



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

Agenda

North Clackamas School Board Work Session
 Thursday, September 22, 2022 6:30 PM
 Board Room/Zoom
 12400 SE Freeman Way
 Milwaukie, OR 97222

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

Join Zoom Meeting
<https://us06web.zoom.us/j/88562784846?pwd=NIJBdzdXWHVpZ2E4WIBhdVlKT21lQT09>
 Meeting ID: 885 6278 4846
 Passcode: 608824

WORK SESSION

6:30	Call to Order	
	Native Land Acknowledgement	3
	Flag Salute	
	Minutes - September 8, 2022	4
	Consent Agenda	
	A. Employment Changes	
	B. Budget Committee Dates	7
	C. Budget Committee Vacancies	9
	D. Amendment to 2022-2023 Organizational Resolution	10
6:35	Community Comments	
6:50	1. Filipino American History Month - Proclamation	12
	Presenter: Mitzi Bauer	
7:00	2. School Administrator Month - Proclamation	14
	Presenter: Mitzi Bauer	
7:10	3. School Opening Report	16
	Presenter: Shay James	
8:10	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 MEETING
September 8, 2022
Board Room**

Executive Session With due notice having been given and a quorum present, Chair Mitzi Bauer convened executive session under ORS 192.660 (2)(b) at 5:15 p.m. with the following members present:

Mitzi Bauer	–	Chair
Jena Benologa	–	Vice Chair
Tory McVay	–	Director (virtual)
Kathy Wai	–	Director (virtual)
Orlando Perez	–	Director (virtual)
Shay James	–	Superintendent
Donna Collingwood	–	Board Secretary

Also present were Ivonne Dibblee, Tiffany Shireman, Michelle Riddell, and Legal Council Jollee Patterson.

Level Three Grievance Determination - The executive session was held to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public employee.

Executive Session adjourned at 5:31pm.

With due notice having been given and a quorum present, Chair Mitzi Bauer convened executive session under ORS.660(2)(f) at 5:32pm.

Step Three Appeal to the Board Pursuant to KL-AR (Public Complaint Procedure) - The executive session was held to consider information or records that are exempt by law from public inspection.

Executive Session adjourned at 6:00pm.

Open Session Chair Mitzi Bauer convened open session at 6:32pm.

Vice Chair Benologa read the Native Land Acknowledgement. Chair Bauer led the Pledge of Allegiance.

Present, in addition to those in the executive session were Matt Makara, Khaliyah Williams-Rodriguez, Mayra Gomez, Tammy O'Neill, Joe Bridgeman, Petra Callin, and

Curtis Long. District employees and community members were provided a live stream on YouTube in addition to the in person option.

R22/23-13 **Minutes** – Jena Benologa moved, Kathy Wai seconded the motion to approve the minutes of the regular Board Meeting held August 25, 2022.

Motion passed unanimously, 4-0. Tory McVay was not present at time of vote.

R22/23-14 **Consent Agenda** – Jena Benologa moved, Orlando Perez 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:

- Administrative appointments
- Licensed appointments, transfers, leaves, and terminations

Motion passed unanimously, 4-0. Tory McVay was not present at time of vote.

Community Comments -

- Tara Nelson, Damascus, spoke regarding changes to the BDDH policy.

Superintendent's Report - Superintendent Shay James gave a report welcoming back students and staff, and recognized new administrators.

Board Reports - Board members made brief reports on activities and events they had attended.

R22/23-15 **National Hispanic American Heritage Month Proclamation** - Jena Benologa moved, Orlando Perez seconded the motion to adopt the proclamation recognizing September 15 through October 15, 2022 as Hispanic and Latino Heritage Month in North Clackamas School District.

Motion passed unanimously, 5-0.

Budget Committee Calendar - Executive Director of Finance and Business Services Matt Makara discussed the 2023-2024 Budget Calendar.

Budget Committee Vacancies - Executive Director of Finance and Business Services Matt Makara discussed declaring Budget Committee appointed positions 8 and 9 vacant and proceed with the application process for positions 8, 9 and the previously vacated position 12. The Board discussed what features they would like to see in the application, interview, questions, and selection process.

Quarterly Financials - Executive Director of Finance and Business Services Matt Makara gave a review of the Quarterly Financial Report and the Investment Portfolio Summary.

R22/23-16 **Policy Revision** - Orlando Perez moved, Jena Benologa seconded the motion to approve revisions to the following policy.

- BDDH – Public Comment at Board Meetings

Motion passed unanimously, 5-0.

R22/23-17 **Level Three Grievance Determination** - Tory McVay moved, Kathy Wai seconded the motion to deny the Level Three Grievances.

Motion passed unanimously, 5-0.

R22/23-18 **Step Three Appeal to the Board Pursuant to KL-AR (Public Complaint Procedure)** - Jena Benologa moved, Orlando Perez seconded the motion that the Board will hear the appeal, with the scope limited to whether the district provided the process established in KL-AR.

Motion passed unanimously, 5-0.

There being no further business to come before the Board, the meeting adjourned at 7:48 p.m.

Unapproved

**NORTH CLACKAMAS SCHOOL DISTRICT 2023-2024
BUDGET CALENDAR**

CONSENT B
September 22, 2022

SUPERINTENDENT'S RECOMMENDATION:

Staff recommends approval of 2023-2024 Budget Calendar.

ORIGINATED BY:

As provided by law, the Board will annually adopt a budget calendar, which will identify dates and deadlines required for the legal presentation and adoption of the budget.

BACKGROUND:

The proposed calendar includes informational meetings scheduled in March and April 2023. The first Budget Committee Meeting will begin on May 2, 2023, followed by an additional meeting scheduled (if needed) for May 16, 2023. Adoption of the budget is scheduled for June 8, 2023 at the regular monthly meeting of the Board.

ATTACHMENTS:

Budget Calendar 2023-2024 Budget

PRESENTER / STAFF CONTACT:

Matt Makara, Executive Director of Finance and Business Services



**NORTH CLACKAMAS SCHOOL DISTRICT
2023-2024 BUDGET CALENDAR**

<u>Date</u>	<u>Activity</u>
September 8, 2022 (Thursday)	REGULAR BOARD MEETING Proposed Budget Calendar presented to Board
September 22, 2022 (Thursday)	REGULAR BOARD MEETING Approval of budget calendar and announce budget committee vacancies and/or reappoint previous members
November 17, 2022 (Thursday)	REGULAR BOARD MEETING Appoint budget committee members, if necessary
March 14, 2023 (Tuesday)	BUDGET COMMITTEE INFORMATIONAL MEETING
April 4, 2023 (Tuesday)	BUDGET COMMITTEE INFORMATIONAL MEETING
April 18, 2023 (Tuesday)	BUDGET COMMITTEE INFORMATIONAL MEETING
April 19, 2023	Publish first notice of May 2, 2023 Budget Committee Meeting
April 26, 2023	Publish second notice of May 2, 2022 Budget Committee Meeting on District website
May 2, 2023 (Tuesday)	<u>1st OFFICIAL BUDGET COMMITTEE MEETING</u> Budget message presented, public testimony
May 5, 2023	Publish notice of May 16, 2023 Budget Committee Meeting on District website
May 16, 2023 (Tuesday)	<u>2nd BUDGET COMMITTEE MEETING (if needed)</u> District presents information in response to questions, public testimony, approval of budget and tax levies
May 31, 2023	Publish notice of June 8, 2023 Budget Hearing (ORS 294.438)
June 8, 2023 (Thursday)	REGULAR BOARD MEETING Public meeting (Budget Hearing) on 2023-2024 Budget (ORS 294.456) Enact resolutions adopting 2023-2024 budget, make appropriations, declare the permanent tax rate to be imposed and categorize taxes. Establish the construction excise tax rate.
July 14, 2023	Provide notice of property tax and intent to impose a tax to County Assessor for Fiscal Year 2023-2024
August 15, 2023	Submission of electronic budget to the Oregon Department of Education

Meetings may be held virtually or in person. All meetings begin at 6:30 pm.
(Please Note: Additional meetings may be scheduled, as needed.)

BUDGET COMMITTEE VACANCIES

CONSENT C
September 22, 2022

SUPERINTENDENT’S RECOMMENDATION:

Declare Budget Committee appointed positions 8 and 9 vacant, and proceed with the application process for positions 8, 9 and the previously vacated position 12.

BACKGROUND:

Board Policy DBEA – Budget Committee outlines the eligibility for Board-appointed Budget Committee members. The policy states, “At a regular meeting the Board will identify vacant budget committee positions, which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons or choose to reappoint any eligible members.” The policy also states that persons may only serve two consecutive three-year terms as a Budget Committee member.

For the budget year 2023-2024 there are three expired Budget Committee positions:

<u>Position</u>	<u>Member</u>	<u>Reason for Vacancy</u>	<u>Reappointment Status</u>
8	Havilah Ferschweiler	1 st Term expired June 30, 2022	Eligible / Declined
9	Vainu Rao	2 nd Term expired June 30, 2022	Not Eligible

In addition to these two vacancies, the Board has previously declared a vacancy for position 12.

<u>Position</u>	<u>Member</u>	<u>Reason for Vacancy</u>	<u>Reappointment Status</u>
12	Matt Makara	Resignation	Vacancy approved 7/7/22

The District typically announces vacancies through a local newspaper, Facebook, Parent Square, and posting on the district website.

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

Thursday, September 22, 2022	Declare the budget committee positions vacant
Friday, September 23, 2022	Open positions for application and post vacancies as listed above
Friday, October 14, 2022	Close application window
Thursday, November 3, 2022	Schedule special meeting to interview applicants
Thursday, November 17, 2022	Appoint Budget Committee members at regular Board meeting

PRESENTER / STAFF CONTACT:

Matt Makara, Executive Director of Finance & Business Services

SUPERINTENDENT’S RECOMMENDATION:

Recommend approval of the proposed amendment to designations, authorizations, and appointments as identified in the attached resolution.

ORIGINATED BY/BACKGROUND:

The Board of Directors of North Clackamas School District annually makes needed designations, authorizations, and appointments.

The Board of Directors of North Clackamas School District voted on June 23, 2022 to approve Resolution #R21/22-166 to approve needed designations, authorizations and appointments.

The District’s Director of Business Operations originally listed in the organizational resolution resigned employment with North Clackamas School District and is being replaced with a new Director of Business Operations as identified in the attached amendment.

No changes other than updating the name of the person holding the role of Director of Business Operations are being proposed.

ATTACHMENTS:

Organizational Resolution for the Required Designations, Authorizations, and Appointments for Fiscal Year 2022-2023 Amendment 1

PRESENTER / STAFF CONTACT:

Matt Makara, Executive Director of Finance and Business Services

**ORGANIZATIONAL RESOLUTION FOR THE REQUIRED
DESIGNATIONS, AUTHORIZATIONS, AND APPOINTMENTS
FOR FISCAL YEAR
2022-2023
Amendment 1**

Resolution #R22/23-20

WHEREAS: the Board of Directors of North Clackamas School District voted on June 23, 2022 to approve Resolution #R21/22-166 to approve certain designations, authorizations and appointments, and

WHEREAS: it is necessary to update designations in Section H regarding Contract Signers due to the resignation of one staff member and the hire of another staff member,

BE IT RESOLVED: the Board of Directors of the North Clackamas School District amends and approves the following:

H. Contract Signers (ORS 279A.075 and 332.075(3))

- a. Designate the Assistant Superintendent of Operations (Ms. Cindy Detchon), Executive Director of Finance and Business Services (Mr. Matthew J. Makara) and Director of Business Operations (Gwen Chapman) authority to enter into contracts.

Approved this 22nd day of September, 2022.

Mitzi Bauer, Board of Directors Chair

Shay James, Superintendent/Clerk

PROCLAMATION:
FILIPINO AMERICAN HISTORY MONTH

ACTION
Agenda Item #1
September 22, 2022

RECOMMENDATION:

Board adoption of the proclamation recognizing October 2022 as Filipino American History Month in North Clackamas School District.

ORIGINATED BY:

Board Chairs request.

BACKGROUND:

Filipino Americans are the second largest Asian American group in the nation. The celebration of Filipino American History Month in October commemorates the first recorded presence of Filipinos in the continental United States, which occurred on October 18, 1587, when “Luzones Indios” came ashore from the Spanish galleon Nuestra Señora de Esperanza and landed at what is now Morro Bay, California.

October was first introduced as Filipino American History Month in 1992 by Filipino American National Historical Society (FANHS) Founder Dr. Dorothy Laigo Cordova and her late husband Dr. Fred Cordova.

In 2009, U.S. Congress recognized October as Filipino American History Month in the United States. Various states, counties and cities in the U.S. have established proclamations and resolutions declaring observance of Filipino American History Month.

Across the nation, FANHS Chapters, colleges and universities, museums and community groups, will be commemorating Filipino American History Month with various activities and events to bring awareness of the significant role Filipinos have played in American history.

ATTACHMENTS:

Proclamation

PRESENTER:

Mitzi Bauer, Board Chair



Filipino American History Month

in

North Clackamas School District

WHEREAS, the Filipino American National Historical Society (FANHS) recognizes that the first recorded presence of Filipinos in the continental United States occurred on October 18, 1587, when “Luzones Indios” came ashore from the Spanish galleon Nuestra Senora de Esperanza and landed at what is now Morro Bay, California; and

WHEREAS, FANHS was first introduced October as Filipino American History Month in 1992 and the theme of of this year’s celebration is: “Celebrating Our History and Legacies: 50 years of Filipino American Studies, 40 Years of the Filipino American National Historical Society, and 30 years of Filipino American History Month”; and

WHEREAS, in 2009, Congress recognized October as Filipino American History Month in the United States; and

WHEREAS, efforts must continue to promote the study of Filipino American history and culture because the role of Filipino Americans and those of other People of Color have been overlooked in the writings, teachings and learnings of United States history; and

WHEREAS, we take joy in celebrating the economic, cultural, social and other notable contributions Filipino Americans have made in countless ways toward the development of the United States; and

WHEREAS, it is imperative for Filipino American youths to have positive role models and to instill in them the importance of education, complemented with the richness of their ethnicity and the values of their legacy.

NOW, THEREFORE, BE IT RESOLVED that the North Clackamas School District hereby proclaims the month of October 2022 as Filipino American History Month and encourages all residents to celebrate and honor Filipino American history and culture.

Adopted this 22nd day of September 2022.

Signed:

Chair, Mitzi Bauer, School District Board of Directors

PROCLAMATION
SCHOOL DISTRICT ADMINISTRATOR MONTH

ACTION
Agenda Item #2
September 22, 2022

SUPERINTENDENT’S RECOMMENDATION:

That the Board adopt the attached resolution expressing support for School District Administrators by designating the month of October in the year 2022 as “School District Administrator Month” in the North Clackamas School District.

ORIGINATED BY:

The month of October 2022 has been declared as “National Principals Month” in coordination with the efforts of the National Association of Elementary School Principals (NAESP) and the National Association of Secondary School Principals (NASSP).

BACKGROUND:

National Principals Month recognizes the essential role that administrators play in making a school great. NCSD seeks to honor all administrators as unsung heroes for their tireless efforts in pursuit of excellence in education.

ATTACHMENTS:

Proclamation

PRESENTER:

Mitzi Bauer, Board Chair



School District Administrator Month

in

North Clackamas School District

WHEREAS, the vision, dedication, and determination of district administrators help power school district improvement efforts; and

WHEREAS, administrators, in their various roles, are expected to be educational visionaries, instructional leaders, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and stewards of various legal, contractual, and policy mandates and initiatives, as well as being entrusted with the education and development of young people; and

WHEREAS, administrators help establish a positive district climate and work collaboratively with staff to develop and maintain high standards, and set performance goals and objectives for the District to achieve excellence ; and

WHEREAS, the North Clackamas School District recognizes outstanding leaders who have succeeded in providing high-quality learning opportunities for students, as well as their exemplary contributions to the profession ; and

WHEREAS, to honor and recognize the contribution of all district administrators to the success of students in North Clackamas elementary and secondary schools; and to encourage residents of North Clackamas to observe "School District Administrators Month" and promote awareness of the role school leaders play in ensuring that every child has access to a high-quality education.

NOW, THEREFORE, BE IT RESOLVED that the month of October 2022 is hereby designated as "School District Administrator Month" in the North Clackamas School District.

Adopted this 22nd day of September 2022.

Signed:

Chair, Mitzi Bauer, School District Board of Directors

OPENING SCHOOLS

WORK SESSION

Agenda Item #3
September 22, 2022

SUPERINTENDENT'S RECOMMENDATION:

Time is set aside on the agenda to update the School Board on the opening of the school year.

BACKGROUND:

In North Clackamas Schools, we build relationships with students to honor their cultural heritage, foster their physical, social and emotional well-being, cultivate joy in learning, and engage each student to reach their full potential. We create environments where students are inspired to be creative and critical thinkers as they prepare for success in life, college, and career. Each school year presents a new opportunity to roll out new strategies, welcome new students, families and staff and improve learning opportunities.

The 2022-2023 school year began for students earlier this month. Staff will provide the board with an update on the opening of the school year, including these topics:

- Revisit our Guiding Compass: Strategic Plan
- District enrollment and hiring data
- Instructional Leadership
- Equity Leadership
- Early Learning
- Multi-Tiered Systems of Support
- Social Emotional Learning
- Professional Development

ATTACHMENTS:

Opening of Schools Presentation

PRESENTER:

Shay James, Superintendent