facilities. The district may meet the notice requirement by emailing the notice to employees or posting notice on an internal or external website made available to employees.

The district is prohibited from retaliating against an employee who takes leave or takes actions to enforce the requirements of these acts.

This policy does not affect employee rights or benefits under any other law, collective bargaining agreement, or district policy. The district is not required to pay an employee for unused emergency paid sick time if an employee resigns, retires, or is terminated.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 342.545
ORS 659A.090

ORS 659A.093
ORS 659A.096
ORS 659A.099

ORS 659A.150 - 659A.186
OAR 839-009-0200 - 0320

BOLI Temporary Administrative Order BLI 4-2020

Families First Coronavirus Response Act, Public Law No: 116-127, Mar. 18, 2020.

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2018); 5 U.S.C. §§ 6381-6387 (2018); Family and Medical Leave Act, 29 C.F.R. Part 825 (2019).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

Escriva v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).



Code: GCDA/GDDA
Adopted: 2/03/94
Revised/Readopted: 12/06/12; 3/13/14; 6/14/18;
8/22/19

Criminal Records Checks and Fingerprinting

All newly-hired employees¹ not requiring licensure under Oregon Revised Statute (ORS) 342.223 shall submit to a criminal records check and/or fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students, shall submit to a criminal records check and/or fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, a criminal records check or fingerprint-based criminal records checks shall be required of the following individuals²:

1. All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students;
2. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;
3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
4. Any individual considered for volunteer service with the district. This includes but is not limited to volunteer coaches and overnight chaperones.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprint information, only after the offer of employment or contract from the district and may be charged a fee by the district. A regular employee may request the fee be withheld from the amount otherwise due the individual.

The district shall not begin employment of an individual or district contractor until the required criminal records checks has been reviewed.

¹ Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

² Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract the individual will not be employed or contracted, or if employed, will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual will not be employed or contracted by the district, or if employed by the district will be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law may be employed or contracted with by the district if it is determined that the individual did not knowingly make a false statement as to the conviction of any crime.

The district’s use of criminal history must be relevant to the specific requirements of the position, services or employment.

The service of a volunteer will not begin before the return and disposition of a criminal records check.

A volunteer who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

The superintendent is directed to develop an administrative regulation to meet the requirements of applicable Oregon Revised Statutes and Oregon Administrative Rules.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)

[ORS 332.107](#)
[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)

[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)
[OAR 581-022-2430](#)
[OAR 584-050-0012](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Cross Reference(s):

IICC - Volunteers

Special Education - Evaluation and Eligibility Procedures**

1. Request for Initial Evaluation
 - a. Consistent with its child find and parent consent obligations, the district responds promptly to requests initiated by a parent or public agency for an initial evaluation to determine if a child is a child with a disability.
 - b. Upon receiving a request from a parent or public agency for an initial evaluation, the district designates a team to determine whether an initial evaluation will be conducted.
 - (1) The district team includes the parent and at least two professionals, at least one of whom is a specialist knowledgeable and experienced in the evaluation and education of children with disabilities.
 - (a) The team may make the decision to evaluate with or without a meeting.
 - (b) The district documents team members' input, including parents, whether or not the district convenes a meeting.
 - c. If a meeting is held, the district invites parents to participate.
 - d. If the district agency refuses an evaluation requested by the parent, the district provides the parent with prior written notice of its refusal to conduct an evaluation.
 - e. The district acknowledges the parent's rights to challenge its refusal to conduct an evaluation.
2. The initial evaluation consists of procedures:
 - a. To determine if the child has a disability; and
 - b. To identify the child's educational needs.
3. The district conducts the initial evaluation within 60 school days of receiving parental consent for evaluation unless:
 - a. The district and the parents agree in writing to extend the timeline for an evaluation to determine eligibility for specific learning disabilities;
 - b. The child moves from another district during the evaluation, the district is making sufficient progress to ensure a prompt completion of the evaluation and the parent and the district agree in writing to a specific time when the evaluation will be completed;
 - c. The parent repeatedly fails or refuses to produce the child for evaluation.
4. Reevaluation
 - a. The district conducts reevaluations:
 - (1) When the educational or related service needs, including improved academic achievement and functional performance of the child, warrant an evaluation;

- (2) When the child's parents or teacher request a reevaluation; and
 - (3) At least every three years, unless that parent and the district agree that a reevaluation is unnecessary.
- b. The district does not conduct reevaluation more than once a year, unless the parent and district agree otherwise.

5. Evaluation Planning

- a. As part of an initial evaluation (if appropriate) and as part of any re-evaluation, the child's individualized education program (IEP) or individualized family service plan (IFSP) team, including the parents and other qualified professionals, as appropriate, must review existing information on the child, including:
- (1) Evaluations and information provided by the child's parents;
 - (2) Current classroom-based, local or state assessments and classroom-based observations;
 - (3) Observations by teachers and related service providers; and
 - (4) Medical, sensory, and health information.
- b. On the basis of that review and input from the child's parents, identify what additional data if any is needed to determine:
- (1) Whether the child has a disability;
 - (2) The child's present levels of academic achievement and related development needs;
 - (3) Whether the child needs or continues to need Early Intervention/Early Childhood Special Education (EI/ECSE) or special education and related services; and
 - (4) For reevaluation, whether the child needs any additions or modifications to the special education and related services or, for a preschool child, any additions or modification to ECSE services:
 - (a) To enable the child to meet the measurable annual goals in the child's IEP or IFSP; and
 - (b) To participate, as appropriate, in the general education curriculum or, for preschool children, appropriate activities.

6. Evaluation Procedures

- a. The district assesses the child in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
- b. The evaluation is sufficiently comprehensive to identify all of the child's special education and related needs, whether or not commonly linked to the disability category in which the child has been classified.
- c. The evaluation includes information provided by the parent and a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about the child that assist in determining:
- (1) Whether the child has a disability; and

- (2) The content of the child's IEP, including information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities).
- d. The district ensures that assessments and other evaluation materials, including those tailored to assess specific areas of educational need, used to assess a child:
 - (1) Are selected and administered so as not to be discriminatory on a racial or cultural basis;
 - (2) Are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally and functionally, unless it is clearly not feasible to do so;
 - (3) Are used for the purposes for which the assessments or measures are valid and reliable;
 - (4) Are administered by trained and knowledgeable personnel; and
 - (5) Are administered in accordance with any instructions provided by the producer of the assessments.
- e. The district selects and administers assessments to ensure that if an assessment is administered to a child with impaired sensory, manual or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual or speaking skills (unless those skills are the factors that the test purports to measure).
- f. The district uses technically sound instruments that may assess the relative contribution of cognitive factors and behavioral factors in addition to physical or developmental factors.
- g. The district does not use any single measure of assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child.

7. Requirements if Additional Evaluation Data is not Needed to Determine Eligibility

- a. If the child's IEP or IFSP team determines that no additional data is needed whether the child is or continues to be a child with a disability, and to determine the child's educational and developmental needs, the district provides prior written notice of that decision, the reasons for it, and the right of parents to request an assessment.
- b. When the IEP or IFSP team determines that no additional data is needed to determine eligibility, the district does not conduct an assessment of the child unless requested to do so by the parents.

8. Evaluation Procedures for Transfer Students

When a child with disabilities transfers from one district to another district in the same school year, the district coordinates with the previous district to complete any pending assessment as quickly as possible.

9. Eligibility Determination

- a. Once evaluation is completed, the district designates an eligibility team to determine whether the child is eligible for special education services.
- b. This team includes:

- (1) Two or more professionals, one of whom will be knowledgeable and experienced in evaluating and teaching students with the suspected disability; and
 - (2) The student's parent(s).
- c. For consideration of eligibility in the area of specific learning disabilities, the district eligibility team includes:
- (1) A group of qualified professionals and the parent;
 - (2) The child's regular classroom teacher or, if the child does not have a regular classroom teacher, a regular classroom teacher qualified to teach a child of their age, or for a child of less than school age, a preschool teacher; and
 - (3) A person qualified to conduct individual diagnostic examinations of children, such as a school psychologist, speech-language pathologist or other qualified professional.
- d. In interpreting evaluation data, each district team carefully considers and documents information from a variety of sources, including but not limited to, aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior and all required elements of the evaluation.
- e. Each eligibility team prepares a written eligibility statement that includes:
- (1) Identification of the evaluation data considered in determining the child's eligibility, including the required evaluation components for the disability under consideration;
 - (2) A determination of whether the child meets the minimum evaluation criteria for one or more of the disability categories in Oregon Administrative Rule;
 - (3) A determination of whether the primary basis for the suspected disability is:
 - (a) A lack of appropriate instruction in reading (including the essential components of reading) or math; or
 - (b) Limited English proficiency.
 - (4) A determination of whether the child's disability has an adverse impact on the child's educational performance;
 - (5) A determination of whether, as a result of the disability, the child needs special education services;
 - (6) The signature of every team member and an indication of whether each agrees with the eligibility determination;
 - (7) For a child suspected of having a specific learning disability, the team's written report includes additional specific documentation as required by Oregon Administrative Rule.
- f. The team does not find a child eligible as a child with a disability if the determinant factor for that eligibility decision is:
- (1) Lack of appropriate instruction in reading, including the essential components of reading instruction or lack of appropriate instruction in math; or
 - (2) Limited English proficiency; and
 - (3) The child does not otherwise meet the eligibility criteria found in Oregon Administrative Rule for the category(ies) of disability under consideration.

- g. The team finds a child eligible if the child has a disability and needs special education and related services, even though the child is advancing from grade to grade.
- h. A child may have disabilities to more than one disability category, but the team needs to find the child eligible under only one category. However, the district evaluates the child in all areas related to the suspected disability or disabilities, and the child's IEP addresses all of the child's special education needs.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.



Code: **ICC**
 Adopted: 12/20/12
 Revised/Readopted: 2/24/18; 2/14/19

Volunteers**

Community members who voluntarily contribute their time and talents to the improvement and enrichment of the public schools’ instructional and other programs are valuable assets. The Board of Directors encourages constructive participation of individuals and groups in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Any individual considered for volunteer service will be required to submit to a criminal records check. This includes, but is not limited to, parents, volunteer coaches, and overnight chaperones.

Any applicant who knowingly makes a false statement, as determined by the district, on a district volunteer form may be denied the ability to volunteer in the district.

Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use district e-mail using mailing lists and/or other Internet messaging to a group of students rather than individual students or as directed by district administration. Unapproved texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited.

The school volunteer coordinator is responsible for the recruitment, use and coordination and training of volunteers. These assignments will be carried out as authorized through the district’s volunteer program.

Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

END OF POLICY

Legal Reference(s):

[ORS Chapter 243](#)
[ORS 326.607](#)

[ORS 332.107](#)

[OAR 581-021-0510 – 021-0512](#)
[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks and Fingerprinting



Code: **JEA**
Adopted: 3/01/01
Revised/Readopted: 1/17/13; 5/02/13; 6/23/16;
3/22/18; 12/12/19

Compulsory Attendance**

Except when exempt by Oregon law, all students, between ages 6 and 18, who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term.

All students, five years of age, who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

Persons having legal control of a student, between the ages 6 and 18, who has not completed the 12th grade are required to have the student attend and maintain the child in regular attendance during the entire school term. Persons having legal control of a student, who is five years of age and has enrolled the child in a public school, are also required to have the student attend and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance is a Class C violation.

The district will develop procedures for issuing a citation.

A parent who is not supervising their student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c). Failing to supervise a child is a Class A violation.

Exemptions From Compulsory School Attendance

In the following cases, students shall not be required to attend public, full-time schools:

1. Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools and in attendance for a period equivalent to that required of students attending public schools.
2. Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Students who have received a high school diploma or a modified diploma.
4. Students being taught by a private teacher the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
5. Students being educated in the home by a parent:

- a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Clackamas Education Service District (ESD) in writing at least 10 calendar days prior to the intended date of withdrawal or at least 10 calendar days prior to the beginning of each school year. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 calendar days of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district;
 - b. Each student being taught by a parent or private teacher shall be examined no later than August 15, at grades 3, 5, 8 and 10:
 - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew;
 - (2) If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3;
 - (3) Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029.
 - c. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
 - d. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - e. The person administering the examination shall score the examination and report the results to the parent. Upon request of the ESD superintendent, the parent shall submit the results of the examination to the ESD;
 - f. All costs for the test instrument, administration and scoring are the responsibility of the parent;
 - g. In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent notified the child's resident district in writing that the parent is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent.
 7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.
 8. Students excluded from attendance as provided by law.
 9. Students who are eligible military children¹ are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.

¹ "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

10. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school or enrolled in a community college, or an alternative education program.
11. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 to 419B.558.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

END OF POLICY

Legal Reference(s):

ORS 153.018	ORS 339.990	OAR 581-021-0071
ORS 163.577	ORS 419B.550 - 419B.558	OAR 581-021-0077
ORS 336.615 - 336.665	ORS 807.065	
ORS 339.010 - 339.090	ORS 807.066	Senate Bill 802 (2019)
ORS 339.095	OAR 581-021-0026	
ORS 339.257	OAR 581-021-0029	

Cross Reference(s):

IGBHC - Alternative Education Programs Notification

Admission of Resident Students**

Resident students may be admitted under the following conditions:

1. Students of school age who reside within the district attendance area shall be allowed to attend school without paying tuition.
2. Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
3. The district may admit otherwise eligible students who are not receiving special education and who have not yet attained 21 years of age prior to the beginning of the current school year if they are shown to be in need of additional education in order to receive a diploma or a modified diploma. These students may attend school without paying tuition for the remainder of the school year.
4. The district shall admit otherwise eligible students who have not yet attained age 21 prior to the beginning of the current school year if the student is receiving special education services and has not yet received a regular high school diploma.
5. Students whose parent voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.
6. Students who are military children¹ are considered resident of the district, if the district is the district of military residence² for the military child. Parents of military students must provide proof of residency within 10 days after the date of military transfer or pending transfer indicated on the official military order.
7. The district may deny regular school admission to students who have become resident students and who are under expulsion from another school district for reasons other than a weapons policy violation.
8. The district shall deny regular school admission to students who have become residents and who are under expulsion from another school district for a weapons policy violation. Denial of admission may be for no more than one calendar year from the date of the expulsion.
9. The district may provide alternative programs of instruction to students expelled for a weapons policy violation.

¹ "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

² "School district of military residence" means the school district in which 1) the family of a military child intends to reside as the result of a military transfer; or 2) if the school district in which the family intends to reside is unknown, the school district in which the military installation identified in the official military order is located.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)

[ORS 327.006](#)

[ORS 339.115](#)

[ORS 339.133](#)

[ORS 339.134](#)

[ORS 433.267](#)

[Senate Bill 802 \(2019\)](#)

[Senate Bill 905 \(2019\)](#)

2020-2021 SCHOOL YEAR RE-ENTRY PLANS

REPORT
Agenda Item #4
August 27, 2020

SUPERINTENDENT’S RECOMMENDATION:

Time is set aside on the agenda for District staff to update the Board on this year’s re-entry plans.

BACKGROUND:

In response to the COVID-19 pandemic and its effects on public schools, NCSD must develop educational delivery models and safety practices that provide for the social-emotional and academic needs of kindergartners through high school seniors while also maintaining healthy learning and work environments.

On July 10, 2020, the District released preliminary educational delivery model information for the 2020-2021 school year.

On July 16, 2020, District representatives updated the School Board on its planning for returning to school for the 2020-2021 school year and sought input from the School Board.

On July 30, 2020, District representatives provided additional updates to the School Board on its planning for returning to school for the 2020-2021 school year and sought input from the School Board.

Since that time, the District has continued:

- to monitor local COVID-19 virus transmission,
- to review and respond to evolving guidance from state authorities,
- to survey parents on the two educational delivery model options,
- to develop greater clarity and details regarding each delivery model via workgroups,
- to communicate with stakeholders.

On July 28, 2020, the Oregon Health Authority released three levels of public health data metrics that will govern schools’ planning regarding educational delivery models for the 2020-2021 school year. With few exceptions, the metrics require the following prior to engaging in in-person teaching and learning:

County Metrics - metrics to be met three weeks in a row

- Case rate: ≤ 10 cases per 100,000 population in the preceding 7 days
- Test positivity: $\leq 5\%$ in the preceding 7 days

and

State Metric - metric to be met three weeks in a row

- Test positivity: $\leq 5\%$ in the preceding 7 days

*In addition, for a school district that draws substantial numbers of students or staff from multiple counties, the case rate and test positivity rate should be considered in each of those counties.

On August 13, 2020 the Board took the following actions regarding the reopening of school for the 2020-2021 school year:

- North Clackamas Schools will open under the Comprehensive Distance Learning educational delivery model through at least November 10, 2020, and authorized the Superintendent:
- to transition to the Hybrid Learning educational delivery model after consultation with the School Board, with state officials, and with consideration of the public health related metrics distributed by local health officials,
- to establish a temporary, one school-year virtual online program learning option to be called North Clackamas Virtual Online Program,
- to temporarily adjust the adopted district calendars and seek retroactive Board approval within 30 calendar days of any adjustment, and
- to establish temporary physical distancing and other public health related requirements on school district property.

Since the August 13 School Board Meeting, District staff:

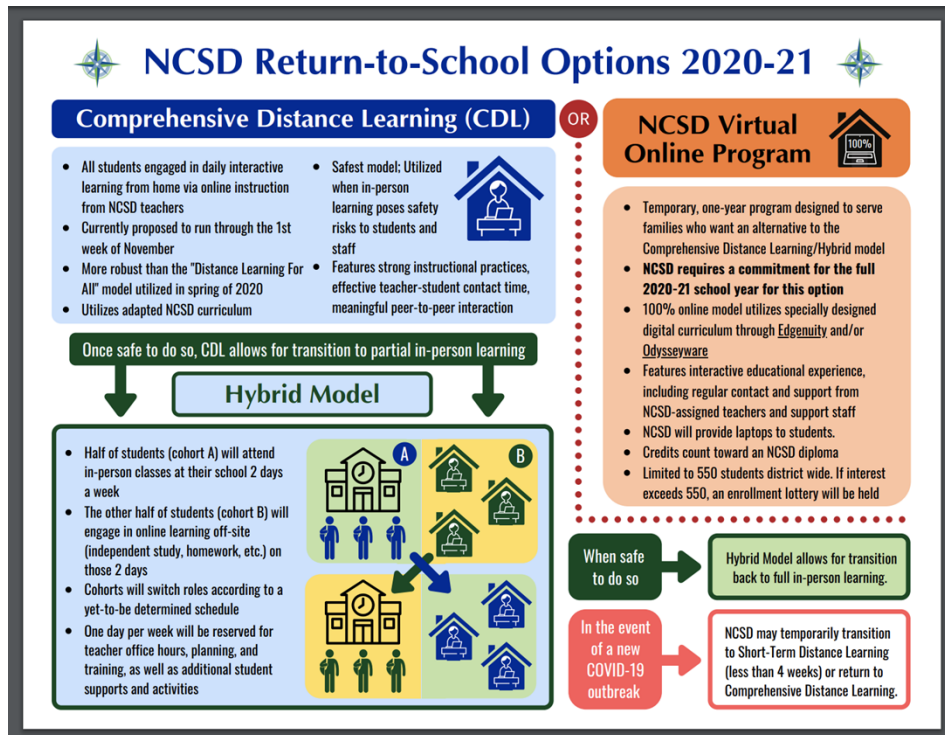
- Submitted our Re-entry Blueprint to the Oregon Department of Education and posted each school's blueprint on the District's website
- Conducted a lottery for entry into the North Clackamas Virtual Online Program and notified families
- Continue to adjust staffing as a result of opening the North Clackamas Virtual Online Program
- Continue to work through the lay-off process in several departments as a result of a reduction in local revenue and state grant funds
- Continue to refine the comprehensive distance learning schedules and discuss potential adjustments to school calendars
- Continue to plan professional development for all staff as a result of moving to fully online educational models
- Surveyed families regarding technology needs and continue with preparations for technology distribution to students
- Continue to design a push-out into the neighborhood food delivery model
- Continue to hold on bringing students back on campuses for childcare, athletics/activities, and small group instruction
- Conducted our annual New Educator Orientation virtually

- Revised District guidance for staff returning to the worksite and began the distribution of personal protection equipment to District units

Educational Delivery Models:

Following are the educational delivery models that are being developed in alignment with the current Ready Schools, Safe Learners guidance from the Oregon Department of Education:

- Comprehensive Distance Learning (CDL) Model: All students are engaged in daily interactive learning through virtual instruction utilizing North Clackamas teachers. CDL is rooted in strong instructional practices, effective teacher-student contact time, meaningful peer-to-peer interaction, equitable learning opportunities, and a consistent schedule.
 - Hybrid Learning Model: CDL can transfer to the Hybrid Learning Model when it is safe to do so. In the Hybrid Learning Model, student groups have access to in-person instruction using staggered schedules in accordance with public health requirements. Under current state guidelines, North Clackamas’ Hybrid Learning model could include two days per week of in-person instruction and three days at home with applied learning.
- NCS Virtual Online Program: This is a one-year optional, temporary program requiring families to commit to a full year of online education utilizing curriculum through Edgenuity and/or Odysseyware. Both systems feature courses that are standards-aligned and include learning objectives, units, lessons, projects, and assessments. Students access this fully online curriculum with regular contact and support from teachers and support staff.



COMPREHENSIVE DISTANCE LEARNING



Daily learning is teacher directed and features both live and recorded instruction. Pace is guided by the teacher and based more on the classroom group.

NCS D-adopted curriculum taught by NCS D teachers through Google Classroom and other district-adopted applications

Students will be organized into classrooms (virtually) with classmates and teachers from their regular neighborhood (or magnet) school.

Continued access to district programs and classes such as Sabin-Schellenberg, music, dual immersion, and International Baccalaureate.

This model allows NCS D to transition into a Hybrid model (partial in-person learning) only when state and county benchmarks for safety are met.

NCS D VIRTUAL ONLINE PROGRAM



Learning is more independent and self-paced by students. Features regular, weekly check-ins from staff. Adult guidance in the home is crucial.

Online curriculum and platform through contracted companies — Odysseyware and Edgenuity.

Students have access to NCS D staff, but not necessarily from their neighborhood school. Peer interaction will be less than in CDL and only with other Virtual Online Program students from all over the district.

Access to some elective courses

Requires a yearlong commitment. Students cannot switch to CDL (or Hybrid Model if/when that transition is made) during the 2020-21 school year.

- Homeschooling is not applicable to either of these models. Families choosing to homeschool are responsible for obtaining curriculum and materials and must register with the Clackamas Education Service District (CESD). Families would be able to enroll in CDL to start the year, then move to homeschooling if/when the district moves into a Hybrid model (partial in-person learning).



NCS D Standard Educational Delivery Model (September through early November):

While continuing to plan for the 2020-2021 school year, the cases of coronavirus across the country and across the state continue to escalate. In Oregon, cases of COVID-19 that could not be traced back to a known infection source are driving the increase in infection rates. States are also seeing the number of cases increase in its youngest populations. These are disturbing trends.

In meetings with state officials, NCS D staff were told that if returning to in-person learning, even with the required safety protocols, physical distancing, cohort requirements, and contact tracing, schools would have virus outbreaks. Not only would outbreaks have potentially serious health ramifications for those infected (and their families), outbreaks would require the quarantine of students and staff for several weeks and require the shutdown of in-person learning. Repeated opening and closing of classrooms and schools would continue until the virus is better contained. This unpredictability of opening and closing schools over and over is not an effective way of operating a school system and has the potential to produce further trauma to students. This disruption would also put a strain on families not knowing from day to day or week to week whether a school will be open or closed.

Opening schools with in-person instruction would put students and staff at-risk for contracting the virus. For some, this could result in serious health implications, including death. Also, reopening schools to in-person interaction would contribute to the spread of the virus in the community.

The North Clackamas School District is one of the largest employers in Clackamas County with over 2,000 employees. Recently, a staff survey revealed that:

- 50 percent of teachers and 59 percent of support staff are at-risk or have a family member who lives with them who is at-risk.
- 31 percent of teachers and 7 percent of support staff say they are considering leaving the profession, retiring early, or seeking a leave of absence.

It is likely NCS D would not have the necessary staff to open schools to in-person learning in the fall given this data. NCS D has historically struggled to fill substitute and vacant positions prior to this pandemic and expect it would be far more difficult now.

While analyzing all of this information and determining what model to use to start the 2020-2021 school year, the Oregon Health Authority released its COVID-19 related community public health data metrics that require districts to use Comprehensive Distance Learning until specific county-wide metrics are met. Clackamas County does not currently meet the required COVID-19 related public health data markers to re-open for in-person teaching and learning. In addition, North Clackamas is a school district that draws staff from multiple counties. Before the District would consider reopening to in-person learning, the case rate and test positivity rate should be considered in each of those counties.

Given all these factors, NCS D intends to return to school in the fall utilizing the Comprehensive Distance Learning (CDL) model through at least the first academic grading period (early November). Also, the NCS D Virtual Online Program will be provided as a learning option for families.

NCS D Educational Delivery Model (early November through June, 2021):

Determining when and how to transition out of CDL to a Hybrid Learning Model that includes in-person instruction for students will be considered in consultation with the School Board, with state education officials, and with consideration of the public health related metrics distributed by local health officials.

Also, the NCSD Virtual Online Program will be provided as an option for families.

Continuing CDL after moving into the Hybrid Model:

Some parents have asked that the District continue the CDL model after the District returns to in-person learning. At this moment, the District is focusing time and energy establishing the CDL model and the Virtual Online Program for September. Given the changing nature of this virus and its transmission rates, the District has learned that planning for what education will look like beyond the next two to three months is not the best use of resources.

When returning to in-person learning becomes more of a possibility, the District will reevaluate the number of students served in the Virtual Online Program as well as the possibility of maintaining some form of CDL.

The District will be cautious before returning students to in-person learning. Student, staff, and family safety is the District's top priority. The District will continue to hold to a high safety standard before returning to in-person learning as the District continues to navigate this pandemic.

Other Planning:

The District has staff workgroups or individuals continuing to work on reopening plans in a variety of areas. Work continues in these areas:

- Communicable Disease Management Plan
- Physical Distancing Protocols
- Screening and Cohort Tracking Protocols
- Hygiene Protocols
- Cleaning/Disinfecting/Ventilation Protocols
- Enrollment/Attendance Protocols
- Technology
- Transportation
- Nutrition Services
- Communication Protocols
- Instructional Delivery Model/Schedule Development
- Charter Schools Liaison
- Facility Use and CARE Programming
- Extracurricular and Athletics
- Employee Association Agreements and Contract Management
- Supply Purchasing and Expenditure Tracking

- Training and Professional Development

School Year Calendar:

It is anticipated that there will be many training and professional development needs for staff as the 2020-2021 school year unfolds. Therefore, there could need to be calendar adjustments. At this time, however, it is anticipated that virtual interaction between students and teachers will begin as planned on the published school calendars in September. The first week of interaction will likely include orientations, get-to-know-you sessions, and technology problem solving. Academic instruction will likely begin during the week of September 14. At this time, additional changes to the calendar have not yet been determined. Should that become necessary, staff and families will receive advance notice when possible.

Physical Distancing and Public Health Related Requirements:

As public health guidance evolves, the District will review and update its physical distancing requirements and recommendations for staff, students and patrons when at a district facility. The community should expect that there will be periodic opening or closing of facilities or portions of facilities in alignment with the state of Oregon’s Phases for Reopening and in alignment with public health guidelines. Social Distancing Coordinators have been identified for each worksite, initial training has been provided and updates are circulated when needed.

ATTACHMENTS:

- PowerPoint Slides on Reopening Schools, August 27, 2020
- [Ready Schools, Safe Learners](#) Guidance from ODE (Version 3.7.5 August 18, 2020)
- [Comprehensive Distance Learning](#) Guidance from ODE
- [COVID-19 Community Metrics](#), Oregon Health Authority, August 17, 2020
- [NCSD Comprehensive Distance Learning Frequently Asked Questions](#)
- [North Clackamas Virtual Online Program Frequently Asked Questions](#)

PRESENTERS:

- Matt Utterback, Superintendent
- Tiffany Shireman, Chief of Staff
- Cindy Detchon, Assistant Superintendent of Operations
- Shay James, Assistant Superintendent of Education

A teacher and four students are sitting around a white table in an art room, painting. The teacher is a man with glasses and a beard, wearing a light pink shirt. The students are three boys and one girl, all focused on their work. The room has a white brick wall with various colorful drawings and paintings hanging on it. There are shelves in the background with art supplies and toys.

2020-2021 SCHOOL REOPENING PLANNING

School Board Meeting
August 27, 2020



AGENDA

- District direction/
guiding documents
- Educational delivery
models updates
- Additional updates
- Online Resources
- Questions and answers

District Direction

Preparing graduates who are inspired and empowered to strengthen the quality of life in our local and global communities.

North Clackamas School District Equity Lens

When making decisions and taking action, utilize the following questions:

- Does this decision align with the District mission/ vision?
- What systems of oppression might exist within this situation?
- Whom does this decision affect both positively and negatively?
- Does the decision being made ignore or worsen existing disparities or produce other unintended consequences?
- Are those being affected by the decision included in the process?
- What other possibilities were explored?
- Is the decision/ outcome sustainable?

STRATEGIC PLAN

2018-2022

Equity • Engagement • Care • Integrity • Excellence

Guiding Thoughts

Oregon COVID-19 County Case Rates and Test Positivity by MMWR Week: July 5th - August 15th
 This table is based on data pulled at 12:01 AM on August 17th, 2020. For county case rates, cases are assigned to a week based on their true case date, which is the date when public health first identified them as a confirmed or presumptive COVID-19 case. For percent positivity in testing, persons tested are assigned to a week based on their specimen collection date. All data are provisional and subject to change.

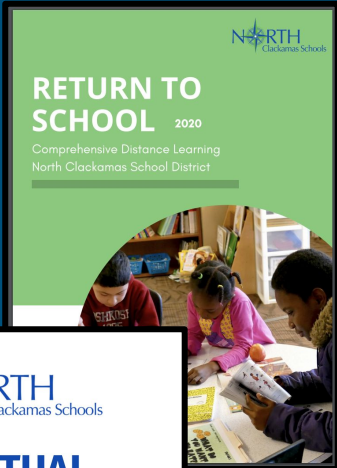
County	Week Start Date	Case Count	Case rate per 100,000	Test Positivity (%)
Oregon, statewide	7/5/2020	1,345	46	5.7%
	7/12/2020	2,405	57	5.4%
	7/19/2020	2,180	51	5.7%
	7/26/2020	2,331	55	6.2%
	8/2/2020	2,184	52	5.2%
	8/9/2020	2,023	48	5.9%
Baker	7/5/2020	7	42	2.7%
	7/12/2020	1	6	7.0%
	7/19/2020	9	54	5.6%
	7/26/2020	8	48	6.2%
	8/2/2020	8	48	4.1%
	8/9/2020	15	89	7.5%
Benton	7/5/2020	18	19	2.5%
	7/12/2020	15	16	1.3%
	7/19/2020	5	5	2.8%
	7/26/2020	22	23	2.8%
	8/2/2020	13	14	3.0%
	8/9/2020	18	19	1.4%
Clackamas	7/5/2020	146	34	4.1%
	7/12/2020	145	34	3.4%
	7/19/2020	135	32	3.5%
	7/26/2020	135	32	5.2%
	8/2/2020	138	33	3.7%
	8/9/2020	149	35	4.1%

North Clackamas Schools
STRATEGIC PLAN 2018-2022
 Equity • Engagement • Care • Integrity • Excellence

Our Strategic Direction
 To best serve our students and families, we will focus on the quality of the student and staff experience. We will ensure our programs are designed to be inclusive, equitable, and effective. We will ensure our programs are designed to be inclusive, equitable, and effective. We will ensure our programs are designed to be inclusive, equitable, and effective.

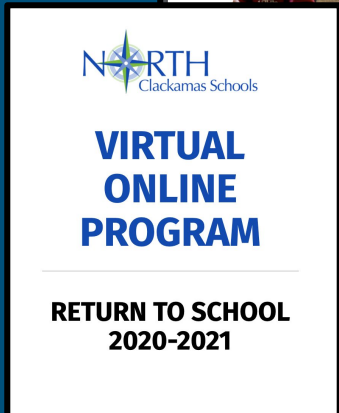
- We value a high-quality education and the academic progress of each child.
 - Low rates of COVID-19 virus transmission in the community
 - Coordinated actions that underscore the safety and care for people and provide reassurance for students, staff, and parents
 - Stand ready with multiple educational delivery models that are responsive to the current health and community needs

Current Planning: Delivery Model Updates



Comprehensive Distance Model

- Continue to refine schedules
- Considering adjustments to school calendars
- Aligning elementary trimester system to secondary quarter/semester system
- Adjusting staffing at schools as a result of opening Virtual Online Program



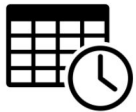
Virtual Online Program

- Conducted lottery for entry into program and notified families
- Identifying staff

Professional Development

- Continue to plan professional development for all staff as a result of moving to fully online educational models
- Care, connection, and wellness for self and students and families
 - Curriculum, instruction, lesson design, differentiation, and student engagement
 - Technology support and tools

Main Implications for Distance Learning from Stakeholder Feedback



Provide students and families with a **predictable schedule of the on-line week** (in conjunction with any scheduled in-person synchronous learning)



Provide families and students with a **consistent instructional system** (posting assignments, noting due dates, turning in work, and regularly notifying parents of student progress)



Implement **Culturally Responsive communication and feedback systems** as a consistent part of education



Prioritize care, belonging, and connection for each student--including peer to peer interactions, teacher to student interactions, and attention to student mental health needs



TEACHING FOR
ENGAGEMENT
& IMPACT IN
ANY SETTING

THE
**DISTANCE
LEARNING**
PLAYBOOK GRADES
K-12

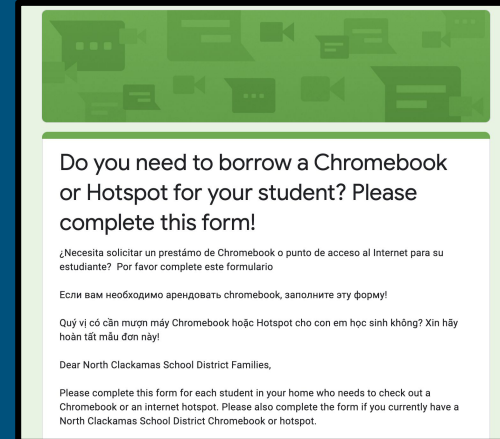
Student & Family Orientation Week

- Ensure students and families are familiar with the tools and resources used during Comprehensive Distance Learning (CDL).
- Build community and connection between students, staff, and parents.
- Build confidence and a culture of support and partnership between students, staff and parents.

North Clackamas School District Student and Family Orientation Week September 8-11		Objectives: <ul style="list-style-type: none"> • Ensure students and families are familiar with the tools and resources used during Comprehensive Distance Learning (CDL). • Build community and connection between students, staff, and parents. • Build confidence and a culture of support and partnership between students, staff and parents.
Tuesday, September 8 Parent Resources (Link) <ul style="list-style-type: none"> • Google Classroom for Parents, Guardians and Students • Accesser a Google Classroom (Spanish Language GC training) • Parent/Guardian Important FAQs & Tips: Remote Learning at Home 	Principal's Welcome! <ul style="list-style-type: none"> • What to expect during Comprehensive Distance Learning • Student, Staff, Parents and Administrator Roles: We are a team! • Meet your school's staff. 	Q & A: <i>These will be at different times, facilitated by your high school's teachers and are optional for students and families.</i> Subject Area Departments <ul style="list-style-type: none"> • Math Teams • Performing Art Teams • Sabin/Schellenberg Classes
Wednesday, September 9 Parent Resources <i>(Email from your school)</i> <ul style="list-style-type: none"> • Counseling services (making 	Welcome from the New Sabin-Schellenberg Principal! <ul style="list-style-type: none"> • What SSC classes will "look like" during distance learning, • How to access help from SSC staff 	Q & A Subject Area Departments <ul style="list-style-type: none"> • Art • Social Studies

Technology

- Surveyed families regarding technology needs (on website)
- Distribution to students
 - Delivery beginning Sept. 1 (tentative)
 - Families will be notified 24 hours in advance of delivery
 - Pick up sites - Alder Creek MS and Clackamas HS (dates/time TBD)
- Help Desk (503)353-5822
 - Monday - Thursday 8 am - 8 pm
 - Friday 8 am - 4 pm
 - Fully staffed beginning Sept. 1



The image shows a screenshot of a form titled "Do you need to borrow a Chromebook or Hotspot for your student? Please complete this form!". The form is presented in a white box with a green header and footer. The header contains icons for various devices and connectivity. The main text of the form is in English, Spanish, and Russian. The English text asks if the user needs to borrow a Chromebook or Hotspot and requests that they complete the form. The Spanish text asks if they need to request a Chromebook or internet access for their student. The Russian text asks if they need to rent a Chromebook. Below the multilingual text, there is a greeting in English: "Dear North Clackamas School District Families," followed by a request to complete the form for each student in their home who needs to check out a Chromebook or an internet hotspot. The form also includes a note that it should be completed if the user currently has a North Clackamas School District Chromebook or hotspot.

Food Delivery

**SIGN UP FOR
SCHOOL BUS**

**STUDENT
MEAL
DELIVERY**

**5 days of breakfasts & lunches
delivered to your door**

To apply for Free & Reduced Meals or sign up for meal delivery, go to nclack.k12.or.us.
You must reapply for Free & Reduced Meals each school year.
This institution is an equal opportunity provider.

- Community delivery nutrition services
 - 5 breakfasts & lunches delivered to homes
 - Families register through Google Form
- Community-based site pick up
 - 5 breakfasts & lunches
 - Wednesdays 9:00 -10:30 am
 - Alder Creek Middle School
 - Clackamas High School

Returning to the Worksite

- Revised district guidance from staff returning to worksite
- Training of administrators and social distancing coordinators at each site
- Began distribution of personal protection equipment to sites

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NORTH CLACKAMAS SCHOOLS GUIDELINES FOR RETURN TO THE PHYSICAL WORKPLACE

Introduction

The safety of employees and their families is a top priority. As such, the following guidelines are based primarily on recommendations from the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA), with additional input from the Oregon Health Authority (OHA) and in accordance with Executive Orders issued by Governor Brown. Given the guidance from these agencies continues to evolve, this document will continue to be revised to reflect those changes. As such, **this document should be revisited for updates / changes and it should not be expected that information provided today will continue to be accurate for the duration of the pandemic.** As changes are made, the date and reason for the revision will be noted under "Version Control" below.

While the following highlights protocols to be implemented to ensure employee safety, it is up to each individual employee to execute on the protocols to ensure the safety of themselves and those around them.

It is understood that every individual's situation is different and encourage those with specific risks or concerns to contact their immediate supervisor and/or Human Resources.



Online Resources

www.nclack.k12.or.us

NCSD's Reopening Plans

This page will provide information about NCSD's plans to reopen its facilities following the COVID 19-related closures that took place starting March 16, 2020. The information on this page will be updated as NCSD receives guidance from [the Oregon Department of Education \(ODE\)](#). NCSD understands this topic is of great importance to many, and we will share information as it becomes available. It's likely the reopening process will be phased, so a "return to normal operations" is unlikely to happen immediately.

Please visit this page for updates.



A collage of various online resource tiles from the website. The tiles include: "Visual Depiction of NCSD's 2020-21 Options", "Most Recent Communication to Families", "July 2020 Reopening Thoughtexchange Results", "General 2020-21 FAQs", "Comprehensive Distance Learning FAQs", "100% Virtual Online Program FAQs", "Community COVID-19 Metrics", "ODE Ready Schools, Safe Learners Guidance 2020-21", "2020-21 Learning Options - Side by Side Comparison", "Cleaning/Ventilation Protocols", "Physical Distancing", "Entry & Screening", "2020/21 Events", "Planes de Reapertura de NCSD", "After School Programs", "Planes de apertura NCSD", and "Kế Hoạch Mở Cửa Lại của NCSD".

Online Resources

Frequently Asked Questions Webpages

Updated Regularly

General 2020-21 FAQs

2021-2021 Reopening FAQ's (Aug. 19, 2020)

The following frequently asked questions (FAQ's) about NCS D's reopening for the 2020-2021 school year will be updated frequently and are based on the questions NCS D families have communicated through surveys and NCS D's website.

Please note NCS D's plans for the 2020-2021 school year could change based on guidance from public health authorities, along with feedback from parents/guardians, and staff.

- Can my child stay in Comprehensive Distance Learning (CDL) if/when the district moves to the in-person (hybrid) learning model?
- If we live outside of the North Clackamas School District and my child is currently on an interdistrict transfer or Open Enrollment and enrolled in a charter school for this school year, can they return to their previous North Clackamas school at the end
- What are families supposed to do about computers and wifi hotspots needed for the 2020-2021 school year?

The screenshot shows the top navigation bar of the North Clackamas Schools website with links for About Us, Schools, Parents, and Students. Below the navigation is the title "Comprehensive Distance Learning FAQs" and a list of questions:

- Can students access meals if they qualify for free or reduced meals ?
- Can students move between this program and the NCS D Virtual Model?
- Do students receive grades?
- How will students with disabilities in Special Education and students with a Section 504 Plan be supported?
- How will this model support English Language Learners?
- How will this model support students' social and emotional health?
- Students will be provided a Chromebook and hotspots for internet access if needed.

The screenshot shows the top navigation bar of the North Clackamas Schools website with links for About Us, Schools, Parents, and Students. Below the navigation is the title "100% Virtual Online Program FAQs" and a list of questions:

- Can students access meals if they qualify for free or reduced lunch?
- Can students move between this program and their neighborhood school?
- Do students receive grades?
- Does this program cost families/students anything?
- Does this program offer a dual-language immersion option?
- How does online learning work?
- How will students with disabilities in Special Education and students with a 504 be supported?
- How will the program support English Language Learners?

Staying in communication



NORTH Clackamas Schools

Tip of the day

Call from
844-802-0381
North Clackamas Schools

Please add this number to your contacts, so you'll know when the district is calling using our automated message service.

844-802-0381

Please share this post for others to see!

Additional Updates

- Continue to work through the lay-off process in several departments as a result of a reduction in local revenue and state grant funds
- Continue to hold on bringing students back on campuses for childcare, athletics/activities, and small group instruction
- Continue to advocate for COVID-19 liability protection from state legislature
- Currently not collecting student fees
- Conducted our annual New Educator Orientation virtually

Closing Comments Questions/Answers

CAPITAL CONSTRUCTION BOND UPDATE

REPORT
Agenda Item #5
August 27, 2020

SUPERINTENDENT'S RECOMMENDATION:

Board to receive informational report on progress being made in the implementation of the capital construction bond levy approved November 2016.

BACKGROUND:

On November 8, 2016, voters in North Clackamas approved up-to \$433 million in general obligation capital projects bonds. These general obligation bonds will:

- Renovate/remodel schools, some as old as 100 years
- Address security, safety, seismic needs
- Address unfunded maintenance
- Improve the student learning experience
- Increase access to technology
- Relieve overcrowding
- Provide a new additional elementary school
- Provide an additional comprehensive high school
- Provide property for future middle school and future transportation center
- Estimated not to exceed the 2015 NCS D tax rate

The bond program implementation is on month 45 of 65+ months (~69 % through the bond)
The bond program has spent approximately 70% of the revised bond budget.
The bond program has spent and committed approximately 89% of the revised bond budget.
The bond program has 23 projects completed, 9 in construction, 9 in design, and zero projects remain in design.

District staff will update the Board on bond finances, schedules and project updates.

ATTACHMENTS:

- A. Presentation Slides
- B. Bond Program Status Report
- C. Inclusion in Diversity and Contracting (formerly called Equity in contracting)
- D. Project Schedule Update
- E. Corporate Activity Tax (CAT) Potential Impacts
- F. Program Reserve Budget
- G. Bond Improvements that Exceeded Bond Commitments

PRESENTERS / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent of Operations

Gayellyn Jacobson, Chief Financial Officer

Ron Stewart, Senior Director of Capital Projects



Capital Construction Bond Update

August 27, 2020

Inclusion and Diversity in Contracting

August 2020

Consultant's Summary	
COBID # of Consultants by Project	39
Total # of Consultants by Project	174
% of # of COBID Consultants	22.4%
Total COBID Consultant Contract Value	\$7,751,128
Total Consultant Contract Value by Project	\$41,763,748
COBID % Consultant Contract Value by Project	18.6%

Contractor's Summary	
COBID # of Contractors by Project	106
Total # of Contractors by Project	701
% of # of COBID Contractors	15.1%
Total COBID Contractor Contract Value	\$25,221,843
Total Contractor Contract Value by Project	\$354,200,860
COBID % Contractor Contract Value by Project	7.1%

COBID - Certification Office for Business Inclusion and Diversity
WBE - Women Business Enterprise
ESB - Emerging Small Business
MBE - Minority Business Enterprise
SDVBE - Service Disabled Veteran Business Enterprise
DBE - Disadvantaged Business Enterprise

Bond Program Summary (Consultants and Contractors Combined)	
COBID # of Firms by Project	145
Total # of Firms by Project	875
% of # of COBID Firms	17%
Total COBID Firms Contract Value by Project	\$32,972,971
Total Firms Contract Value by Project	\$395,964,608
COBID % Firms Contract Value by Project	8.3%

Covid-19 Update

Project Milestone Schedule Update

North Clackamas School District
 November 2016 Bond Measure
 Project Schedule Update
 August 19, 2020 (Red font indicates changes since the May 20, 2020 Community Bond Oversight Committee report)

	School / Project	Design Start	Construction Start	Construction Completion	Comments
Projects Completed					
1	Alder Creek Middle School Improvements	February 2017	April 2018	September 2019	
2	Athletic Fields / Clackamas High School Improvements	June 2017	June 2018	Fall 2018	
3	Athletic Fields / Rex Putnam High School Improvements	June 2017	June 2018	Fall 2018	
4	Beatrice Morrow Cannady Elementary School	January 2017	April 2018	August 2019	
5	Bilquist Elementary School Improvements	June 2018	June 2019	September 2019	
6	Clackamas High School East / Phase One Classroom Addition	January 2017	August 2017	May 2018	
7	Clackamas High School -West Canopy Repair	June 2018	June 2019	September 2021	
8	District Stadium at Alder Creek Middle School Replacement	Winter 2017	Spring 2018	Fall 2018	
9	Facility Operations (Fire Restoration) Phase 1 & 2 Improvements	March 2017	March 2017	January 2018	
10	Happy Valley Middle School Classroom Addition	September 2016	June 2017	March 2018	
11	Linwood / Sojourner Elementary Schools Improvements	May 2018	May 2019	September 2019	
12	Lot Whitcomb Elementary School Improvements and Additions	January 2017	January 2018	September 2018	
13	Milwaukie High School / Lake Road Athletic Fields Renovations	June 2017	June 2018	Winter 2019	
14	Mount Scott Elementary School Classroom and Cafeteria Addition	September 2016	June 2017	January 2018	
15	Mount Scott Elementary School Improvements	May 2017	May 2018	December 2018	
16	Oak Grove Elementary School Improvements	April 2017	June 2018	December 2018	
17	Rex Putnam High School Improvements (Stadium field & Track 2021)	January 2018	June 2019	September 2019	
18	Rex Putnam High School Health Center Addition	September 2016	May 2017	November 2017	
19	Seth Lowelling Elementary School Improvements and Addition	April 2017	June 2018	February 2019	
20	Sunnyside Elementary School Improvements	January 2017	April 2018	February 2019	
21	Transportation Facility Improvements Phase 1	Winter 2017	Winter 2018	October 2018	
22	Verne A. Duncan Elementary School Improvements	June 2018	October 2018	March 2019	
23	Wilbur D. Rowe Middle School and Field Improvements	May 2017	June 2018	October 2019	
*	Transportation Facility Improvements Phase 2 (Elevator)	March 2018	May 2019	Winter 2020	
Projects In Construction					
24	Adrienne C. Nelson High School	June 2017	June 2019	August 2021	
25	Milwaukie / El Puente Elementary Schools	June 2018	June 2019	October 2020	
26	Milwaukie High School/Milwaukie Academy of The Arts	December 2018	March 2018	Summer 2020	School building scheduled substantial completion: Summer 2020. Stadium track & field changed from December 2020 to Summer 2020.
27	New Urban High School Replacement	December 2018	May 2020	September 2021	
28	Oregon Trail Elementary School Improvements	June 2019	May 2020	September 2020	
29	Owen Sabin/Ben Schellenberg Professional Technical Center/Land Lab Improvements/Technology Information Services	January 2018	March 2019	September 2020	Added phased substantial completion dates. Last portion of work substantially complete Winter 2020.
30	Riverside Elementary School Improvements	June 2019	June 2020	September 2020	Moved from Projects in Design to Projects in Construction
31	Transportation Facility Phase 3A (Site work & new driveway)	March 2018	Spring 2020	Summer 2020	Moved from Projects in Design to Projects in Construction. Changed completion date from Winter 2020 to Summer 2020.
32	View Acres Elementary School Improvements	June 2019	June 2020	September 2020	Moved from Projects in Design to Projects in Construction
Projects in Design					
33	Ardenwald Elementary School Improvements	June 2020	June 2021	September 2021	Moved from Future Projects to Projects in Design
34	Clackamas High School Improvements - Phase 2 - East	May 2020	May 2021	September 2021	
35	Clackamas High School Improvements - West	May 2020	May 2021	September 2021	
36	Clackamas High School Student Health Center Addition - West	May 2020	May 2021	September 2021	
37	Happy Valley Elementary School Improvements	May 2020	May 2021	September 2021	
38	Happy Valley Middle School Improvements	May 2020	May 2021	September 2021	
39	Hector Campbell Elementary School Improvements	June 2020	June 2021	September 2021	Moved from Future Projects to Projects in Design
40	Scouters Mountain Elementary School Improvements	June 2020	June 2021	September 2021	Moved from Future Projects to Projects in Design
41	Spring Mountain Elementary School Improvements	May 2020	June 2021	September 2021	
*	Transportation Facility Phase 3B (Site work & new shop)	March 2018	Spring 2021	Fall 2021	* Project in 2 phases to accommodate school bus services
Future Projects					
	Miscellaneous small projects (TBD)	TBD	TBD	TBD	
	Warranty phase / work				Until 12 months after substantial completion
	Project and program closeout process and documentation				

2016 Bond Financial Summary

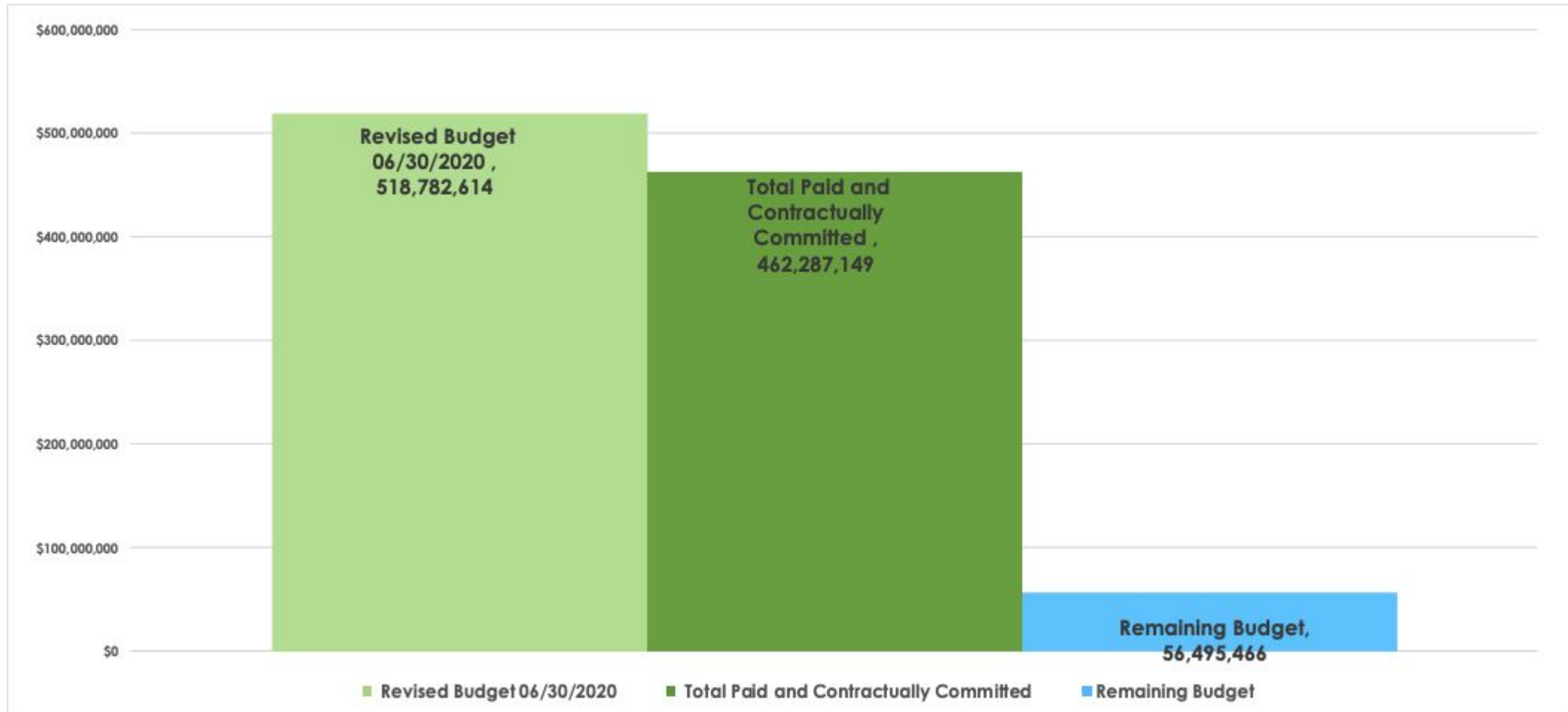
Period Ending: June 30, 2020

Prepared By: Gayellyn Jacobson, Chief Financial Officer

Presentation Summary

- Bond Budget Summary
- Project Spend to Date
- Financial Statements
- Financial Forecast

Bond Budget Summary



Budget, Expenditures, Encumbrances & Remaining to Date by Project

Expenditure & Encumbrance To Date; North Clackamas School District; 2016 Bond				
June 30, 2020				
SITE	Original Funds Available 3/17/2017	Revised Budget 06/30/2020	Total Paid and Contractually Committed	Remaining Budget
1 Adrienne C. Nelson High School	74,555,962	92,555,962	88,355,275	4,200,687
2 Adrienne C. Nelson High School Site Acquisition	15,780,000	14,168,081	14,163,303	4,778
3 Americans with Disabilities Act	4,000,000	-	-	-
4 Alder Creek Middle School	21,500,000	23,000,000	23,029,010	(29,010)
5 Ardenwald Elementary School	80,718	80,718	15,991	64,727
6 Athletic Fields Clackamas High School West & Rex Putnam High School	4,932,467	4,932,467	4,369,209	563,258
7 Beatrice Morrow Cannady Elementary School	36,855,001	32,081,574	31,826,709	254,865
8 Bilquist Elementary School	1,452,519	1,452,519	1,048,523	403,996
9 Bond Management	13,993,313	18,802,171	10,885,147	7,917,024
10 Campbell Elementary School	1,768,346	1,768,346	1,500	1,766,846
11 Clackamas High School East Phase I	2,000,000	3,348,000	3,066,728	281,272
12 Clackamas High School East Phase II	2,147,682	2,147,682	173,509	1,974,173
13 Clackamas High School West	3,093,235	4,084,132	1,865,438	2,218,694
14 Clackamas High School West Student Health Center	990,897	-	-	-
15 District Stadium Project	-	5,200,000	5,196,457	3,543
16 District Wide Projects	1,141,000	1,141,000	490,557	650,443
17 Energy Efficient Measures	2,500,000	-	-	-
18 Facility Operations Bond	2,300,818	2,300,818	1,802,447	498,371
19 Happy Valley Elementary School	121,118	121,118	138,539	(17,421)
20 Happy Valley Middle School Addition	5,309,612	5,309,612	4,812,583	497,029
21 Happy Valley Middle School Covered Play/Improvements	981,991	981,991	234,108	747,884
22 Linwood/Sojourner Elementary School	3,457,817	3,457,817	2,452,405	1,005,412
23 Lot Whitcomb Elementary & Seismic	15,000,000	16,500,000	16,124,379	375,621
24 Middle School Covered Play	2,000,000	1,500,000	-	1,500,000

Budget, Expenditures, Encumbrances & Remaining to Date by Project (continued)

25	Middle School Land Acquisition	9,000,000	6,758,000	6,730,531	27,469
26	Milwaukie High School/Milwaukie Academy of the Arts	77,272,331	96,642,331	92,869,438	3,772,893
27	Milwaukie/El Puente Elementary Schools	12,000,000	12,765,000	12,135,398	629,602
28	Mt. Scott Elementary School Improvements	2,111,616	2,111,616	1,997,621	113,995
29	Mt. Scott Elementary School Addition Funding Obtained from Clackamas County)	-	3,349,000	3,217,482	131,518
30	New Urban High School	10,918,823	26,080,000	21,646,643	4,433,357
31	Oak Grove Elementary School	3,245,138	4,075,138	3,983,306	91,832
32	Oregon Trail Elementary School	1,203,369	3,484,041	2,897,630	586,411
33	Owen Sabin/Ben Schellenberg Professional Technical Center/Land Lab/Technology and Information Services	30,150,012	37,424,012	35,370,397	2,053,615
34	Property Debt	2,000,000	2,002,121	2,002,121	-
35	Rex Putnam High School	5,287,468	5,287,468	4,337,989	949,479
36	Rex Putnam High School Student Health Center	1,020,982	1,381,982	1,343,050	38,932
37	Riverside Elementary School	2,400,376	3,905,376	3,215,359	690,017
38	Scouters Mountain Elementary	193,094	193,094	20,115	172,979
39	Security Cameras & Fencing	3,500,000	3,300,000	2,934,533	365,467
40	Seth Lewelling Elementary School	3,389,006	4,939,006	4,894,845	44,161
41	Spring Mountain Elementary School	1,165,843	1,165,843	43,687	1,122,156
42	Structured Learning Centers	500,000	-	-	-
43	Sunnyside Elementary & Seismic	12,000,000	16,400,000	16,190,656	209,344
44	Technology	2,200,000	2,700,000	2,604,337	95,663
45	Transportation Site and Facility Improvements	7,000,000	21,036,100	11,638,150	9,397,950
46	Verne Duncan Elementary Bond	126,555	126,555	98,792	27,763
47	View Acres Elementary School	3,224,886	3,859,886	3,562,084	297,802
48	Wichita Family Support Center	4,107,603	-	-	-
49	Wilbur D. Rowe Middle School	17,500,001	19,340,001	18,501,168	838,833
50	Contingency	38,310,402	5,522,037	-	5,522,037
TOTAL		465,790,000	518,782,614	462,287,149	56,495,466

Financial Statement

BOND PROCEEDS FUND		
Income Statement		
6/30/20		
REVENUE		
Bond Proceeds (2017 & 2018 Sales)	479,956,514	
Oregon School Capital Improvement Matching Program	2,700,000	
Clackamas County Development Agency	2,500,000	
State of Oregon Seismic Grant (Sunnyside and Whitcomb)	3,000,000	
State of Oregon Seismic Grant (Owen Sabin)	2,043,500	
Community Development Block Grant	90,000	
Transportation Financing	11,036,100	
Investment Interest Earnings	16,011,872	
TOTAL REVENUE		517,337,985
EXPENDITURES TO DATE		
Salaries & Associated Payroll Benefits	3,830,992	
Land - Acquisition	29,626,174	
Buildings - Improvement	310,062,154	
Improvements Other Than Buildings	21,187,348	
TOTAL EXPENDITURES		364,706,669
	55	
Bond Cash Balance		152,631,316

Financial Forecast

BOND PROCEEDS FUND	
Financial Revenue Forecast	
6/30/20	
Voters Passed bond levy November 2016	433,000,000
First Bond Sale March 2017	322,642,626
First Bond Sale Premiums	30,870,341
Total First Bond Sale	353,512,967
Second Bond Sale December 2018	110,357,000
Second Bond Sale Premiums	16,086,546
Total Second Bond Sale	126,443,546
Other Sources of Revenue:	
State of Oregon Seismic Grant (Sunnyside and Whitcomb)	3,000,000
State of Oregon Seismic Grant (Owen Sabin)	2,500,000
Oregon School Capital Improvement Matching Program	2,700,000
Clackamas County Development Agency	2,500,000
Community Development Block Grant	90,000
Transporation Financing	11,036,100
Total Other Sources of Revenue	21,826,100
Other "Forecasted" Sources of Revenue	
Total Interest Earnings "Forecasted"	17,000,000
Transfer from Capital Projects Fund "Forecasted"	-
Total Other "Forecasted" Sources of Revenue	17,000,000
Grand Total "Forecasted" Bond Funds	518,782,614

Financial/Budget Questions



Corporate Activity Tax

Corporate Activity Tax (CAT) Potential Impacts

August 19, 2020

1. The CAT law (HB 3427) was passed by the Oregon Senate and enacted May 16, 2019
2. The CAT is effective January 1, 2020
3. The CAT creates a "Fund for Student Success" that is separate and distinct from the state's general fund
4. The CAT is 0.57% x (gross billings (sales) less 35% of allowable inputs [goods or labor])
5. We are seeing proposed effective tax rates from contractors of 0.38% to 0.45%.
6. The CAT is structured to compound or "pyramid" through the stages of production.
7. At each stage, another tax is levied on the seller's gross receipts, which compounds the effective tax paid. As an extreme example:
 - a. Logger sells logs to lumber yard (increases price to account for CAT expense)
 - b. Lumber yard makes boards and sells to retail (increases price to account for increased cost and their CAT expense)
 - c. Retail sells to subcontractor (increases price to account for increased cost and their CAT expense)
 - d. Subcontractor sells to General Contractor (increases price to account for increased cost and their CAT expense)
 - e. General Contractor sells to school district (increases price to account for increased cost and their CAT expense)
8. Companies may choose to not increase costs to account for their additional fraction of a percent increase in costs, but as an example: A 0.40% to 1.0% CAT on \$100 million of construction is \$400,000 to \$1 million of increased costs to NCSD
9. We are currently budgeting the CAT impact at 1% on projects and carrying **\$500,000 \$100,000** in Reserves as a contingency for the potential impact to the bond program
10. **Based on initial invoices from contractors, we are forecasting a total potential CAT expense of \$976,000. We currently are forecasted to have adequate funds budgeted in our projects to cover this potential expense (including forecasted legal expenses).**
11. At this time, the district's stance is the tax is not something contractors can invoice for on existing projects, but each situation will be reviewed individually with outside legal and accounting support as needed
12. The impact (if any) on each existing project will depend on many factors. For example:
 - a. Date bid was received
 - b. Date contract was executed
 - c. Specific contract language
 - d. Specific bid/ proposal exclusions noted
 - e. Back-up justification and documentation
 - f. Legal interpretations
13. Future bids may have the CAT cost impact built into the bid and so we will not know if the bid price was increased due to the CAT.

Bond Program Reserve Projections

North Clackamas School District Bond Program Program Reserve Budget August 19, 2020			
This document tracks and forecasts the bond program reserve (AKA program contingency). The program reserve provides funds for added scope of work, unknown and unforeseen conditions, and costs that exceed estimates. It is anticipated that most projects will receive an allocation from the reserve. It accounts for: (1) Actual transfers to and from the reserve to projects (2) Projected potential transfers to and from the reserve (3) Projected potential additional resources to the reserve. In general, forecasts are only on projects in the planning or construction phases, so the list of Projected transfers will grow in the future. The information on this document will change frequently as more information is known. RED FONT INDICATES A REVISION FROM THE MAY 20, 2020 PROGRAM RESERVE DOCUMENT PROVIDED TO THE COMMUNITY BOND OVERSIGHT COMMITTEE.			
	Project / Item	Total	Comments
1	Original Program Reserve (May 21, 2018 Budget)	\$38,310,402	
2	Program Reserve Transfers:		
3	Additional Premiums not Captured from First Bond Sale	\$870,341	
4	Adrienne C. Nelson High School	-\$18,000,000	Transfer \$18 M of \$22.9 M of the previously Projected Transfer. Balance of \$4.9 M remains as a Projected Transfer. Construction cost estimates exceed the budget as a result of increased material costs, labor shortages and the general demand for construction resources in the Portland Metro area. Amount reduced from \$23.5 million to \$22.9 million based on positive bid results and Green Energy Technology requirement completed at Sabin Schellenberg project.
5	Adrienne C. Nelson High School Site Acquisition	\$1,611,919	Property was purchased for less than budget amount
6	Alder Creek Middle School	-\$1,500,000	Guaranteed Maximum Price exceeds budget. Correction: Transfer included additional \$500,000 for covered play structure. Changed from -\$1,000,000 to \$1,500,000 to reflect actual transfer
7	Americans with Disabilities Act	\$4,000,000	Transferring funds to central reserve for distribution if / as needed versus transferring to individual projects. Accounting for improvements separately.
8	Beatrice Morrow Cannady Elementary School	\$4,773,427	Surplus includes a savings of \$3,073,427 from bid results and a \$2,000,000 savings associated with a reduction in Project contingencies. Moved additional -\$300,000 from Projected Potential Transfer section.
9	Bond Management Budget	-\$4,808,858	Insurance program and bond sales costs not in previous budget
10	Bond Premiums Associated with Second Bond Sale	\$16,086,546	
11	Clackamas High School East / Phase One	-\$1,348,000	Addition of two classrooms, toilet room and corridor
12	Middle School Covered Play Structures	\$500,000	Transferred \$500,000 from Middle School Covered Play Structures to Reserves (for Alder Creek Middle School)

Bond Program Reserve Projections (continued)

13	District Stadium at Alder Creek Middle School	-\$5,200,000	Not an original Bond commitment. Moved additional -\$200,000 from Projected Potential Transfer section
14	District Wide Projects	\$530,000	Transferring balance of funds to central reserve for distribution if / as needed versus transferring to individual projects. Accounting for improvements separately.
15	District Wide Projects	-\$530,000	Reestablishing District Wide Projects Budget based upon District security priorities (e.g., District Wide Door Hardware Project).
16	Energy Efficient Measures	\$2,500,000	Transferring funds to central reserve for distribution if / as needed versus transferring to individual projects. Accounting for improvements separately.
17	Estimated Interest Income Associated with both Bond Sales	\$15,000,000	Interest earned on bond funds prior to being expended.
18	Middle School Site Purchase Budget Balance	\$2,242,000	Property was purchased for less than budget amount
19	Milwaukie/El Puente Elementary Schools Additional Classroom	-\$765,000	Moved from Projected Transfer section. Additional scope of work associated with renovations to add a 25th classroom, added scope: e.g. Intercom replacement and replacement of majority of furnishing throughout, added \$300,000 for unknowns/unforeseens and expenses exceeding estimates for additional parking lot and furnishings
20	Milwaukie High School/Milwaukie Academy of The Arts	-\$19,370,000	Construction cost estimates exceed the budget as a result of increased material costs, labor shortages and the general demand for construction resources in the Portland Metro area
21	Mount Scott Elementary School Classroom and Cafeteria Addition / Initial Transfer	-\$524,000	Bid results exceeded budget
22	Mount Scott Elementary School Classroom and Cafeteria Addition / Second Transfer	-\$325,000	Unknown / unforeseen conditions - Underground utilities, agency requirements.
23	New Urban High School	-\$15,161,177	Moved from Projected Potential Transfer section. Construction cost estimates exceed the budget as a result of an increase in scope of work to replace the main building and material costs, labor shortages and the general demand for construction resources in the Portland Metro area. Additional funds added to replace the gym bldg. as part of main bldg. replacement.
24	Oak Grove Elementary School	-\$830,000	Bid results exceeded budget
25	Oregon Trail Elementary School Playground Equipment Replacement	-\$2,280,672	Moved additional \$2,165,000 from Projected Potential Transfer section for additional roof replacement, ceiling tiles, misc. maintenance items, generator, intercom, and misc. improvements.
26	Owen Sabin / Ben Schellenberg Professional Technical Centers / Land Lab / Technology Information Services	-\$4,774,000	Construction cost estimates exceed the budget as a result of an increase in scope of work and material costs, labor shortages and the general demand for construction resources in the Portland Metro area.
27	Property Debt	-\$2,121	Additional unforeseen expenses
28	Reconciliation of initial Bond Sale Amount	-\$373	Adjustment for actual amount of first bond sale in March 2017
29	Rex Putnam High School Student Health Center	-\$361,000	Bid results exceeded budget

Bond Program Reserve Projections (continued)

30	Riverside Elementary School	-\$1,505,000	Moved from Projected Transfer section. Added scope in office renovation, separate office entrance, kitchen and misc. maintenance items. Added \$450,000 for additional required fire sprinkler work
31	Security Cameras and Fencing	\$200,000	Net positive transfer into reserves from Security, Cameras & Fencing line item. Moved -\$1.1 million from Projected Potential Transfer, plus -\$700,000 for Security Task force recommendations, secured entries, and emergency power to essential systems (security, card access, fire, data, cameras, intercom, phones, shelter areas, office power)
32	Seth Lewelling Elementary School	-\$1,250,000	Addition of classroom, consolidation of offices, increased secured pathway scope and modular removed to accommodate Bond requirements
33	Seth Lewelling Elementary School	-\$300,000	Additional scope of work exceeds budget
34	Structured Learning Centers	\$500,000	Transferring funds to central reserve for distribution if / as needed vs. transferring to individual projects. Accounting for improvements separately.
35	Sunnyside Elementary School	-\$2,300,000	Guaranteed Maximum Price exceeds budget
36	Sunnyside Elementary School	-\$600,000	Increase resulted from unforeseen conditions and an increase in project scope. Preliminary amount. Final Payment has not been released to General Contractor.
37	Technology	-\$500,000	Includes funds to purchase and install District wide emergency radio system
38	Transfer additional interest earnings	\$2,000,000	Interest earnings exceeded initial estimates
39	Transportation Financed Funding	\$11,036,100	Moved from Projected Transfer section. Funds financed and repaid with State reimbursements
40	Transportation Site and Facility Improvements	-\$11,036,100	Moved from Projected Transfer section. Transfer financed funding to the Transportation project
41	Transportation Site Acquisition and Facility Improvements	-\$3,000,000	Site Acquisition Budget: \$7 million plus projected \$3 million transfer provides the following: Initial property acquisition (6.1 acres), additional acquisition (2 acres), site improvements to 6.1 acre lot, improvements to building on site and a new modular building. Improvements not currently scheduled or budgeted: Improvements to 2 acre property, repaving 6.1 acre lot and construction of replacement shop.
42	View Acres Elementary School	-\$635,000	\$500,000 previously transferred from Structured Learning Centers Budget for View Acres Learning Center remodel, plus \$135,000 remaining funds needed for second classroom (added scope).
43	Wichita Family Support Center	\$4,107,603	North Clackamas School District no longer owns Wichita. Wichita was sold to North Clackamas Parks & Recreation District
44	Wilbur D. Rowe Middle School	-\$1,840,000	Additional interior improvements required to complete bond requirements
45	Subtotal Program Reserve Transfers	-\$32,788,365	Total of Line 3 to Line 44
46	Subtotal Revised Program Reserve Including Program Reserve Transfers	\$5,522,037	Total of Line 1 + Line 45

Bond Program Reserve Projections (continued)

47	Projected Potential Program Reserve Transfers		
48	Adrienne C. Nelson High School	-\$4,900,000	Construction cost estimates exceed the budget as a result of increased material costs, labor shortages and the general demand for construction resources in the Portland Metro area. Amount reduced from \$23.5 million to \$22.9 million based on positive bid results and Green Energy Technology requirement completed at Sabin Schellenberg project. Transferred \$18 M of the \$22.9 Projected. Remaining balance Projected \$4.9 M.
49	Alder Creek Middle School	-\$750,000	Due to project scope increases and unforeseen conditions. Amount increased from \$550,000 to \$750,000 for additional scope (gym painting, wall pads, replacing classroom projectors with monitors. Final accounting activity underway to confirm actual amount.
50	Ardenwald Elementary School Paved Walking Path	-\$150,000	Added Scope. Amount reduced from \$250,000 to \$150,000.
51	Beatrice Morrow Cannady Elementary School	-\$200,000	Expenses exceeded estimates and added scope for required site drainage
52	Bilquist Elementary School	\$500,000	Expenses anticipated to be less than budget. Balance increased from \$400,000 to \$500,000
53	Bond Management	-\$1,900,000	Preliminary estimate to account for insurance and bond management expenses for additional bond work and schedule (paid for by additional bond funds from interest earnings, premiums, seismic grants, and financing).
54	Clackamas High School East / Phase One	\$250,000	Expenses anticipated to be less than budget. After final invoices paid, forecast changed from \$405,000 to \$250,000
55	Clackamas High School East / Phase Two Additional Scope	-\$750,000	Anticipated scope of work exceeds budget
56	Clackamas High School Student Health Center	-\$500,000	Recent bid results indicate budget may not be adequate to align with 2017 PHS health center costs & inflation
57	Clackamas High School West and Rex Putnam High School Athletic Fields	\$600,000	Preliminary amount. Final Payment has not been released to General Contractor. Expenses anticipated to be less than budget.
58	Facility Operations Phases One and Two	\$500,000	Forecasted balance increased from \$489,000 due to fire insurance reconciliation, audit, and prices less than estimates.
59	Happy Valley Middle School Addition	\$457,000	Expenses anticipated to be less than budget
60	Happy Valley Middle School Improvements & Covered Play	-\$100,000	Scope increase: added hallway access to library classroom
61	Lewelling	-\$70,000	Added scope: Added site drainage, concrete curb, and replaced concrete on site
62	Linwood / Sojourner Elementary Schools	\$980,000	Expenses anticipated to be less than budget.
63	Middle School Covered Play	\$1,500,000	Moved remainder balance into reserves for distribution to schools as needed
64	Milwaukie/El Puente Elementary Schools- Additional Classroom	-\$465,000	Moved to Transfers section Additional scope of work associated with renovations to add a 25th classroom. Changed from -\$225,000 to -\$465,000 for added scope: e.g. Intercom replacement, and replacement of majority of furnishing throughout.

Bond Program Reserve Projections (continued)

65	Milwaukie High School	\$2,500,000	Preliminary estimates show expenses less than budget. Added additional \$1,500,000
66	Oak Grove Elementary School	\$230,000	Expenses anticipated to be less than budget
67	Owen Sabin / Ben Schellenberg Professional Technical Centers / Land Lab / Technology Information Services	-\$2,000,000	Added scope: Technology and Information Services replacement warehouse and ADA elevator. Added -\$700,000 for equipment, furnishings, structural unknowns/unforeseens
68	Rex Putnam High School Stadium Non-Structural Repairs	-\$150,000	Non-structural repairs resulting from review of stadium conditions
69	Riverside Elementary School	-\$1,055,000	Moved to transfer section. Added to scope in office renovation, separate office entrance, kitchen and misc. maintenance items
70	Sale of Property (Adrienne C Nelson HS)	\$480,000	Anticipated revenue from sale of surplus property purchased with Bond Funds. Postponing sale
71	Taxes: Corporate Activities Tax	-\$100,000	Preliminary: TBD. Corporate Activity Tax impacts yet to be determined across current and future projects and not covered in project budgets. Projected to cover potential costs in project budgets. Reduced from \$500,000
72	Transfer from Capital Projects Fund	\$131,000	Partial transfer of bond program's energy incentives and reimbursements from Capital Projects Fund
73	Transportation Shop Financed Funding	\$11,000,000	District financing for Transportation improvements. Majority paid by State reimbursement. Moved to actual transfers. Edit made after 8/19/20 CBOC Mtg.
74	Transportation shop and site improvements	-\$11,000,000	District financing for Transportation improvements. Majority paid by State reimbursement. Moved to actual transfers (edit made after the 8/19/20 CBOC mtg)
75	Wilbur D. Rowe Middle School	\$400,000	Forecasted balance after audit is completed
76	Subtotal Projected Potential Program Reserve Transfers	-\$3,522,000	Total of Line 48 to Line 75
77	Total Program Reserve Transfers and Projected Potential Transfers	-\$36,310,365	Total of Line 45 + Line 76
78	Program Reserve Balance	\$2,000,037	Total of Line 1 + Line 77

Reasons for projects budget increases are typically categorized as: Unknowns, Unforeseens, Increased Scope, Agency Requirements, actual bids exceeded estimates, initial estimates exceed initial budgets.

The following are examples:

Unknowns / Unforeseens: Discovered hazard materials, poor soil conditions, dry rot, bad pipes, or as-built conditions are not as originally designed or specified.

Increased Scope: Additional roofing, asphalt, flooring, painting, door replacements, and/or additional improvements determined by the Bond Steering Committee as a priority and appropriate to complete as part of the project.

Agency Requirements: Often the agency having jurisdiction will require additional improvements after the project has started. These could include adding or changing sidewalks, adding landscaping, adding or changing other electrical, plumbing, carpentry, safety components to the building and/or site.

Completed Projects Update (23 of 41 Projects)

1. Alder Creek Middle School Renovation (stadium field and track replacement scheduled 2021)
 2. Athletic Field Improvements: Clackamas High School
 3. Athletic Field Improvements: Rex Putnam High School
 4. Beatrice Morrow Cannady Elementary School (new)
 5. Bilquist Elementary School Improvements
 6. Clackamas High School East Phase 1 Classroom Addition
 7. Clackamas High School (West) - Front Canopy Repair
 8. District Stadium at Alder Creek Middle School Replacement
 9. Facility Operations Phase 1 & Phase 2 Improvements
 10. Happy Valley Middle School Addition
 11. Linwood / Sojourner Elementary Schools Improvements
 12. Lot Whitcomb Elementary School Renovation
 13. Milwaukie High School Field Improvements (Includes Lake Road Fields and Rowe Middle School Field)
 14. Mount Scott Elementary Classroom and Cafeteria Addition
 15. Mount Scott Elementary School Improvements
 16. Oak Grove Elementary School Improvements
 17. Rex Putnam High School Improvements (stadium field and track replacement scheduled 2021)
 18. Rex Putnam Student Health Center
 19. Seth Lewelling Elementary School Improvements
 20. Sunnyside Elementary School Renovation
 21. Transportation Facility Improvements Phase 1 Improvements
 22. Verne Duncan Elementary School Improvements
 23. Wilbur Rowe Middle School Renovation
- Transportation Facility Improvements Phase 2 (Elevator)
- Security Fencing
- Security Door Hardware (for Lockdowns)
- Property Acquisition:
- 1.Future Middle School Property near Rock Creek Middle School
 - 2.Hood View Park (for Adrienne C. Nelson High School)
 - 3.Transportation Properties (phase 1 and phase 2)

Projects Exceeding Commitments

Progress on 2019/2020 Projects in Construction (9 of 41 Projects)

1. Adrienne C. Nelson High School
2. Milwaukie El Puente Elementary School Renovation
3. Milwaukie High School/Milwaukie Academy of The Arts Replacement & Renovation
4. New Urban High School Replacement
5. Oregon Trail Elementary School Improvements
6. Owen Sabin/Ben Schellenberg Professional Technical Center/Land Lab/Technology Information Services Renovations
7. **Riverside Elementary School Improvements**
8. **Transportation Facility Phase 3A (Site work & new driveway)**
9. **View Acres Elementary School Improvements**

In addition, phases of projects also in construction:

Secured Entries at middle schools and elementary schools

Emergency Power Project

Clackamas High School Stadium Field Turf and Track Replacement

Adrienne C. Nelson High School

- Convert Existing Middle School to a High School
- 16 Additional Classrooms
- Gym
- Theater
- Wrestling Room
- Weight Room
- Athletic Facilities
- Stadium

Construction Start: June 2019
Construction Completion: August 2021



Milwaukie High School/Milwaukie Academy of The Arts

Construction Start: March 2018
Construction Completion: Fall 2020

- ❑ Renovate and Replace the main building
- ❑ Unfunded Maintenance
- ❑ Seismic Improvements
- ❑ Renovate Support Areas, Cafeteria, Kitchen



Milwaukie El Puente Elementary School

Construction Start: June 2019

Construction Completion: October 2020

- ❑ Major Renovation
- ❑ Security Cameras
- ❑ Security Fencing
- ❑ Upgrade Security System
- ❑ Secure Passageway
- ❑ Technology Infrastructure
- ❑ Unfunded Maintenance
- ❑ Parking Lot Repairs



New Urban High School

- ❑ Major Renovation
- ❑ Seismic Improvements
- ❑ Fire Sprinkler System
- ❑ Kitchen Renovation
- ❑ Unfunded Maintenance



Construction Start: May 2020
 Construction Completion: September 2021

Oregon Trail Elementary School

- ❑ Kitchen Renovation
- ❑ Unfunded Maintenance
- ❑ Intercom Replacement



Construction Start: June 2020
Construction Completion: September 2020

Owen Sabin/Ben Schellenberg Professional Technical Center/ Land Lab/Technology Information Services

- ❑ Major Renovation
- ❑ Seismic Improvement
- ❑ Fire Sprinkler System
- ❑ Technology Access
- ❑ Unfunded Maintenance



Construction Start: March 2019
Construction Completion: September 2020



Riverside Elementary School

- Entry Security
- Fire Sprinkler System
- Unfunded Maintenance
- Kitchen Renovation
- Roof Replacement



Construction Start: June 2020
Construction Completion: September 2020



Transportation Facility Improvements Phase 3

Construction Start: Spring 2020

Construction Completion: Winter 2021

- Phase 3A (Spring - Summer 2020): New driveway, asphalt improvements
- Phase 3B (Spring 2021- Winter 2021): New shop building



View Acres Elementary School

- New Classroom
- Kitchen Renovation
- Fire Sprinkler System
- Unfunded Maintenance



Construction Start: June 2020
Construction Completion: September 2020

Clackamas High School Stadium Field Turf & Track Replacement

- Field Turf Replacement
- Track Resurfacing



Construction Start: April 2020
Construction Completion: July 2020

Progress on 2019/2020 Projects in Design (9 of 41 Projects)

1. **Ardenwald Elementary School Improvements**
 2. Clackamas High School East Improvements Phase 2
 3. Clackamas High School West Improvements
 4. Clackamas High School West Student Health Center Addition
 5. Happy Valley Elementary School Improvements
 6. Happy Valley Middle School Improvements
 7. **Hector Campbell Elementary School Improvements**
 8. **Scouters Mountain Elementary School Improvements**
 9. Spring Mountain Elementary School Improvements
- *Transportation Facility Phase 3B (Site work & new shop)**

Future Projects 2020/2021

1. **Miscellaneous small projects (TBD)**
2. **Warranty phase / work**
3. **Project and program closeout process and documentation**



**North Clackamas School District
Bond Program Status Report
August 19, 2020**

Total Bond Budget	\$518,782,614	100% of total bond budget
Total Spent	\$364,706,669	70% of total bond budget spent
Total Spent & Committed	\$462,287,149	89% of total bond budget spent & committed
Total Budget Remaining (unspent and uncommitted)	\$56,495,466	11% of total bond budget unspent & uncommitted
Time Completed of Bond Program	45 of 65+ months of bond Program	69% of total time of bond program completed
Projects Completed	23 of 41	56% of total number of projects completed
Percent of Commitments Fulfilled with Completed Projects	100%	100% of commitments completed on projects
Projects in Construction	9 of 41	22% of total number of projects currently in construction
Projects in Design	9 of 41	22% of total number of projects in design
Projects Remaining to Start Design	0 of 41	0% of total number of projects remaining to start design
Properties Purchased	4 of 4	100% of properties to be purchased are purchased

* Budget as of 6/30/2020

Inclusion and Diversity in Contracting August 19, 2020

Consultants Summary

COBID # of Consultants by Project	39
Total # of Consultants by Project	174
% of # of COBID Consultants	22.4%
Total COBID Consultant Contract Value	\$7,751,128
Total Consultant Contract Value by Project	\$41,763,748
COBID % Consultant Contract Value by Project	18.6%

Contractors Summary

COBID # of Contractors by Project	106
Total # of Contractors by Project	701
% of # of COBID Contractors	15.1%
Total COBID Contractor Contract Value	\$25,221,843
Total Contractor Contract Value by Project	\$354,200,860
COBID % Contractor Contract Value by Project	7.1%

COBID - Certification Office for Business Inclusion and Diversity

WBE - Women Business Enterprise

ESB - Emerging Small Business

MBE - Minority Business Enterprise

SDVBE - Service Disabled Veteran Business Enterprise

DBE - Disadvantaged Business Enterprise

Bond Program Summary (Consultants and Contractors Combined)

COBID # of Firms by Project	145
Total # of Firms by Project	875
% of # of COBID Firms	17%
Total COBID Firms Contract Value by Project	\$32,972,971
Total Firms Contract Value by Project	\$395,964,608
COBID % Firms Contract Value by Project	8.3%

North Clackamas School District
 November 2016 Bond Measure
 Project Schedule Update
 August 19, 2020 (Red font indicates changes since the May 20, 2020 Community Bond Oversight Committee report)

School / Project	Design Start	Construction Start	Construction Completion	Comments
Projects Completed				
1 Alder Creek Middle School Improvements	February 2017	April 2018	September 2019	
2 Athletic Fields / Clackamas High School Improvements	June 2017	June 2018	Fall 2018	
3 Athletic Fields / Rex Putnam High School Improvements	June 2017	June 2018	Fall 2018	
4 Beatrice Morrow Cannady Elementary School	January 2017	April 2018	August 2019	
5 Bilquist Elementary School Improvements	June 2018	June 2019	September 2019	
6 Clackamas High School East / Phase One Classroom Addition	January 2017	August 2017	May 2018	
7 Clackamas High School -West Canopy Repair	June 2018	June 2019	September 2021	
8 District Stadium at Alder Creek Middle School Replacement	Winter 2017	Spring 2018	Fall 2018	
9 Facility Operations (Fire Restoration) Phase 1 & 2 Improvements	March 2017	March 2017	January 2018	
10 Happy Valley Middle School Classroom Addition	September 2016	June 2017	March 2018	
11 Linwood / Sojourner Elementary Schools Improvements	May 2018	May 2019	September 2019	
12 Lot Whitcomb Elementary School Improvements and Additions	January 2017	January 2018	September 2018	
13 Milwaukie High School / Lake Road Athletic Fields Renovations	June 2017	June 2018	Winter 2019	
14 Mount Scott Elementary School Classroom and Cafeteria Addition	September 2016	June 2017	January 2018	
15 Mount Scott Elementary School Improvements	May 2017	May 2018	December 2018	
16 Oak Grove Elementary School Improvements	April 2017	June 2018	December 2018	
17 Rex Putnam High School Improvements (Stadium field & Track 2021)	January 2018	June 2019	September 2019	
18 Rex Putnam High School Health Center Addition	September 2016	May 2017	November 2017	
19 Seth Lewelling Elementary School Improvements and Addition	April 2017	June 2018	February 2019	
20 Sunnyside Elementary School Improvements	January 2017	April 2018	February 2019	
21 Transportation Facility Improvements Phase 1	Winter 2017	Winter 2018	October 2018	
22 Verne A. Duncan Elementary School Improvements	June 2018	October 2018	March 2019	
23 Wilbur D. Rowe Middle School and Field Improvements	May 2017	June 2018	October 2019	
* Transportation Facility Improvements Phase 2 (Elevator)	March 2018	May 2019	Winter 2020	
Projects In Construction				
24 Adrienne C. Nelson High School	June 2017	June 2019	August 2021	
25 Milwaukie / El Puente Elementary Schools	June 2018	June 2019	October 2020	
26 Milwaukie High School/Milwaukie Academy of The Arts	December 2016	March 2018	Summer 2020	School building scheduled substantial completion: Summer 2020. Stadium track & field changed from December 2020 to Summer 2020.
27 New Urban High School Replacement	December 2018	May 2020	September 2021	
28 Oregon Trail Elementary School Improvements	June 2019	May 2020	September 2020	
29 Owen Sabin/Ben Schellenberg Professional Technical Center/Land Lab Improvements/Technology Information Services	January 2018	March 2019	September 2020	Added phased substantial completion dates. Last portion of work substantially complete Winter 2020
30 Riverside Elementary School Improvements	June 2019	June 2020	September 2020	Moved from Projects in Design to Projects in Construction
31 Transportation Facility Phase 3A (Site work & new driveway)	March 2018	Spring 2020	Summer 2020	Moved from Projects in Design to Projects in Construction. Changed completion date from Winter 2020 to Summer 2020.
32 View Acres Elementary School Improvements	June 2019	June 2020	September 2020	Moved from Projects in Design to Projects in Construction
Projects In Design				
33 Ardenwald Elementary School Improvements	June 2020	June 2021	September 2021	Moved from Future Projects to Projects in Design
34 Clackamas High School Improvements: Phase 2 - East	May 2020	May 2021	September 2021	
35 Clackamas High School Improvements - West	May 2020	May 2021	September 2021	
36 Clackamas High School Student Health Center Addition - West	May 2020	May 2021	September 2021	
37 Happy Valley Elementary School Improvements	May 2020	May 2021	September 2021	
38 Happy Valley Middle School Improvements	May 2020	May 2021	September 2021	
39 Hector Campbell Elementary School Improvements	June 2020	June 2021	September 2021	Moved from Future Projects to Projects in Design
40 Scouters Mountain Elementary School Improvements	June 2020	June 2021	September 2021	Moved from Future Projects to Projects in Design
41 Spring Mountain Elementary School Improvements	May 2020	June 2021	September 2021	
* Transportation Facility Phase 3B (Site work & new shop)	March 2018	Spring 2021	Fall 2021	* Project in 2 phases to accommodate school bus services
Future Projects				
Miscellaneous small projects (TBD)	TBD	TBD	TBD	
Warranty phase / work				Until 12 months after substantial completion

Corporate Activity Tax (CAT) Potential Impacts

August 19, 2020

1. The CAT law (HB 3427) was passed by the Oregon Senate and enacted May 16, 2019
2. The CAT is effective January 1, 2020
3. The CAT creates a "Fund for Student Success" that is separate and distinct from the state's general fund
4. The CAT is 0.57% x (gross billings (sales) less 35% of allowable inputs [goods or labor])
5. We are seeing proposed effective tax rates from contractors of 0.38% to 0.45%.
6. The CAT is structured to compound or “pyramid” through the stages of production.
7. At each stage, another tax is levied on the seller’s gross receipts, which compounds the effective tax paid. As an extreme example:
 - a. Logger sells logs to lumber yard (increases price to account for CAT expense)
 - b. Lumber yard makes boards and sells to retail (increases price to account for increased cost and their CAT expense)
 - c. Retail sells to subcontractor (increases price to account for increased cost and their CAT expense)
 - d. Subcontractor sells to General Contractor (increases price to account for increased cost and their CAT expense)
 - e. General Contractor sells to school district (increases price to account for increased cost and their CAT expense)
8. Companies may choose to not increase costs to account for their additional fraction of a percent increase in costs, but as an example: A 0.40% to 1.0% CAT on \$100 million of construction is \$400,000 to \$1 million of increased costs to NCS D
9. We are currently budgeting the CAT impact at 1% on projects and carrying ~~\$500,000~~ \$100,000 in Reserves as a contingency for the potential impact to the bond program
10. **Based on initial invoices from contractors, we are forecasting a total potential CAT expense of \$976,000. We currently are forecasted to have adequate funds budgeted in our projects to cover this potential expense (including forecasted legal expenses).**
11. At this time, the district’s stance is the tax is not something contractors can invoice for on existing projects, but each situation will be reviewed individually with outside legal and accounting support as needed
12. The impact (if any) on each existing project will depend on many factors. For example:
 - a. Date bid was received
 - b. Date contract was executed
 - c. Specific contract language
 - d. Specific bid/ proposal exclusions noted
 - e. Back-up justification and documentation
 - f. Legal interpretations
13. Future bids may have the CAT cost impact built into the bid and so we will not know if the bid price was increased due to the CAT.

North Clackamas School District
Bond Program
Program Reserve Budget
August 19, 2020

This document tracks and forecasts the bond program reserve (AKA program contingency). The program reserve provides funds for added scope of work, unknown and unforeseen conditions, and costs that exceed estimates. It is anticipated that most projects will receive an allocation from the reserve. It accounts for: (1) Actual transfers to and from the reserve to projects (2) Projected potential transfers to and from the reserve (3) Projected potential additional resources to the reserve. In general, forecasts are only on projects in the planning or construction phases, so the list of Projected transfers will grow in the future. The information on this document will change frequently as more information is known. **RED FONT INDICATES A REVISION FROM THE MAY 20, 2020 PROGRAM RESERVE DOCUMENT PROVIDED TO THE COMMUNITY BOND OVERSIGHT COMMITTEE.**

	Project / Item	Total	Comments
1	Original Program Reserve (May 21, 2018 Budget)	\$38,310,402	
2	Program Reserve Transfers:		
3	Additional Premiums not Captured from First Bond Sale	\$870,341	
4	Adrienne C. Nelson High School	-\$18,000,000	Transfer \$18 M of \$22.9 M of the previously Projected Transfer. Balance of \$4.9 M remains as a Projected Transfer. Construction cost estimates exceed the budget as a result of increased material costs, labor shortages and the general demand for construction resources in the Portland Metro area. Amount reduced from \$23.5 million to \$22.9 million based on positive bid results and Green Energy Technology requirement completed at Sabin Schellenberg project.
5	Adrienne C. Nelson High School Site Acquisition	\$1,611,919	Property was purchased for less than budget amount
6	Alder Creek Middle School	-\$1,500,000	Guaranteed Maximum Price exceeds budget. Correction: Transfer included additional \$500,000 for covered play structure. Changed from \$-1,000,000 to \$1,500,000 to reflect actual transfer
7	Americans with Disabilities Act	\$4,000,000	Transferring funds to central reserve for distribution if / as needed versus transferring to individual projects. Accounting for improvements separately.
8	Beatrice Morrow Cannady Elementary School	\$4,773,427	Surplus includes a savings of \$3,073,427 from bid results and a \$2,000,000 savings associated with a reduction in Project contingencies. Moved additional -\$300,000 from Projected Potential Transfer section.
9	Bond Management Budget	-\$4,808,858	Insurance program and bond sales costs not in previous budget
10	Bond Premiums Associated with Second Bond Sale	\$16,086,546	
11	Clackamas High School East / Phase One	-\$1,348,000	Addition of two classrooms, toilet room and corridor
12	Middle School Covered Play Structures	\$500,000	Transferred \$500,000 from Middle School Covered Play Structures to Reserves (for Alder Creek Middle School)

13	District Stadium at Alder Creek Middle School	-\$5,200,000	Not an original Bond commitment. Moved additional -\$200,000 from Projected Potential Transfer section
14	District Wide Projects	\$530,000	Transferring balance of funds to central reserve for distribution if / as needed versus transferring to individual projects. Accounting for improvements separately.
15	District Wide Projects	-\$530,000	Reestablishing District Wide Projects Budget based upon District security priorities (e.g., District Wide Door Hardware Project).
16	Energy Efficient Measures	\$2,500,000	Transferring funds to central reserve for distribution if / as needed versus transferring to individual projects. Accounting for improvements separately.
17	Estimated Interest Income Associated with both Bond Sales	\$15,000,000	Interest earned on bond funds prior to being expended.
18	Middle School Site Purchase Budget Balance	\$2,242,000	Property was purchased for less than budget amount
19	Milwaukie/El Puente Elementary Schools Additional Classroom	-\$765,000	Moved from Projected Transfer section. Additional scope of work associated with renovations to add a 25th classroom, added scope: e.g. Intercom replacement and replacement of majority of furnishing throughout, added \$300,000 for unknowns/unforeseens and expenses exceeding estimates for additional parking lot and furnishings
20	Milwaukie High School/Milwaukie Academy of The Arts	-\$19,370,000	Construction cost estimates exceed the budget as a result of increased material costs, labor shortages and the general demand for construction resources in the Portland Metro area
21	Mount Scott Elementary School Classroom and Cafeteria Addition / Initial Transfer	-\$524,000	Bid results exceeded budget
22	Mount Scott Elementary School Classroom and Cafeteria Addition / Second Transfer	-\$325,000	Unknown / unforeseen conditions - Underground utilities, agency requirements.
23	New Urban High School	-\$15,161,177	Moved from Projected Potential Transfer section. Construction cost estimates exceed the budget as a result of an increase in scope of work to replace the main building and material costs, labor shortages and the general demand for construction resources in the Portland Metro area. Additional funds added to replace the gym bldg. as part of main bldg. replacement.
24	Oak Grove Elementary School	-\$830,000	Bid results exceeded budget
25	Oregon Trail Elementary School Playground Equipment Replacement	-\$2,280,672	Moved additional \$2,165,000 from Projected Potential Transfer section for additional roof replacement, ceiling tiles, misc. maintenance items, generator, intercom, and misc. improvements.
26	Owen Sabin / Ben Schellenberg Professional Technical Centers / Land Lab / Technology Information Services	-\$4,774,000	Construction cost estimates exceed the budget as a result of an increase in scope of work and material costs, labor shortages and the general demand for construction resources in the Portland Metro area.
27	Property Debt	-\$2,121	Additional unforeseen expenses
28	Reconciliation of initial Bond Sale Amount	-\$373	Adjustment for actual amount of first bond sale in March 2017
29	Rex Putnam High School Student Health Center	-\$361,000	Bid results exceeded budget

30	Riverside Elementary School	-\$1,505,000	Moved from Projected Transfer section. Added scope in office renovation, separate office entrance, kitchen and misc. maintenance items. Added \$450,000 for additional required fire sprinkler work
31	Security Cameras and Fencing	\$200,000	Net positive transfer into reserves from Security, Cameras & Fencing line item. Moved -\$1.1 million from Projected Potential Transfer, plus -\$700,000 for Security Task force recommendations, secured entries, and emergency power to essential systems (security, card access, fire, data, cameras, intercom, phones, shelter areas, office power)
32	Seth Lewelling Elementary School	-\$1,250,000	Addition of classroom, consolidation of offices, increased secured pathway scope and modular removed to accommodate Bond requirements
33	Seth Lewelling Elementary School	-\$300,000	Additional scope of work exceeds budget
34	Structured Learning Centers	\$500,000	Transferring funds to central reserve for distribution if / as needed vs. transferring to individual projects. Accounting for improvements separately.
35	Sunnyside Elementary School	-\$2,300,000	Guaranteed Maximum Price exceeds budget
36	Sunnyside Elementary School	-\$600,000	Increase resulted from unforeseen conditions and an increase in project scope. Preliminary amount. Final Payment has not been released to General Contractor.
37	Technology	-\$500,000	Includes funds to purchase and install District wide emergency radio system
38	Transfer additional interest earnings	\$2,000,000	Interest earnings exceeded initial estimates
39	Transportation Financed Funding	\$11,036,100	Moved from Projected Transfer section. Funds financed and repaid with State reimbursements
40	Transportation Site and Facility Improvements	-\$11,036,100	Moved from Projected Transfer section. Transfer financed funding to the Transportation project
41	Transportation Site Acquisition and Facility Improvements	-\$3,000,000	Site Acquisition Budget: \$7 million plus projected \$3 million transfer provides the following: Initial property acquisition (6.1 acres), additional acquisition (2 acres), site improvements to 6.1 acre lot, improvements to building on site and a new modular building. Improvements not currently scheduled or budgeted: Improvements to 2 acre property, repaving 6.1 acre lot and construction of replacement shop.
42	View Acres Elementary School	-\$635,000	\$500,000 previously transferred from Structured Learning Centers Budget for View Acres Learning Center remodel, plus \$135,000 remaining funds needed for second classroom (added scope).
43	Wichita Family Support Center	\$4,107,603	North Clackamas School District no longer owns Wichita. Wichita was sold to North Clackamas Parks & Recreation District
44	Wilbur D. Rowe Middle School	-\$1,840,000	Additional interior improvements required to complete bond requirements
45	Subtotal Program Reserve Transfers	-\$32,788,365	Total of Line 3 to Line 44
46	Subtotal Revised Program Reserve Including Program Reserve Transfers	\$5,522,037	Total of Line 1 + Line 45

47	Projected Potential Program Reserve Transfers		
48	Adrienne C. Nelson High School	-\$4,900,000	Construction cost estimates exceed the budget as a result of increased material costs, labor shortages and the general demand for construction resources in the Portland Metro area. Amount reduced from \$23.5 million to \$22.9 million based on positive bid results and Green Energy Technology requirement completed at Sabin Schellenberg project. Transferred \$18 M of the \$22.9 Projected. Remaining balance Projected \$4.9 M.
49	Alder Creek Middle School	-\$750,000	Due to project scope increases and unforeseen conditions. Amount increased from \$550,000 to \$750,000 for additional scope (gym painting, wall pads, replacing classroom projectors with monitors. Final accounting activity underway to confirm actual amount.
50	Ardenwald Elementary School Paved Walking Path	-\$150,000	Added Scope. Amount reduced from \$250,000 to \$150,000.
51	Beatrice Morrow Cannady Elementary School	-\$200,000	Expenses exceeded estimates and added scope for required site drainage
52	Bilquist Elementary School	\$500,000	Expenses anticipated to be less than budget. Balance increased from \$400,000 to \$500,000
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54	Clackamas High School East / Phase One	\$250,000	Expenses anticipated to be less than budget. After final invoices paid, forecast changed from \$405,000 to \$250,000
55	Clackamas High School East / Phase Two Additional Scope	-\$750,000	Anticipated scope of work exceeds budget
56	Clackamas High School Student Health Center	-\$500,000	Recent bid results indicate budget may not be adequate to align with 2017 PHS health center costs & inflation
57	Clackamas High School West and Rex Putnam High School Athletic Fields	\$600,000	Preliminary amount. Final Payment has not been released to General Contractor. Expenses anticipated to be less than budget.
58	Facility Operations Phases One and Two	\$500,000	Forecasted balance increased from \$489,000 due to fire insurance reconciliation, audit, and prices less than estimates.
59	Happy Valley Middle School Addition	\$457,000	Expenses anticipated to be less than budget
60	Happy Valley Middle School Improvements & Covered Play	-\$100,000	Scope increase: added hallway access to library classroom
61	Lewelling	-\$70,000	Added scope: Added site drainage, concrete curb , and replaced concrete on site
62	Linwood / Sojourner Elementary Schools	\$980,000	Expenses anticipated to be less than budget.
63	Middle School Covered Play	\$1,500,000	Moved remainder balance into reserves for distribution to schools as needed
64	Milwaukie/El Puente Elementary Schools- Additional Classroom	-\$465,000	Moved to Transfers section Additional scope of work associated with renovations to add a 25th classroom. Changed from -\$225,000 to -\$465,000 for added scope: e.g. Intercom replacement, and replacement of majority of furnishing throughout

65	Milwaukie High School	\$2,500,000	Preliminary estimates show expenses less than budget. Added additional \$1,500,000
66	Oak Grove Elementary School	\$230,000	Expenses anticipated to be less than budget
67	Owen Sabin / Ben Schellenberg Professional Technical Centers / Land Lab / Technology Information Services	-\$2,000,000	Added scope: Technology and Information Services replacement warehouse and ADA elevator. Added -\$700,000 for equipment, furnishings, structural unknowns/unforeseens
68	Rex Putnam High School Stadium Non-Structural Repairs	-\$150,000	Non-structural repairs resulting from review of stadium conditions
69	Riverside Elementary School	-\$1,055,000	Moved to transfer section. Added to scope in office renovation, separate office entrance, kitchen and misc. maintenance items
70	Sale of Property (Adrienne C Nelson HS)	\$4800000	Anticipated revenue from sale of surplus property purchased with Bond Funds. Postponing sale
71	Taxes: Corporate Activities Tax	-\$100,000	Preliminary: TBD. Corporate Activity Tax impacts yet to be determined across current and future projects and not covered in project budgets. Projected to cover potential costs in project budgets. Reduced from \$500,000
72	Transfer from Capital Projects Fund	\$131,000	Partial transfer of bond program's energy incentives and reimbursements from Capital Projects Fund
73	Transportation Shop Financed Funding	\$11,000,000	District financing for Transportation improvements. Majority paid by State reimbursement. Moved to actual transfers. Edit made after 8/19/20 CBOC Mtg.
74	Transportation shop and site improvements	-\$11,000,000	District financing for Transportation improvements. Majority paid by State reimbursement. Moved to actual transfers (edit made after the 8/19/20 CBOC mtg)
75	Wilbur D. Rowe Middle School	\$400,000	Forecasted balance after audit is completed
76	Subtotal Projected Potential Program Reserve Transfers	-\$3,522,000	Total of Line 48 to Line 75
77	Total Program Reserve Transfers and Projected Potential Transfers	-\$36,310,365	Total of Line 45 + Line 76
78	Program Reserve Balance	\$2,000,037	Total of Line 1 + Line 77

Reasons for projects budget increases are typically categorized as: Unknowns, Unforeseens, Increased Scope, Agency Requirements, actual bids exceeded estimates, initial estimates exceed initial budgets.

The following are examples:

Unknowns / Unforeseens: Discovered hazard materials, poor soil conditions, dry rot, bad pipes, or as-built conditions are not as originally designed or specified.

Increased Scope: Additional roofing, asphalt, flooring, painting, door replacements, and/or additional improvements determined by the Bond Steering Committee as a priority and appropriate to complete as part of the project.

Agency Requirements: Often the agency having jurisdiction will require additional improvements after the project has started. These could include adding or changing sidewalks, adding landscaping, adding or changing other electrical, plumbing, carpentry, safety components to the building and/or site.

Bond Improvements that Exceeded Bond Commitments Made to the Community as of August 19, 2020

Adrienne C Nelson High School (Conversion of Rock Creek Middle School):

- Purchased Hood View Park (baseball and softball fields complex) from North Clackamas Parks & Recreation District
- Additional seismic structural hardening (Seismic Category 4: critical / essential buildings) in at least the gym, locker room areas, and additional infrastructure to provide immediate occupancy and emergency shelter services in the event of a major earthquake.

Alder Creek Middle:

- Renovated classroom wings A, B, C & D vs. Commitment of “Renovate E & F wings”
- Replaced and improved parking lot vs. Commitment of “Pavement Repairs”
- Replaced PE Lockers
- Completed seismic improvements in the hallways
- Upgraded common areas (student locker areas)

Ardenwald Elementary School:

- Constructing a walk path

Beatrice Morrow Cannady:

- Additional seismic structural hardening (Seismic Category 4: critical / essential buildings) in at least the cafeteria, kitchen, adjacent restrooms, and additional infrastructure to provide immediate occupancy and emergency shelter services in the event of a major earthquake
- Adding additional parking lot (above standards) to accommodate lack of street / community parking around the school

Bilquist Elementary School:

- Constructed a walk path

Clackamas High School - West:

- Added drainage in the Javelin throwing area
- Installed new replacement scoreboard and new outfield sod for varsity softball
- Constructed new athletic equipment storage building vs. commitment of creating “Storage under bleachers”
- Constructed new restroom building for varsity softball

District Stadium (at Alder Creek Middle School):

- Replaced stadium (bleachers, concessions, restrooms, pressbox, ticketbooth)

District Wide Projects:

- Emergency Power Upgrades: Improved emergency power connectivity to essential systems (e.g. security cameras, intercoms, phones, data, security, security card access, fire alarms, essential lights and outlets), replaced generators and added generators as needed
- Replaced door hardware (locks) district-wide to safely facilitate emergency lockdowns
- Installed security perimeter fencing
- Installed / installing “secured entry” (“buzzer/doorbell”) systems at elementary schools and middle schools

Lewelling Elementary School:

- Constructed music room addition (replaced modular classroom)

Milwaukie El Puente Elementary School:

- Created additional classroom
- Created additional parking
- Adding outdoor Futsol (soccer) court
- Replacing playground equipment
- Replacing furniture

Milwaukie High School:

- Constructed a coffee shop in the commons (used as a hands-on teaching space)
- Constructed a large retaining wall behind visitor bleachers to stabilize the eroding bank vs. Commitment “Re-landscape Bank Above Track”
- Installed synthetic turf outfields (vs. infields only), new restrooms / locker rooms / concessions building for varsity softball and baseball
- Installed new heating / ventilating / cooling system, new LED lights, and paint in main gym
- Painted, replaced seats, replaced boards as needed on stadium
- Replaced furniture in new areas
- Two new parking lots
- Multiple art and historic installations
- Additional seismic structural hardening (Seismic Category 4: critical / essential buildings) in at least the commons/cafeteria, kitchen, adjacent restrooms, and additional infrastructure to provide immediate occupancy and emergency shelter services in the event of a major earthquake

Mount Scott Elementary School:

- Renovated kindergarten room

New Urban High School:

- Replacing entire main building and gym building vs. Commitment “Major Renovation”

- Replaced exterior sewer and water lines
- Replacing furniture in new areas
- Additional seismic structural hardening (Seismic Category 4: critical / essential buildings level) in at least the commons/cafeteria, kitchen, and additional infrastructure to provide immediate occupancy and emergency shelter services in the event of a major earthquake

Oregon Trail Elementary School:

- Replaced playground equipment
- Replaced parking lot vs. Commitment “Pavement Maintenance”
- Added sidewalks for exiting
- Improved front entry canopy
- Reroofed entire building vs. Commitment “Reroof Sections of Building”

Rex Putnam High School:

- Improved grades, added outfield drainage, replaced sod at varsity baseball field
- Improved drainage and replaced sod at varsity softball field
- Improved grades and added drainage at soccer field
- Replaced press box at varsity baseball field vs. Commitment “Relocate Press Box”
- Replaced ticket building
- Added varsity softball pressbox
- Added storage building for Varsity Softball

Owen Sabin / Ben Schellenberg Professional Technical Center - Land Lab

- Replaced sheep barn vs. Commitment “Reconstruct Sheep Barn”

Owen Sabin/Ben Schellenberg Professional Technical Center - North Campus

- Created new outdoor covered student laboratory space adjacent to shops
- Relocated Technology & Information Services (TIS) department and district server room to the old administration building and converted TIS space to new classrooms for PACE (moved from modular classrooms)
- Improved old administration building for TIS department and district server room, and added new TIS warehouse building
- Improved modulares for forestry program
- Provided and/or replaced equipment and furniture

Owen Sabin/Ben Schellenberg Professional Technical Center - South Campus

- Installing solar panels on roof and providing student learning solar panel(s) and kiosk (summer 2020)

Sunnyside Elementary School:

- Added 4 new classrooms and removed modular classrooms
- Replaced boiler

- Improved site access and completed parking lot upgrades

Transportation Department:

In addition to the Commitment “Relocation initial investment (property & improvements),” the district was also able to complete the following projects to enable relocating the Transportation department as part of the 2016 Bond Program:

- Remodeled existing office building at the new site for Transportation services
- Provided additional building at the new site for drivers and offices
- Provided new furniture
- Improved and built new additional parking and add second bus driveway
- Building a new bus maintenance shop (scheduled for summer/fall 2021) to enable consolidation of bus shop services onsite. (Financed project paid for by State reimbursements)

View Acres Elementary:

- Added 2 new classrooms vs. Bond Commitment “Add [1] Classroom”
- Renovated / improved classrooms in the basement
- Removed underground oil tank
- Replaced 2 boilers vs. Bond Commitment “Replace Boiler”
- Constructed walk path

Whitcomb Elementary School:

- Added new 4 classrooms (to replace modular classrooms)
- Improved existing parking lot
- Constructed additional parking lot

QUARTERLY FINANCIAL REPORT

REPORT
Agenda Item #6
August 27, 2020

SUPERINTENDENT'S RECOMMENDATION:

Information presented for review and discussion.

BACKGROUND:

Financial Highlights:

For 2019-20 the district finished the year with a General Fund ending fund balance of \$23.4 million, or 10.19% of revenues. The district is in a good financial position as we end the 2019-2020 fiscal year due to increased state funding and our tremendous community support with the local option levy.

Property taxes were \$1 million under budget due to lower prior year tax collections. As current year collection rates increase, we receive fewer dollars from prior years. However, the Local Option Levy came in very close to budget.

Our State School Fund estimates are up slightly from budget due to increased teacher experience over the state average and enrollment stabilization. We had an increase of \$1.9 million in our May payment for the final 2018-19 SSF payment. Other revenues reflect losses due to the Covid-19 closure. These include reduced fees collected from spring sports and activities and other miscellaneous revenues.

Expenditures came in lower due to savings from the closure for Covid-19. We did not need to make the transfer of \$1 million to the Nutrition Services fund as we were able to move expenditures from the Nutrition Services fund directly into the CARES Act fund at the end of the year.

Investment Report:

Investment of Funds is outlined in 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 1.0% as of July 23, 2020, down from 1.75% on April 02, 2020.

In accordance with board policy DFA and DFA-AR Investment of Funds, attached is the quarterly report containing information about the investment portfolio as of June 30, 2020.

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 \$311.4 million at a weighted average nominal rate of return of 1.27%. 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, 2020, all categories were in compliance with Board Policy. This report also provides the weighted average yield by issuer.

The Investments by Fund and Maturity Date attachment lists the details on each fixed income investment subtotaled by Fund as required by Board Policy.

ATTACHMENTS:

Quarterly Financial Report

Investment Portfolio Summary

Investments by Fund and Maturity Date

PRESENTER / STAFF CONTACT:

Gayellyn Jacobson, Chief Financial Officer

North Clackamas School District No. 12
Quarterly Financial Report
General Fund
For the Period Ended June 30, 2020

	Budget	2019 - 2020 Activity			
	Adopted Budget 2019-20	YTD Actuals Through 6-30-2020	Encumbrances Through 6-30-2020	Actuals Including Encumbrances	Prior Forecast Through 6-30-2020
REVENUES:					
Beginning Fund Balance (BFB)	\$ 18,382,730	\$ 19,505,654	\$ -	\$ 19,505,654	\$ 19,505,654
State School Fund:					
State Funds	106,859,183	110,025,022	-	110,025,022	110,587,907
Property Taxes	71,665,000	68,986,392	-	68,986,392	70,000,000
Local Option Levy	18,637,557	18,305,129	-	18,305,129	18,500,000
Federal Forest Fees	90,000	-	-	-	30,000
Common School Fund	1,641,767	1,558,981	-	1,558,981	1,641,767
County School Fund	5,000	5,577	-	5,577	5,000
High Cost Disability Grant	1,200,000	1,441,591	-	1,441,591	1,200,000
Investment Earnings	1,100,000	1,195,456	-	1,195,456	1,100,000
Intermediate Sources-CESD	2,875,075	2,669,849	-	2,669,849	2,875,075
Other Services and Fees	3,333,727	3,961,340	-	3,961,340	2,800,000
Transfers-in	1,400,000	1,400,000	-	1,400,000	1,400,000
Subtotal Revenues excluding BFB	\$ 208,807,309	\$ 209,549,337	\$ -	\$ 209,549,337	\$ 210,139,749
Total Revenues including BFB	\$ 227,190,039	\$ 229,054,991	\$ -	\$ 229,054,991	\$ 229,645,403
EXPENDITURES:					
Salaries	\$ 103,678,097	\$ 103,631,171	\$ -	\$ 103,631,171	\$ 103,228,097
Benefits	70,054,085	68,205,305	-	68,205,305	69,000,000
Purchased Services	23,753,202	23,622,968	-	23,622,968	23,750,000
Supplies & Materials	6,409,442	5,872,438	-	5,872,438	6,350,000
Capital Outlay	60,000	35,292	-	35,292	46,000
Dues and Fees	1,329,418	1,176,208	-	1,176,208	1,200,000
Transfers-out	3,114,398	3,114,398	-	3,114,398	4,114,398
Subtotal Expenditures	\$ 208,398,642	\$ 205,657,780	\$ -	\$ 205,657,780	\$ 207,688,495
CONTINGENCY:	\$ 18,791,397	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 227,190,039	\$ 205,657,780	\$ -	\$ 205,657,780	\$ 207,688,495
*Actual Ending Fund Balance on 6-30-20					\$ 23,397,211
Actual Ending Fund Balance as a Percentage of Forecasted Revenue at 6-30-2020					10.19%



	Issuer	Book Value	Percentage of Portfolio	Maximum allowed per Policy	Over	Weighted Ave Yield
6/30/2020						
US Gov't Treasuries						
	US Gov't Treasury	\$ 41,957,089.76	15.48%	100%		1.85%
	Sub Total	\$ 41,957,089.76	15.48%	100%		
Municipalities						
	Deschutes County Hospital	\$ 701,071.60	0.26%	25%		2.02%
	Sub Total	\$ 701,071.60	0.26%	25%		
US Gov't Agencies						
	Federal Home Loan Bank	\$ 8,022,209.06	2.96%	25%	N/A	2.62%
	Federal Home Loan Mortgage	\$ 9,740,998.16	3.59%	25%	N/A	1.70%
	Federal National Mortgage	\$ 4,974,130.52	1.84%	25%	N/A	2.64%
	Federal Agriculture Mortgage	\$ 23,997,692.99	8.86%	25%	N/A	2.55%
	Resolution Funding Corp	\$ 19,807,950.90	7.31%	25%	N/A	2.16%
	Tennessee Valley Authority	\$ 6,138,000.00	2.27%	25%	N/A	1.73%
	Sub Total	\$ 72,680,981.63	26.82%	100%	N/A	2.13%
Corporate Notes						
	JP Morgan Chase Bank	\$ 3,002,196.30	1.11%	5%	N/A	2.95%
	Wells Fargo	\$ 4,999,356.22	1.85%	5%	N/A	2.85%
	Bank of America	\$ 8,069,526.74	2.98%	5%	N/A	1.90%
	Sub Total	\$ 16,071,079.26	5.93%	35%	N/A	2.39%
Total Investment Portfolio		\$ 131,410,222.25	48.50%			2.06%
Banks/Money Market						
	US Bank - Bond Checking	\$ 5,619,290.12				
	Umpqua Bank MMKT - Fund 420	\$ 15,686,230.92	5.79%			0.25%
	Washington Federal MMKT - Fund 420	\$ 10,582,086.82	3.91%			0.15%
	Washington Federal MMKT - Fund 100	\$ 20,339,208.01	7.51%			0.15%
	US Bank - General Checking	\$ 23,802,525.22				
	Sub Total - banks	\$ 76,029,341.09				
	LGIP 3581 Bond Fund 420	\$ 28,238,657.08	10.42%	<u>LGIP Limit</u> 50,400,000	<u>Under/Over</u> 22,161,343	1.00%
	LGIP 4904 General Fund 100	\$ 35,286,172.49	13.02%	50,400,000	15,113,828	1.00%
	Total Cash and Equivalents	\$ 63,524,829.57	23.44%			
Grand Total		\$ 270,964,392.91				1.27%



Investment by Fund and Maturity Date
6/30/2020

Fund	Type	Settlement	Maturity Date	Total days held	Yield	Par Amount	Amortized Cost
100	US Treas	12/12/2019	6/15/2020	186	1.511%	7,000,000	7,000,000
100	DESMED	11/1/2019	1/1/2021	427	2.020%	700,000	701,072
100	FHLMC	12/13/2019	9/2/2021	629	1.700%	9,750,000	9,740,998
Total General Fund						<u>17,450,000</u>	<u>17,442,070</u>
420	TVAS	10/21/2019	6/15/2020	238	1.727%	6,138,000	6,138,000
420	FAMCA	11/15/2017	6/29/2020	957	1.820%	3,000,000	3,000,000
420	US Treas	11/15/2017	7/15/2020	973	1.762%	3,000,000	2,999,770
420	RFCO	10/7/2019	7/15/2020	282	1.874%	10,000,000	9,992,400
420	RFCO	10/22/2019	7/15/2020	267	1.732%	1,900,000	1,898,840
420	Bank of America	11/4/2019	10/19/2020	350	1.810%	5,000,000	5,011,865
420	Bank of America	9/26/2019	1/5/2021	467	2.039%	3,000,000	3,057,662
Total 2017 Bond						<u>32,038,000</u>	<u>32,098,536</u>
421	WFC	2/20/2019	7/22/2020	518	2.850%	5,000,000	4,999,356
421	JP Morgan	2/21/2019	7/22/2020	517	2.954%	3,000,000	3,002,196
421	US Treas	12/21/2018	8/15/2020	603	2.700%	10,000,000	9,969,094
421	FAMCA	1/4/2019	9/1/2020	606	2.650%	10,000,000	10,000,000
421	FHLB	12/28/2018	9/11/2020	623	2.604%	5,000,000	5,002,508
421	FAMCA	12/28/2018	9/21/2020	633	2.736%	1,000,000	997,693
421	RFCO	12/28/2018	10/15/2020	657	2.600%	4,000,000	3,971,276
421	US Treas	4/2/2019	11/15/2020	593	2.350%	5,000,000	4,988,899
421	FNMA	12/31/2018	12/30/2020	730	2.640%	5,000,000	4,974,131
421	RFCO	12/28/2018	1/15/2021	749	2.630%	4,000,000	3,945,435
421	US Treas	12/28/2018	2/15/2021	780	2.550%	5,000,000	4,990,965
421	FHLB	12/28/2018	3/12/2021	805	2.638%	3,000,000	3,019,701
421	US Treas	12/20/2018	4/15/2021	847	2.647%	4,000,000	3,991,774
421	US Treas	12/20/2018	5/15/2021	877	2.632%	4,000,000	4,016,416
421	FAMCA	1/4/2019	6/1/2021	879	2.650%	10,000,000	10,000,000
421	US Treas	12/20/2018	6/15/2021	908	2.620%	4,000,000	4,000,171
Total 2018 Bond						<u>82,000,000</u>	<u>81,869,616</u>
Grand Total						131,488,000	131,410,222

**RESCIND DECLARATION OF SURPLUS PROPERTY
AND AUTHORIZATION TO SELL**

DISCUSSION
Agenda Item #7
August 27, 2020

SUPERINTENDENT’S RECOMMENDATION:

Approve staff recommendation to rescind Resolution R14/15-75 declaring surplus and authorization to sell district land and property located at 4444 SE Lake Road, Milwaukie.

REASON FOR BOARD CONSIDERATION:

With Board approval, the district entered into a different property agreement with the North Clackamas Parks and Recreation District (NCPRD) which resulted in the district retaining the property at 4444 SE Lake Road. That building has since been remodeled to accommodate the Technology and Information Systems department. While the Board entered into a new agreement and different property sale with NCPRD, the Lake Road property was never brought to the Board to remove the declaration of surplus property.

BACKGROUND:

April 23, 2015: The Board approved staff recommendation to approve a resolution that declared the former administration building located at 4444 SE Lake Road as surplus. The District then entered discussion with North Clackamas Parks and Recreation District regarding a possible partnership that included their interest in some of the district’s vacant properties.

March 2016: The district vacated the Lake Road site and consolidated the administrative functions at one office building located at 12400 SE Freeman Way.

March 9, 2017: The Board approved the original agreement to sell the administration office building to NCPRD.

Over the next several months and as part of the due diligence period NCPRD proposed revising the Strategic Partnership to not include the vacant administration building on Lake Rd. and instead include Clackamas Elementary School and Wichita Center for Family and Community along with Concord Elementary and bond funds.

February 8, 2018: The Board approve the revised strategic partnership with NCPRD which included Clackamas Elementary, Concord Elementary and Wichita Center for Family and Community in exchange for Hood View Park and some additional payments.

June 2019: Technology and Information Services moved into the Lake Road site, making room on the Sabin-Schellenberg North Campus for new learning spaces for students.

ATTACHMENT:

Resolution #R14/15-17

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent of Operations

RESOLUTION NO. R14/15-75

A RESOLUTION OF THE BOARD OF DIRECTORS OF NORTH CLACKAMAS SCHOOL DISTRICT NO. 12, DECLARING CERTAIN PROPERTY OF THE DISTRICT TO BE SURPLUS AND UNNEEDED FOR SCHOOL DISTRICT PURPOSES AND AUTHORIZING THE SUPERINTENDENT TO MARKET THE PROPERTY;

WHEREAS, the Board of Directors ("Board") of the North Clackamas School District ("District") is authorized pursuant to ORS 332.155(1) to dispose of surplus property no longer needed for the purpose of building schoolhouses and for school purposes, and pursuant to ORS 332.155(5) to sell all surplus property of the District as may not, in the judgment of the Board, be needed for school purposes;

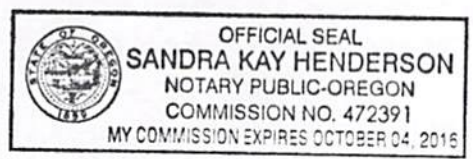
WHEREAS, the current administration building and property (2.53 acres and approximately 9,000 square foot 2-story building located at 4444 SE Lake Rd.) is planned to be vacated in January 2016;

WHEREAS, the current administration building and property will not be needed by the District in the future;

BE IT RESOLVED:

1. Pursuant to ORS 332.155(5), the Board hereby declares the property described above to be unneeded for school purposes and directs staff to market, work to maximize the value of the property, and sell the property subject to Board final approval.
2. The Board hereby authorizes the Superintendent or his designee to be the chief negotiator for the District and to execute all contracts and other documents necessary to market and sell the property, including professional services contracts for property, environmental, real estate services (e.g. for appraisal purposes), and other services as needed.

DATED this 23rd day of April, 2015.



Kyle K. Walker
North Clackamas School District Board of Directors

ATTEST:
Sandra Kay Henderson

BOARD PROTOCOLS AND OPERATING AGREEMENTS

ACTION
Agenda Item #8
August 27, 2020

BOARD CHAIR RECOMMENDATION:

Approve the revised Board Protocols and Operating Agreements.

ORIGINATED BY:

Annual agenda item.

BACKGROUND:

The Board reviewed the Board Protocols and Operating Agreements at the July 2, 2020. Board Chairs revised following that discussion. On August 13, 2020 the Board discussed the Chairs' revisions, but did not approve it as presented. Consensus was reached to further revise and bring back before the Board.

ATTACHMENTS:

Revised Board Protocols and Operating Agreements
[Board Policy BBAA](#)

PRESENTERS:

Libra Forde, Board Chair
Mitzi Bauer, Board Vice Chair

**NORTH CLACKAMAS BOARD OF DIRECTORS
OPERATING AGREEMENTS**

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

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

3. 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.

4. 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.

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

6. 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. Any individual member of the Board who desires that information be prepared by the administrative staff will make such a request to the superintendent. A copy of such material will be sent to each member of the Board.
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.