



Agenda

North Clackamas School Board
Thursday, April 13, 2023 - 6:30 PM
Zoom/YouTube
12400 SE Freeman Way
Milwaukie, OR 97222

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

OPEN SESSION

6:30	Call to Order	
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	A. Employment Changes	
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	E. Travel Request - Sabin-Schellenberg Professional Technical Center DECA	44
7:05	1. Arab American Heritage Month - Proclamation	51
	Presenter: Mitzi Bauer	
7:10	2. Asian & Pacific Islander American Heritage Month - Proclamation	53
	Presenter: Mitzi Bauer	
7:15	3. Licensed Staff Appreciation Week - Proclamation	55
	Presenter: Mitzi Bauer	
7:20	4. North Clackamas Education Association (NCEA) Featured Educator	
7:25	5. Board Reports	
7:35	6. Nutrition Services Report - Report ¹	57
	Presenter: Matt Makara	

7:50	7. Transportation Update - Report Presenter: Cindy Detchon	84
8:10	8. 2023-2024 Middle School and High School Student Fee Schedules - Discussion Presenter: Petra Callin	97
8:20	9. 2023-2024 Board Meeting Calendar - Discussion Presenter: Mitzi Bauer	107
8:25	10. Policy Revisions - Discussion Presenter: Tiffany Shireman	110
8:30	11. Contract: Maxim Healthcare Staffing Services - Discussion Presenter: Michelle Riddell	118
8:35	12. Contract Award: School Bus & Vehicle Purchase - Discussion/Action Presenter: Cindy Detchon	119
8:40	13. Superintendent Contract Extension Presenter: Mitzi Bauer	121
8:45	Adjourn	



Native Land Acknowledgment

We acknowledge the land on which we sit and which we call the North Clackamas School District rests on the traditional and indigenous lands and village sites of the Native peoples of the Kalapuya, Chinook, Molalla, and the Clackamas. We take this opportunity to offer gratitude for the ability to learn, work, and be a community on this land, and we offer thanks to the original caretakers of this region. We recognize the historic policies of colonization, genocide, relocation, and assimilation that affected Indigenous and Native families both past and present and that will affect those in the future, and honor the resilience and revitalization of our Indigenous and Native communities. We pay our respects to the Elders, both past and present, who have been the stewards of this land throughout the generations.



Flag Salute

I pledge allegiance to the Flag of the United States of
America, and to the Republic for which it stands, one Nation
under God, indivisible, with liberty and justice for all.

**NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS WORK SESSION MEETING
March 9, 2023
Zoom/YouTube**

Executive Session With due notice having been given and a quorum present, Chair Mitzi Bauer convened executive session under ORS 192.660(2)(f), at 5:46 p.m. with the following members present:

Mitzi Bauer	–	Chair
Jena Benologa	–	Vice Chair
Orlando Perez	–	Director (open session only)
Tory McVay	–	Director
Kathy Wai	–	Director
Steven Schroedl	–	Director
Shay James	–	Superintendent
Donna Collingwood	–	Board Secretary

Also present were Tiffany Shireman, Cindy Detchon, Ivonne Dibblee, Michelle Riddell, Jollee Patterson, and Eden Vasquez.

Legal Counsel - The Board consulted with Jollee Patterson under (ORS 192.660(2)(f)) to consider information or records that are exempt by law from public inspection.

Executive session was adjourned at 5:57 p.m.

Work Session Chair Mitzi Bauer convened work session at 5:58 p.m.

Ad Hoc Board Committee - Report- The Board reviewed the proposed policy revisions and provided feedback on the draft FAQ and support documents.

Work session was adjourned at 6:25 p.m.

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

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

Community Comments -

- Michael Corbus (on behalf of his child Kylie Corbus), Oak Grove, spoke regarding diversity, equity, and inclusion in schools.

- Jerry Lee, Happy Valley, spoke regarding school lunches.
- Michael Corbus, Oak Grove, spoke regarding LGBTQ+ community.
- Laura Kirk, Milwaukie, spoke regarding inclusion in our schools.
- Allister Brister-Smith, Happy Valley, spoke regarding equity in our schools.
- Angela Pederson, Oregon City, spoke regarding volunteering in our schools.

Jena Benologa read the Native Land Acknowledgement. Tory McVay led the Pledge of Allegiance.

R22/23-56 **Minutes** – Jena Benologa moved, Tory McVay seconded the motion to approve the minutes of the regular Board Meeting held February 9, 2023.

Motion passed unanimously, 6-0.

R22/23-57 **Minutes** – Kathy Wai moved, Tory McVay seconded the motion to approve the minutes of the regular Board Meeting held February 23, 2023.

Motion passed unanimously, 6-0.

R22/23-58 **Consent Agenda** – Jena Benologa moved, Kathy Wai 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:

- Licensed appointments, leaves, and terminations

Clackamas Education Service District Local Service Plan - Approve the Clackamas Education Service District Local Service Plan, authorizing services for 2023-2024.

School Calendars 2023-24 - Approve the 2023-2024 calendar for elementary and middle/high school levels, including approval to use recess, parent/teacher conferences and staff professional development hours toward the annual instructional hours calculation as allowed by Oregon Administrative Rule (OAR) 581-022-2320.

Authorization to Purchase K-2 Flexible Classroom Furniture and Developmentally Appropriate Material - grant advanced authorization to the superintendent to enter into contracts to purchase developmentally appropriate flexible classroom furniture for K-2nd grade and developmentally appropriate materials from Lakeshore through a cooperative contract. The amount of the purchase is not-to-exceed \$300,000.

Contract Extensions/Non-Renewals -

- Approve extension of two-year contract, 2023-2025, for licensed staff
- Approve extension of three-year contract, 2023-2026, for administrators
- Approve licensed administrator non-renewal of contract 2023-2024
- Approve licensed staff and administrators renewal of contract 2023-2024
- Approve licensed staff non-renewal of contract 2023-2024

Travel Request -

- Grant permission for 80 students from Adrienne C. Nelson High School to travel to Anaheim, CA, April 13-17, 2023.

Travel Request -

- Grant permission for 20 students from Rex Putnam High School to travel to Phoenix, AZ, March 26-31, 2023.

Travel Request -

- Grant permission for 40 students from Sabin-Schellenberg Professional Technical Center to travel to Redmond, OR, March 16-19, 2023.

Motion passed unanimously, 6-0.

R22/23-59

Proclamation - Classified Employee Appreciation Week - Orlando Perez moved, Tory McVay seconded the motion to adopt the proclamation recognizing March 6-10, 2023 as Classified Employee Appreciation Week in North Clackamas School District.

Motion passed unanimously, 6-0.

R22/23-60

Proclamation - Volunteer Appreciation Week - Kathy Wai moved, Orlando Perez seconded the motion to adopt the proclamation recognizing April 16-22, 2023 as Volunteer Appreciation Week in North Clackamas School District.

Motion passed unanimously, 6-0.

North Clackamas Education Association (NCEA) Featured Educator - NCEA Representative Melinda Ryan recognized the NCEA Featured Educators of March, including: Literacy Specialists Nadia Boria, Kari Tunstill, and Jaime Clarke.

Facilities Operations - Report - Assistant Superintendent of Operations Cindy Detchon, Facilities Director Melinda Shumaker, Facilities Supervisor Stacy Skerjanec, Custodial Supervisor Amanda Wall, Field Custodial Supervisor Javier Torres, and Facilities Project Manager Rob Martinez presented a report on the department's success, challenges, and plans for the future.

2023-2024 Interdistrict Transfers - Discussion- Administrator for Community Connections and Enrollment Options Katie Cunningham discussed the 2023-2024

interdistrict transfer slots and timeline for 2023-2024 school year. This item will come back for approval in April.

Early Literacy Update - Presentation - Early Learning Coordinator Jen Kempf-Burkart presented information about the district's early literacy efforts.

Superintendent Evaluation - Report - Board Chair Mitzi Bauer read a public statement regarding the Superintendent's evaluation. Comments were made by the Board.

R22/23-61 **2023-2027 Integrated Grant Application for Student Success** - Tory McVay moved, Orlando Perez seconded the motion to approve of the 2023-2027 Integrated Application for submission to the Oregon Department of Education.

Motion passed unanimously, 5-0. Steven Schroedl was not present at time of vote.

R22/23-62 **Technology E-Rate Award for Network Equipment** - Tory McVay moved, Jena Benologa seconded the motion to approve to award a contract to CVE Technologies Group in the amount not to exceed \$1,071,396.66 for the purchase of network equipment.

Motion passed unanimously, 5-0. Steven Schroedl was not present at time of vote.

R22/23-63 **Contract Award: Ventilation System Filters** - Tory McVay moved, Jena Benologa seconded a motion to award a contract in the amount of \$207,000 to Total Filtration Services for MERV 13 HVAC Filters.

Motion passed unanimously, 5-0. Steven Schroedl was not present at time of vote.

R22/23-64 **Contract Award: Tennis Court Replacements** - Tory McVay moved, Orlando Perez seconded the motion to award a contract in the amount not-to-exceed \$1,204,990 to FieldTurf USA, Inc. for the demolition and installation of tennis courts at Alder Creek Middle School, Clackamas High School and Rex Putnam High School.

Motion passed unanimously, 5-0. Steven Schroedl was not present at time of vote.

There being no further business to come before the Board, the meeting adjourned at 9:01 p.m.

Unapproved

POLICY REVISIONS – AD HOC COMMITTEE

CONSENT B
April 13, 2023

RECOMMENDATION:

Approval of the attached policy revisions of NCSB Board Policies ACB-AR, KL, and KL-AR (1) and deletion of JBA/GBN-AR.

REASON FOR BOARD CONSIDERATION:

The Ad Hoc Board committee, with representation of both staff and Board, reviewed and supports the following policy revisions as a result of its Phase 2 work.

BACKGROUND:

- **Phase 1:** On June 9, 2022 the Board took action to establish an Ad Hoc Board Committee focused on the review and revision of current policies related to complaint and appeal processes. The Ad Hoc Board Committee met on the following dates in properly noticed public meetings: July 27, 2022, October 18, 2022, and November 1, 2022.

On October 22, 2022 the Board updated the charge for the Ad Hoc Board Committee to more specifically address: *Policy KL-AR, discrimination and complaint policies and have access to supports for all the parties involved.* (Phase 2)

As a result of the committee work in Phase 1, the Ad Hoc Board Committee proposed the adoption of the policy revisions at the Board's November 17, 2022 meeting. These policy revisions were adopted by the Board at its December 8, 2022 meeting.

- **Phase 2:** In order to meet the revised charge for the Ad Hoc Board Committee, the Committee met in a properly noticed public meeting on February 7, 2023 to review the appeal process that is applied to multiple policies/ARs, with a primary focus on KL-AR.

A report from the Ad Hoc Board Committee, including a first reading of these proposed policy revisions, was shared with the Board during a work session on March 9, 2023.

Following the adoption and deletion of these proposed policies, the Ad Hoc Committee established on June 9, 2022 will have completed its work and will be disbanded.

BUDGET IMPACT/SOURCE OF FUNDS:

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

ATTACHMENTS:

Drafts of the following revised policies:

Policy	Title	Reason
ACB-AR	Bias Incident Complaint Procedure	Adoption: Per recommendation of the Ad Hoc Committee.
JBA/GBN-AR -- DELETE	Sexual Harassment Complaint Procedure	Deletion: Per recommendation of the Ad Hoc Committee.
KL	Public Complaints	Adoption: Per recommendation of the Ad Hoc Committee.
KL-AR (1)	Public Complaints Procedure	Adoption: Per recommendation of the Ad Hoc Committee.

PRESENTER / STAFF CONTACT:

Tiffany Shireman, Chief of Staff

Jollee Patterson, Legal Counsel



Code: **ACB-AR**
Adopted: 12/10/20
Revised/Readopted: 1/13/22

Every Student Belongs – Hate Symbols and Bias Incident Complaint Procedure

The terms “bias incident” and “symbols of hate” are defined in policy. Persons impacted by a bias incident or display of a symbol of hate shall be defined broadly to include persons directly targeted by an act, as well as the community of students as a whole who are likely to be impacted by the act.¹

Step 1 When a staff member learns of a potential bias incident or display of a symbol of hate, the staff member will prioritize the safety and well-being of all persons impacted and without unreasonable delay report the incident to the building or program administrator.

Step 2 The building administrator or designee shall acknowledge receipt of the complaint, reduce the complaint to writing, and investigate any complaint of a bias incident. Responding staff will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and commit to preventing further harm against those persons impacted from taking place. Educational components and redirection procedures, if any, will:

- Address the history and impact of bias and hate;
- Advance the safety and healing of those impacted by bias and hate;
- Promote accountability and transformation for people who cause harm; and
- Promote transformation of the conditions that perpetuated the harm.

The building administrator or designee must consider whether the behavior implicates other District policies or civil rights laws, and if so, respond accordingly².

The building administrator or designee will make a decision within 25 business days of receiving the complaint.

¹ The term “complainant” in this administrative regulation includes persons filing formal complaints and persons reporting bias incidents, regardless of whether the complainant is a victim. Similarly, the term “complaint” includes any report, information or complaint.

² The nature of the behavior or act must determine the process used to respond; what rights and protections are available to the person(s) impacted by the behavior or act; and an individual’s right to appeal to the Oregon Department of Education or the U.S. Department of Education.

All persons impacted by the act will be provided with information³ relating to the investigation and outcome of the investigation, including:

- Notice that an investigation has been initiated;
- Notice when an investigation has been completed;
- Findings of the investigation and the final determination based on those findings;
- Actions taken to remedy a person's behavior and prevent reoccurrence; and
- When applicable, the legal citation of any law prohibiting disclosure of any information described above, and an explanation of how that law applies to the current situation.

Step 3 If complainant or a respondent wishes to appeal the decision of the building administrator or designee, the complainant or respondent may submit a written appeal to the building administrator's supervisor within five business days after receipt of the building administrator or designee's response to the complaint.

The supervisor shall acknowledge receipt of the appeal and may meet with all parties involved. The supervisor will review the merits of the complaint and the building administrator or designee's decision. The supervisor will respond in writing to the complainant within 25 calendar days.

The supervisor will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4 If the complainant or respondent is not satisfied with the decision of the supervisor, a written appeal may be filed with the superintendent within five business days of receipt of the supervisor's response to Step 3. The superintendent or designee shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent or designee will review the decisions at Step 2 and Step 3, and will respond in writing within 30 business days. The decision of the superintendent or designee constitutes the final decision of the District, unless a specific law or District policy provides otherwise.

The superintendent will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the building administrator or designee, in which case Step 1 will be skipped. Complaints against the building administrator can be directed to the building administrator's supervisor and will begin at Step 3. Complaints against the superintendent or Board member(s) will be addressed under the process set forth in KL-AR. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

³ For additional information regarding required notices, see OAR 581-022-2312(4)(e)(E).

If the complainant (if a person who resides in the District, a parent or guardian of a student who attends school in the District, or a student) is not satisfied after exhausting local complaint procedures, or if the District fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 calendar days of the initial filing of the complaint, may appeal⁴ the District's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.⁵

District administration will develop and implement instructional materials to ensure that all school employees, staff and students are made aware of the policy, this administrative regulation and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the District by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.

⁴ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

⁵ Complaints must meet criteria as established by law. For more information, visit <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Code: JBA/GBN-AR(1)
Revised/Reviewed: 12/06/12; 6/25/20; 10/22/20

Sexual Harassment Complaint Procedure**

A complaint under Policy GBN/JBA alleging sexual harassment may be made in writing or may be made verbally. All information, if not done at the time the complaint was made, shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates. The basis of the complaint must be related to conduct that is defined in Policy GBN/JBA as “sexual harassment.” For complaints that involve a District staff member other than the Superintendent, School Board or a School Board member, the executive director of human resources will determine the appropriate administrator for Step 1. For complaints about students or from students, the executive directors of elementary programs or secondary programs are responsible for determining the appropriate administrator for Step 1. For a complaint about policies, programs or services, the Superintendent is responsible for determining the appropriate administrator for Step 1.

1. 3-Step Appeal Process:

- 1.1 **Step 1 (School/Program Administrator):** After the District has received a complaint it will be referred to the appropriate administrator for investigation and resolution. The administrator responsible for Step 1 shall cause the District to provide written notice from the District to the complainant, as described in Section 11.6. It is the District’s intent that a complaint would be resolved at the lowest level. The administrator will investigate the complaint, attempt to resolve the complaint and make a Step 1 decision if the complaint cannot be resolved to the complainant’s satisfaction.
- (a) The administrator responsible for Step 1 has 30-calendar days to investigate the complaint, attempt to resolve the complaint and make a written decision on the complaint if the complaint is not resolved.
 - (b) The administrator responsible for the complaint at Step 1 has wide latitude to attempt to resolve the complaint by conferring with the complainant, the subject, and other parties involved. In some cases, it may involve the administrator requesting the complainant and the subject of the complaint to meet and try to resolve the dispute. In other cases, it may not be appropriate to have such a meeting.
 - (c) The 30-day time limit for Step 1 may only be extended by written agreement of the complainant.
 - (d) The administrator will include in the Step 1 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.

- (e) The complainant who appeals the Step 1 decision shall provide in writing the reason(s) for the appeal.
- (f) **Athletic Issues:** For complaints involving athletics (except for Title IX complaints which are not subject to this subsection), the first step in the complaint process is the coach directly responsible for the student athlete. If the issue is not resolved within 5-school days, the issue may be appealed to the high school athletic director. A decision of the athletic director may be appealed to the high school principal within 5-school days of the athletic director's decision. The decision of the high school principal is final and may not be appealed.
- (g) **Students with Disabilities:** Complaints about athletics that involve students who are eligible for special education or reasonable accommodations under either the IDEA or Section 504 will be process under applicable statutory procedures under those laws. Further information on this subject may be found in the OSAA Handbook.

1.2 **Step 2 (Superintendent or Designee):** If the complainant disagrees with the decision of the administrator in Step 1, the complainant may appeal the decision to the administrator indicated in the Step 1 decision. Normally this administrator would be the supervisor of the Step 1 administrator.

- (a) The Superintendent determines the appropriate Step 2 administrator.
- (b) The Step 2 administrator will review the investigation that occurred at Step 1, the Step 1 administrator's decision, and the complainant's written appeal.
- (c) The Step 2 administrator may, but is not required, to do more investigation if that administrator determines it is necessary. This may include additional interviews of the complainant and other relevant witnesses.
- (d) The Step 2 administrator will attempt to resolve the complaint with the complainant. If this is not possible, the Step 2 administrator will issue a final decision.
- (e) The administrator responsible for Step 2 has 30 calendar days to investigate the complaint, attempt to resolve the complaint and make a written decision on the complaint if the complaint is not resolved.
- (f) The 30-calendar day time limit for Step 2 may only be extended by written agreement of the complainant.
- (g) The administrator will include in the Step 2 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.

1.3 **Step 3 (School Board):** The School Board is the final step in the District's complaint process. For complaints under this policy, the School Board may hear the appeal. If the School Board decides to provide a hearing on the appeal it will render a decision within ninety (90) calendar days of initiation of the complaint. If a hearing on the appeal is granted, the process will include:

- (a) The Board will schedule a hearing on complainant's appeal. The Board leadership in consultation with the Superintendent and/ or legal counsel will determine whether the hearing will be in public session or in executive session, according to the Oregon public meeting law. The administrator will include in the Step 2 decision a notice that the decision may be appealed within 7 calendar days after the decision is sent to the complainant. The notice will explain how to appeal the decision, where to send the appeal, along with the applicable timeline to appeal.
- (b) The appeal before the Board will be on the record developed by the Step 1 and Step 2 administrators. No witnesses may be called. The Superintendent or designee will present its position. The complainant will present their position. The Board may ask clarifying questions of the parties. The Board will make a final decision on the appeal in an open public session.
- (c) The Board will provide a written order to the complainant following the Board decision.
- (d) The Board has 30-calendar days from the day it receives a written appeal to make a final decision in a Board meeting. The 30-calendar day timeline may be extended with written consent from the complainant.

1.4 It is the District's goal that the complaint process be resolved within 90 calendar days. For example:

- (a) 30 calendar days at Step 1 to review complaint, investigate and render decision.
- (b) 7 calendar days to appeal: Days 31-38.
- (c) Day 38 appeal received.
- (d) Day 68 for Step 2 decision.
- (e) 7 calendar days to appeal: Days 69-75.
- (f) Day 75 Step 3 appeal to the Board. The Board has 15 calendar days to have Board hearing (if applicable) and render final decision.

2. **Complaints made to Board Members:** From time to time Board members may receive complaints from community members, groups or staff by email or other means. Board members shall refer complainants to the Superintendent.

3. **Complaints filed with Public Agencies:** If the complainant chooses to engage in another complaint process with an outside agency such as the Oregon Department of Education, the Teacher Standards and Practices Commission, the Oregon Bureau of Labor and Industries, the Employment Relations Board, the Office for Civil Rights or other such agencies, the District is under no obligation to either begin or complete its complaint process.

3.1 If the complainant refuses to use the District complaint process and instead goes directly to a public agency with the complaint, the District is under no obligation to consider the same complaint in the future.

3.2 If the complainant withdraws their complaint within the first 30-calendar days after filing the complaint with the public agency but prior to receiving a decision or a dismissal notice from the public agency, the complainant may file a complaint under the applicable policy with the District provided that the complaint is filed with the District within the time limitation.¹

4. **Complaints that cannot be processed within 90-calendar days:** There may be situations where it is not practical that a complaint can go through the 3-step process from start to finish within the 90-day time period. An example of such a complaint might require an unusual amount of investigation at Step 1 that makes it impossible to complete Step 1 within 30-calendar days. Another example might be a complainant who raises an issue that can only be decided by the Superintendent or Board. A third example is a situation where the Board is not able to schedule a Board hearing within the 90-day window because of an event outside the control of the Board (e.g., a snow day closure with cancellation of the Board meeting, or a necessary party to the hearing being unavailable because of illness).

4.1 It is important that both the District personnel who are responsible for responding to the complaint as well as the complainant understand that there are many possible events that could delay the 3-step process that leads to a final Board decision within 90-calendar days of the date the complaint is filed. In these instances, the District will work with complainant to come to a mutual agreement on the path forward, which may include the following modification of the 3-step complaint procedures:

- (a) Mutual agreement on an extension of time for the complaint process: complainant must confirm such an agreement in writing.
- (b) Waive Step 1 and go directly to Step 2: Both the complainant and the District must mutually agree in writing to this process. The Step 2 process will complete the investigation and render a decision within 60-calendar days. Any appeal to the Board under Step 3 must be completed with a Board decision by day 90.
- (c) If a complaint is received at the end of the school year, and an investigation must include interviews of staff and students who may be unavailable during the summer months, it may be necessary for the District to request an extension of time to complete the investigation. If the complainant refuses the extension of time for the investigation at Step 1, the District may skip Step 1 to give the investigator the amount of time needed for the investigation. The process will then begin at Step 2 so that the investigation can be completed so there is enough time for a Step 2 decision and a Step 3 appeal.
- (d) If the complainant has not otherwise agreed to an extension of time and the District has not been able to render a final decision at the Board level in Step 3 within 90-calendar days, the complainant may appeal directly to the Deputy Superintendent of Public Instruction as outlined below.

¹ All complaints must be received by the District on the later date of: (1) within two years of the alleged violation or the complainant's discovery of the alleged violation, or (2) one year after the affected student has graduated from, moved away from, or otherwise left the District. If the alleged violation is continuing, the time limitation must run from the date of the most recent incident.

5. **Final Decisions of the School Board that may be appealed:** Certain Step 3 final decisions by the Board may be appealed to the Deputy Superintendent of Public Instruction, as allowed in OAR 581-002-0001 to 581-002-0023. The Board’s final decision regarding complaints of discrimination under Policy AC, complaints about restraint and seclusion of students, complaints about harassment of students in OAR Division 22 Standards and complaints of retaliation in ORS 659.852 may be appealed. All other decisions of the Board are final and may not be appealed to the Deputy Superintendent of Public Instruction.
- 5.1 In those complaints that may be appealed to the Deputy Superintendent of Public Instruction, a complainant may appeal if the Board has failed to render a decision within 90 calendar days of the initial filing of the complaint, unless the District and the complainant have agreed in writing to a longer period.
- 5.2 The appeal to the Deputy Superintendent of Public Instruction must be received by the Oregon Department of Education no later than one year after the date of the final decision by the District, or if the District fails to issue a final decision, not later than two years after the date the complainant first filed the underlying complaint with the District.
6. **Investigations:** Investigations will normally occur at Step 1 after a complaint is received. The Step 1 administrator may be the investigator, or a third-party investigator may conduct the investigation. The investigator will not be a person who is the subject of the complaint or who is directly involved in the subject matter of the complaint. The District staff responsible to determining the sufficiency of the complaint in Section 3.1 will normally determine who will investigate the complaint.
- 6.1 **Investigations involving District’s Legal Counsel:** At the sole discretion of the Superintendent or designee, it may become necessary to request the District’s legal counsel to assist the District in an investigation.
- 6.2 **Investigation Process:** There is no set investigative process. Each complaint should be investigated in a manner that makes the most sense, but should include interviews of the complainant, the subject of the complaint, and any relevant fact witnesses who know something about the issue.
- 6.3 **Burden of Proof:** The complainant has the burden of proof in determining the truth of the matter asserted. The subject of the complaint (for example, the staff person who is alleged to have done something wrong) bears the burden of proving a defense to the complaint. The investigator is entitled to make credibility findings based upon the demeanor of the interviewees.
- (a) The burden of proof is a preponderance of the evidence, whether it is more likely than not that the issue complained about is true, and whether it violates a District policy.
- (b) Sometimes it will not be possible for an investigator to determine which version of the facts is correct, such as when there are only two witnesses and the witnesses have contrary testimony. In this situation the investigator may but is not required to determine which witness is more believable. The investigator may also determine that neither witness is more believable than the other and the evidence is therefore inconclusive. In this case the complaint will be deemed denied.

- 6.4 **Investigation Timeline:** The District's goal at each step is to conclude each step within 30 calendar days, for a total complaint process of 90 calendar days. Some complaints will have relatively simple issues to be investigated. Complaints that contain many issues over a period of several years may present challenges for the completion of an appropriate investigation within the 30 calendar day time frame. The Step 1 administrator responsible for initiating an investigation shall notify the complainant of any delays or impediments to a timely investigation.
- (a) **Agreement to Extend Investigation Timeline:** There may be circumstances that arise that make it impossible to complete an investigation with 30-calendar days, such as summer break, the unavailability of witnesses to participate in an interview, or the complexity or large number of issues to be investigated. If a delayed or prolonged investigation is necessary, the District will contact the complainant and explain the situation with the goal of getting consent for an extension of time. All extensions of time for the investigation will be put in writing and sent to the complainant.
 - (b) If the complainant refuses to allow for an extension of time for an investigation and it appears that an investigation cannot be completed within the time period allowed, the District may conclude the investigation and inform the complainant that the complainant may advance to the next level of appeal.
- 6.5 **Investigation regarding Sexual Harassment Complaints:** All complaints alleging sexual harassment shall be investigated by the District.
- 6.6 **Investigations Reports:** Complaint investigations will be concluded with a written investigation report. Depending about the investigation, the District may be required to keep the investigation report confidential pursuant to state or federal law.
- (a) The District will respond to public records requests for investigation reports consistent with the Oregon Public Records law in ORS Chapter 192.
 - (b) The District will notify complainants and the subject of the complaint regarding the results of an investigation. This will include (a) whether the complaint is substantiated and (b) the District's intended action for a substantiated complaint.
 - (c) The District will determine on a case-by-case basis whether the actual investigation report is subject to disclosure to the complainant, subject of the complaint, or the public according the applicable District policy, state law, federal law and collective bargaining agreements with the associations.
7. **Complaints about the Superintendent:** A complaint that is directly against the Superintendent is not subject to the 3-step complaint process above. Any complaint received by the District under any complaint policy will be referred directly to the Board Chair.
- 7.1 The Board Chair shall notify the Vice Chair and District's legal counsel about the complaint. The District's legal counsel will notify the full Board of Directors about the complaint and the general nature of the complaint. The Board Chair will notify the Superintendent about the complaint.
 - 7.2 The Board Chair and Vice Chair will determine how to conduct a preliminary investigation of the complaint in consultation with the District's legal counsel. The Board Chair will keep the Board of Directors apprised of the status of the investigation.

7.3 If the nature of the complaint appears to the Board Chair and Vice Chair to be a complaint that could be resolved between the complainant and the Superintendent, the Board Chair will notify the Board of Directors that an informal resolution may be possible. The Board Chair shall complete an investigation and informal resolution within 30 calendar days of the filing of the complaint.

(a) The Board Chair shall contact the complainant and determine if the complainant is willing to engage in an informal resolution.

7.4 If the complainant is unwilling to engage in an informal resolution, or if the nature of the complaint alleges serious misconduct of the Superintendent or appears to the Board Chair and Vice Chair not to be a complaint that may be informally resolved, the Board of Directors shall be notified of this conclusion.

(a) The Board Chair shall present the complaint to the Board of Directors with a plan on how the allegations in the complaint will be investigated.

(b) At the conclusion of the investigation, the Board Chair will provide a summary of the investigation to the Board of Directors, the Superintendent, and the complainant.

(c) The Board Chair will schedule a hearing on the complaint before the Board of Directors at the next regularly scheduled Board meeting, or a special Board meeting.

i. The Board Chair shall provide written notification to the complainant and the Superintendent of the time and place of the hearing. The hearing will be conducted in public or executive session as determining by Oregon public meeting law.

ii. The Board will make a final decision on the complaint in an open public session and provide a written order of its decision to the complainant and the Superintendent.

iii. The complainant's right to appeal the Board's decision is subject to Section 5 above.

(d) The timeline to process a complaint shall be a total of 90-calendar days from the date of the complaint was received by the Board Chair.

8. **Complaints about the School Board or Individual Board Members:** Complaints about the Board or individual Board members should be filed with the Board's Secretary in the Superintendent's office. Complaints against the School Board or individual School Board members are not subject to the 3-step complaint process as described above. This is subject to resolution within 90 calendar days. This is because Board members are elected officials and not subject to the direction and control of the District administration.

8.1 Any complaint received by the District under any complaint policy will be referred directly to the Board Chair. The Superintendent will be notified of the complaint within 3 calendar days.

- 8.2 The Board Chair shall notify the Vice Chair and District's legal counsel about the complaint within 3 calendar days of receipt of the complaint. The District's legal counsel will notify the full Board of Directors about the complaint if the complaint is about the full Board within 7 calendar days of legal counsel's receipt of the complaint.
- 8.3 If the complaint is against one or more individual Board members, the Board Chair will notify the Board of Directors that a complaint has been filed against named Board member and the general nature of the complaint within 3 calendar days of the Chair's receipt of the complaint.
- (a) The Board Chair shall offer to meet with the individual Board members who are the subject of the complaint and will provide a copy of the complaint to the Board member(s). The District's legal counsel may be included in meetings with Board members.
- 8.4 The Board Chair in consultation with the Vice Chair will determine whether and how to conduct a preliminary investigation of the complaint in consultation with the District's legal counsel. The Board Chair will keep the Board of Directors apprised of the status of the investigation.
- 8.5 In all complaints against individual Board members, the Board has an interest in providing named Board members with some informal resolution process such as the Step 1 process that is afforded to complainants and subjects of complaints as described above. If at all possible, complaints directed at Board members should be resolved on an informal basis with the cooperation and participation of the complainant and the named Board member. The ultimate decision about whether an informal process occurs is at the discretion of the complainant, not the Board member about whom the complaint is made.
- (a) If an informal resolution is reached between a complainant and Board member(s), the informal resolution will be reduced to writing and the writing will be provided to the complainant and the involved Board member(s). The full Board will be notified that the complaint has been resolved.
- 8.6 If either the Board of Directors or the complainant determine that an informal resolution of the complaint is not possible, the Board will schedule the complaint for a hearing before the Board of Directors.
- (a) The Board Chair will schedule a hearing on the complaint before the Board of Directors at the next regularly scheduled Board meeting, a subsequent Board meeting if the agenda has already been published, or a special Board meeting.
- i. The Board shall provide reasonable prior written notification to the complainant of the time and place of the hearing. The hearing will be conducted in public or executive session as determined by the Oregon public meeting law.
- ii. The hearing before the Board will include:
- A. An opportunity for the Board member who is the subject of the complaint to respond to the complaint;

- B. An opportunity for the Board to review any investigative report that has been done on the complaint;
 - C. An opportunity for the complainant to address the Board;
 - D. An opportunity for Board members who will be deciding the complaint to ask questions of the complainant and the Board member who is the subject of the complaint; and
 - E. The Board Chair, or other Board member presiding at the hearing shall consult with the complainant to mutually agree on the order of presentation of the hearing. The Board Chair or Board member presiding at the hearing shall make the final decision on the order of presentation.
- iii. The District's legal counsel will assist the Board during the hearing.
 - iv. The Board will make a final decision on the complaint in an open public session and provide a written order of its decision to the complainant.
 - v. The complainant's right to appeal the Board's decision is subject to Section 5 above.
- (b) Complaint against Board Chair or Vice Chair: In the event the Board Chair or Vice Chair is individually the subject of a complaint (as opposed to all Board members being the subject of a complaint), the Board Chair or Vice Chair shall not be involved in the complaint process in Section 8. Other Board members may be appointed to process the complaint against the Board Chair or Vice Chair.
 - (c) Complaints against both Board Chair and Vice Chair: In the event both the Chair and Vice Chair are the sole subjects of a complaint (as opposed to a complaint against all Board members), the Board member with the most seniority on the Board will be appointed by the Board to process the complaint.
9. **Complaints by and against District Staff:** Special consideration is required in processing complaints by staff or against staff. These complaints will be evaluated by the appropriate District administrators.
- 9.1 **Complaints made by staff:** Complaints filed by District staff under a District complaint policy may be subject to the collective bargaining agreement of which the staff person is a member. If the matter complained about is a matter that is covered by the applicable collective bargaining agreement, that agreement controls, and the staff complaint will not be permitted.
- (a) Staff complaints under Policy KL: Although a District staff person may be a resident of the District, or be the parent of a student in the District, that alone does not give a staff person standing to file a public complaint under Policy KL unless the staff person is doing so either (a) because the complaint relates to their own child who is a student in the District; or (b) because the complaint relates to being a resident in the District, not a staff member of the District.

- (b) Staff Complaint under Policy GBM: Complaints under Policy GBM may only be made by current employees of the District. The complaint procedure will not be available to resolve disputes and disagreements related to the provisions of any collective bargaining agreements, nor in any other instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning the dismissal, nonrenewal or nonextension of any employee are not subject to Policy GBM. The Board's decision is final and may not be appealed to the Oregon Department of Education.
- 9.2 **Complaints about staff:** Complaints about District staff by District staff or third persons are confidential personnel matters subject to state law and applicable collective bargaining agreements. The complaint processes outlined above are all subject to applicable law and collective bargaining agreements.
- 9.3 Complaints about staff or staff performance shall be directed to the District's human resources office.
10. **Complaints Made by District Board Members:** District Board members have the right to use the District complaint policies. In doing so, the complainant/Board member waives the right to participate as a decision-maker in the appeal process outlined in Section 1.3.
- 10.1 Board members have the same protections as staff, students and third parties to not experience discrimination, harassment or other forms of conduct prohibited by District policy.
- 10.2 Board members are residents of the District. However, as a Board member they are in a unique position to challenge District policies and procedures in their role on the School Board. Unless the District makes a decision that directly affects a Board member as a District resident, or as the parent of a District student, Board members may not make a complaint under Policy KL.
- (a) Board member complaints about District staff: A complaint made by a Board member about a District staff person will be made directly to the Superintendent. The Superintendent will consult with the Board Chair and District legal counsel about the appropriate next steps, including notification to the staff person that is consistent with any applicable collective bargaining agreement and how the complaint will be investigated.
- (b) Complaints will begin at Step 2 at the Superintendent or designee level. Appeals from the Superintendent's decision shall be heard at the Step 3 level by the School Board. The complaining Board member(s) shall not participate in the Board decision at the Step 3 level.
- 10.3 Board members will refrain from filing complaints under the District complaint policies because of disagreement with policy decisions the Board has voted on or for decisions that have been delegated to the administration. Board members shall use the Board meetings to address policy concerns.
- 10.4 Board members agree that if a Board member is a complainant under a District complaint policy, that complaining Board member and the Board member who is the subject of the complaint agrees not to do the following:

- (a) Participate in the selection of an investigator;
- (b) Communicate with fellow Board members outside of a Board meeting about the complaint;
- (c) Lobby any fellow Board member to support a position on the complaint;
- (d) Deliberate on the complaint as a Board member;
- (e) Vote on a decision about the complaint; or
- (f) Retaliate against the complainant, District staff or other Board members in any way.

10.5 A Board member's failure to abide by this section may subject the Board member to the consequences of public censure.

11. **Notification to Complainants and Subjects of Complaints:** All notifications to complainants shall adhere to the following requirements:

11.1 Shall be sent regular mail and by email at the last known address of the complainant;

11.2 Be written in the language preferred and spoken by the complainant;

11.3 Clearly describe the decision;

11.4 Clearly describe the appeal process with identification of the time for appeal, and the person and address to whom the appeal must be addressed; and

11.5 Clearly identify any other agency to whom an appeal of the final decision may be appealed.

11.6 **Notification to Complainants Alleging Sexual Harassment:** The District will provide specific notifications to a complainant alleging sexual harassment, which includes:

- (a) Their rights;
- (b) Information about the internal complaint processes available through the school or District that the complainant may pursue;
- (c) Notice that civil and criminal remedies that are not provided by the school or District may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
- (d) Information about services available to the complainant through the school or District, including any counseling services, nursing services, or peer advising;
- (e) Information about the privacy rights of the complainants and legally recognized exceptions to those rights for internal complaint processes and services available through the school or District; and

- (f) Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.
- (g) This written notification must:
 - i. Be written in plain language that is easy to understand;
 - ii. Use print that is of the color, size and font that allow the notification to be easily read; and
 - iii. Include a statement that this information is made available on the school or District website.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

** 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: **KL**
Adopted: 8/19/10
Readopted: 2/21/13; 8/22/19; 6/25/20

Public Complaints

The Board takes the concerns of the public seriously. The Board is committed to providing a fair and effective complaint process in order to seek resolution whenever possible, continuously improve the District's performance, and provide open channels of communication. This policy and the accompanying administrative regulation establish the process for addressing complaints.

Steps for complaint resolution

Whenever possible, the Board supports resolution of concerns with the person most directly involved in the issue. Direct communication can often facilitate prompt problem-solving and mutual understanding of concerns.

When a concern cannot be resolved through informal, direct communication, formal complaints may be filed in certain circumstances. The general steps for resolving complaints are as follows:

1. Step 1: If the complainant has not been able to resolve a concern with the person directly involved, the complainant may file a formal complaint with the building administrator or District-level administrator. Complainants are encouraged to use the complaint form attached to KL-AR, and must provide the information listed on that form. Multiple supports are available to parties involved in the complaint process.
2. Step 2: If the complaint is not resolved at Step 1, the complainant may appeal to the supervisor of the building administrator or District-level administrator. Complainants are encouraged to use the complaint appeal form attached to KL-AR, and must provide the information listed on that form.
3. Step 3: If the complaint is not resolved at Step 2, the complainant may appeal to the superintendent or the superintendent's designee. The decision of the superintendent or designee constitutes the final decision of the District, unless a specific law or District policy provides otherwise.

A complaint against a principal shall start at Step 2 and be filed with the principal's supervisor.

A complaint against the superintendent shall be filed with the Board chair.

A complaint against the Board as a whole shall be filed with the Board chair. A complaint against a Board member shall be filed with the Board chair on behalf of the Board. A complaint against the Board chair shall be filed with the Board vice-chair on behalf of the Board.

Specific timelines and requirements for each step are set out in KL-AR, Complaint Process.

Persons eligible to file complaints

Complaints may be filed by a person who resides in the District, any parent or guardian of a student who attends school in the District, or a student. A complainant may only bring an individual complaint forward regarding their own situation or, as appropriate, on behalf of their own student. Complaints cannot be filed on behalf of someone else's circumstances or on behalf of a group.

Timeline for filing complaints

All complaints must be received by the District on the later date of:

1. Within two years of the alleged violation or the complainant's discovery of the alleged violation. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the District.

Additional provisions

While speakers at public board meetings may offer objective criticism of operations and programs, the Board will not hear personal complaints concerning District personnel nor against any person connected with the school system. The Board chair will direct the speaker to the complaint process for complaints involving individuals.

The superintendent will administer the complaint process set forth in KL-AR Complaint Procedure, unless the complaint is against the superintendent, the Board or a Board member, in which case the procedure described in KL-AR shall be administered by the Board.

These complaint procedures do not apply to certain types of complaints. When the District has other policies or administrative rules that require a specific complaint resolution or appeal process, those specific rules will apply rather than the general complaint procedure.

If a complaint is made directly to the Board or to an individual Board member, the complainant will be referred to the process above. A Board member shall not attempt to

consider such complaints in any official capacity acting as an individual Board member.

Retaliation against any person who files a complaint or participates in the complaint process is strictly forbidden. Concerns about retaliation should be brought promptly to the attention of the appropriate party as outlined in KL-AR Complaint Procedure.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards); Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion); ORS 659.850, OAR 581-021-0045, or OAR 581-021-0046 (related to Discrimination); OAR 581-021-0047 (Native American Mascots); or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the District or a person who resides in the District, may appeal the District's final decision to the Oregon Department of Education. The Oregon Department of Education will determine if it will accept the appeal.

Charter Schools of which the District Board is a Sponsor

The District Board, through its charter agreement with charters schools sponsored by the District, will not review an appeal of a decision reached by the board of a charter school on any complaint, including but not limited to those alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the District Board has jurisdiction, and recognizes a decision reached by the board of a charter school as the District Board's final decision.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)
[ORS 332.107](#)
[ORS 659.852](#)
[OAR 581-022-2370](#)
[OAR 581-002-0001 – 002-0005](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984)
Connick v. Myers, 461 U.S. 138 (1983).



Code: **KL-AR(1)**
Revised/Reviewed: 8/19/10; 2/21/13; 12/11/14;
1/22/15; 8/08/19; 6/25/20
Orig. Code: KK-AR

Public Complaint Procedure**

As set forward in KL, the Board takes the concerns of the public seriously. The Board is committed to providing a fair and effective complaint process in order to seek resolution whenever possible, continuously improve the District's performance, and provide open channels of communication. This regulation sets out the public complaint procedure as established by policy KL.

Process and Timelines

A person with a concern is encouraged to discuss the concern with the individuals directly involved in the issue. Direct communication can often facilitate prompt problem-solving and mutual understanding of concerns. The District offers multiple supports to individuals seeking to resolve concerns. If a person does not feel comfortable addressing a concern directly with the individual involved, the person can request support from a building administrator or District-level administrator.

Step One: The Building or District Administrator

If the concern cannot be resolved informally with the individual(s) directly involved, the complainant may file a written, signed complaint clearly stating the nature of the complaint and a suggested remedy with the building or District-level administrator. Complainants are strongly encouraged to use the complaint form attached to this AR, and must provide the information listed on that form. A written complaint commences the formal complaint process. The administrator shall evaluate the complaint, and shall attempt to resolve the complaint. The administrator can also refer the parties to alternative resolution process and other supports, if appropriate. If the complaint cannot be resolved, the administrator shall investigate the complaint and provide a written response within no more than 25 working days after receiving the complaint. The written response shall provide information about how to appeal to Step 2.

If the complainant is not satisfied with the Step 1 result and wishes to pursue the complaint, the complainant shall file a signed, written appeal with the District-level supervisor of the Step 1 administrator within five working days after receipt of the written response of the Step 1 administrator. The complainant should submit the original written complaint, the written response, and any additional information the complainant believes is relevant. Complainants are

strongly encouraged to use the appeal form attached to this AR, and must provide the information listed on that form.

Step Two: District-Level Supervisor

If a complaint is appealed to Step 2, the District-level supervisor shall evaluate the appeal, confer with the complainant and the parties involved, and attempt to resolve the complaint. The supervisor can also refer the parties to alternative resolution process and other supports, if appropriate. If the complaint cannot be resolved, the supervisor may, but is not required to, conduct additional investigation. The supervisor will provide a written response within no more than 25 working days after receiving the Step 2 appeal. The written response shall provide information about how to appeal to Step 3.

If the complainant is not satisfied with the Step 2 result and wishes to pursue the appeal, the complainant shall file a signed, written appeal with the superintendent or designee within five working days after receipt of the written Step 2 response. The complainant should submit the original written complaint, the written Step 1 response, the Step 2 appeal, the Step 2 decision and any additional information the complainant believes is relevant. Complainants are strongly encouraged to use the appeal form attached to this AR, and must provide the information listed on that form.

Step Three: The Superintendent or Designee

If a complaint is appealed to Step 3, the superintendent or designee shall review the information from Step 2. The superintendent or designee shall evaluate the appeal and may confer with the complainant and the parties involved in order to attempt to resolve the complaint. The superintendent or designee can also refer the parties to alternative resolution process and other supports, if appropriate. If the complaint cannot be resolved, the superintendent or designee may, but is not required to, conduct additional investigation. The superintendent or designee will prepare a written determination that shall address each of the allegations in the complaint and include the superintendent or designee's decisions and reasons for the decisions. In general, a written report will determine, based on a preponderance of the evidence standard, whether there was a violation of District policy related to each specific allegation. The report shall be provided to the complainant within 30 working days after receiving the written appeal. The decision of the superintendent or designee constitutes the final decision of the District, unless a specific law or District policy provides otherwise.

Complaints against the Superintendent

Complaints against the superintendent shall be filed with the Board chair. The Board chair shall present the complaint to the Board and inform the superintendent of the complaint. The Board chair will consult with the vice-chair and legal counsel regarding complaints against the superintendent and make a decision regarding the process for responding to the complaint, including whether to attempt informal resolution and whether to conduct a third-party

investigation. The Board chair will inform the full Board of the process, including the status of any investigation. Within 90 calendar days of receipt of the complaint, the board will decide in open session what action, if any, is warranted, and the Board's decision will be communicated to the complainant in writing. The Board's decision will address each allegation in the complaint and contain reasons for the Board's decision. The Board may review the matter in executive session if permitted under the Oregon Public Meetings Law.

Complaints against the Board or an individual Board member

When a complaint is against the Board or an individual Board member, other than the chair or vice-chair, the Board chair will consult with the vice-chair and legal counsel regarding the complaint and make a recommendation regarding the process for responding to the complaint, including whether to attempt informal resolution and whether to conduct a third-party investigation. The Board chair will inform the full Board of the recommended process, including the status of any investigation. Within 90 calendar days of receipt of the complaint, the Board will decide in open session what action, if any, is warranted, and the decision will be communicated to the complainant in writing. The Board's decision will address each allegation in the complaint and contain reasons for the Board's decision.

If the complaint is against the chair, the complaint will be referred to the vice-chair, who shall consult with legal counsel and make a recommendation regarding the process for responding to the complaint, including whether to attempt informal resolution and whether to conduct a third-party investigation. The Board vice-chair will inform the full Board of the recommended process, including the status of any investigation. If the complaint is against the vice-chair, the complaint will be referred to the chair, who shall consult with legal counsel and make a recommendation regarding the process for responding to the complaint, including whether to attempt informal resolution and whether to conduct a third-party investigation. The Board chair will inform the full Board of the recommended process, including the status of any investigation. For a complaint against the chair or vice-chair, the Board will consider the complaint, and investigation if conducted, during a properly-noticed meeting and determine what, if any, action is warranted. The Board's decision will address each allegation in the complaint and contain reasons for the Board's decision.

The Board member against whom a complaint is filed shall not participate in any vote related to the complaint, including the Board's final vote on the complaint.

Alternative process for complaints regarding athletics

For complaints by student athletes or their parents relating to eligibility or participation, the District will endeavor to provide an expedited resolution where possible. Complaints about eligibility or participation should be brought to the attention of the coach directly responsible for the sport in which the student athlete is participating and the parties should seek informal resolution. If the concern is not resolved within five working days, the student athlete or their parents may file a written complaint with the athletic director, who shall meet with the student

athlete and parents to attempt to resolve the complaint within five working days. If the complaint is not resolved, the student athlete or their parents may file an appeal with the high school principal. The high school principal shall consider the appeal and provide a written determination within five working days. If the student athlete or their parents are not satisfied with the high school principal's decision, the student athlete or their parents can appeal to the District administrator overseeing high schools. The District administrator overseeing high schools will review the complaint, confer with the District athletic director, and issue a decision within five business days. The decision of the District administrator overseeing high schools shall be final.

This alternative process is provided in order to allow for expedited resolution of complaints regarding eligibility or participation. Students or parents may also use the formal process described above. This expedited process will not be used for complaints outside of eligibility or participation. The District will determine which complaint process is appropriate based on the circumstances.

Complaints made by District Board Members

District Board members have the right to use the District complaint policies. Board members have the same protections as staff, students and third parties to not experience discrimination, harassment or other forms of conduct prohibited by District policy.

Board members are residents of the District. However, as a Board member they are in a unique position to challenge District policies and procedures in their role on the School Board. Unless the District makes a decision that directly affects a Board member as a District resident, or as the parent or guardian of a District student, Board members may not make a complaint under Policy KL.

Board members will refrain from filing complaints under the District complaint policies because of disagreement with policy decisions the Board has voted on or for decisions that have been delegated to the administration. Board members shall use the Board meetings to address policy concerns.

Board members agree that if a Board member is a complainant under a District complaint policy and files a complaint against another Board member, that complaining Board member and the Board member who is the subject of the complaint agrees not to do the following:

- (a) Participate in the selection of an investigator;
- (b) Communicate with fellow Board members outside of a Board meeting about the complaint;
- (c) Lobby any fellow Board member to support a position on the complaint;
- (d) Deliberate on the complaint as a Board member;
- (e) Vote on a decision about the complaint; or

- (f) Retaliate against the complainant, District staff or other Board members in any way.

A Board member's failure to abide by this section may subject the Board member to the consequences of public censure.

Additional provisions

To ensure equitable access to the complaint process, complainants shall be provided with interpretation or translation services, as well as support for putting a complaint in writing. Complainants can also request assistance in understanding the complaint process. Other supports are also available to parties during the complaint process. Requests for assistance can be made to the building administrator or superintendent.

The District may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution. The timelines outlined in this procedure will be tolled during the mediation or alternative dispute resolution.

“Working days” means days in which the District is open and students are in attendance. Working days does not include school breaks or teacher in-service days.

The timelines described in this section may be extended upon written agreement by the complainant and the District. If a complainant does not agree to an extension of time and a complaint is not resolved within 90 working days, the complainant may appeal to the Oregon Department of Education.

The parties to a complaint shall be given an update regarding the process at least every 45 days until the final decision is issued.

Complaints involving allegations of misconduct by a specific District staff member will be processed in accordance with Human Resources procedures. Additionally, complaints regarding licensed or classified staff will be processed in accordance with applicable collective bargaining agreements. Complainants should be aware that the collective bargaining agreements and other considerations place limits on the processing of anonymous complaints. Complainants should be aware that employees are entitled to certain confidentiality rights under state and federal law, as well as applicable collective bargaining agreements. Taking into account these confidentiality protections, complainants will be notified of the outcome of complaints against employees to the extent permitted by law, District policy and practice, and applicable collective bargaining agreements.

From time to time Board members may receive complaints from community members, groups or staff by email or other means. Board members shall refer complainants to the Superintendent.

If the complainant chooses to engage in another complaint process with an outside agency such as the Oregon Department of Education, the Teacher Standards and Practices Commission, the Oregon Bureau of Labor and Industries, the Employment Relations Board, the Office for Civil Rights or other such agencies, the District is under no obligation to either begin or complete its complaint process.

Retaliation against any person who files a complaint or participates in the complaint process is strictly forbidden. Concerns about retaliation should be brought promptly to the attention of a principal or the superintendent.

If there are concerns about conflicts of interest in the investigation or decision-making process of addressing complaints, those concerns should be brought to the attention of the superintendent, the superintendent's designee, and/or the Board chair for evaluation and resolution. The superintendent or Board chair may determine that it is appropriate to engage a third party to assist regarding the conflict of interest.

This complaint procedure will be available at the District's administrative office and a link will be included on the home page of the District's website.



DISTRICT COMPLAINT FORM

TO: District Office _____ (Name of School)

Person Making Complaint _____

Telephone Number _____

Date _____

Email address _____

The District wants to help ensure that the complaint process is accessible and equitable, and that complainants have the information they need about the process. If you need interpretation or translation services, or support putting your complaint in writing, or have any other questions about the process, please contact the building administrator or superintendent's office.

What is your complaint? (Please describe the concern in as much detail as possible including dates, locations, and persons involved. Please include each separate concern or allegation that you have. Please feel free to attach additional pages if necessary.)

Please describe how you have already attempted to resolve your complaint informally:

Who has information about your complaint and what other information would you like us to consider?

What is your suggested solution?

Signature of Complainant: _____ Date: _____

c: District Office

Please be aware that information shared on this form could be subject to disclosure under the Oregon Public Records Act. While the law may allow certain limited information to be kept confidential, in general complaints are considered public records.



COMPLAINT APPEAL FORM

TO: District Office _____ (Name of School)

Person Filing Appeal _____

Telephone Number _____

Date _____

Email address: _____

The District wants to help ensure that the complaint process is accessible and equitable, and that complainants have the information they need about the process. If you need interpretation or translation services, or support putting your complaint in writing, or have any other questions about the process, please contact the building administrator or superintendent's office.

Please describe why you are appealing your complaint?

Who did you discuss your complaint with? Were any aspects of your complaint resolved to your satisfaction?

Please attach your original written complaint and any written determination that you have received.

Signature of Complainant: _____ Date: _____

Please be aware that information shared on this form could be subject to disclosure under the Oregon Public Records Act. While the law may allow certain limited information to be kept confidential, in general complaints are considered public records.

SUPERINTENDENT’S RECOMMENDATION:

For the 2023-2024 school year, approve the following interdistrict transfer slots:

- 70 Interdistrict transfer slots into North Clackamas as shown in Attachment A.
- An unlimited number of interdistrict transfer slots out of North Clackamas.

ORIGINATED BY:

This item originated due to annual school choice transfer cycle.

BUDGET IMPACT/SOURCE OF FUNDS:

The district budget is based upon number of students enrolled, Average Daily Membership (ADM). Allowing interdistrict transfers affects the number of students attending schools in the school district, which in turn, affects the revenue received by the school district.

BACKGROUND:

North Clackamas School District has historically been a school district comprised of neighborhood schools. Over time, magnet programs and charter schools have offered families public educational options outside of their resident neighborhoods.

Oregon law allows additional options for families seeking to attend a public school outside of their neighborhood or school district. Specifically, Open Enrollment and Interdistrict Transfer are two methods of school choice that have historically been available. Open Enrollment was only available during the 2012-2018 school years. Students who entered North Clackamas Schools under Open Enrollment, and have maintained continuous enrollment, may remain enrolled through graduation. The focus of this item is on Interdistrict Transfer.

ANALYSIS:

The interdistrict transfer slots proposed for 2023-2024 in Attachment A were derived using similar criteria to previous years:

- to approve opening slots at schools where the five-year projected enrollment is less than 95% of the physical capacity of the school

For a number of years schools have struggled to accommodate students who have received interdistrict transfer slots when, over the course of the summer, the school’s enrollment at a particular grade level has unexpectedly grown. NCSD now closes slots at schools when the school’s grade level enrollment has unexpectedly exceeded its projected enrollment and its staffing allocation ratios.

- Beginning on August 15, 2023 interdistrict transfer slots at any school or grade level where the school’s total enrollment or grade level enrollment exceeds the projected enrollment or staffing ratio provided for the school year will be closed for the duration of

the school year.

- Hardship interdistrict transfer requests (as allowed in OAR 581-021-0019) will be reviewed approximately three weeks before the beginning of the school year and periodically throughout the school year.

ATTACHMENTS:

- [Attachment A: 2023-2024 Proposed Interdistrict Transfer Slots](#)
- [Attachment B: 2022-2023 Interdistrict Transfer Report, as of 3/1/23](#)

PRESENTER / STAFF CONTACT:

Katie Cunningham, Administrator for Community Connections and Enrollment Options

2023-24 Projected Interdistrict Transfer Slots

- Slots are allotted based on a 5-year projected enrollment that is less than 95% of capacity.
- Therefore, no slots in the Clackamas/Adrienne C. Nelson feeders will be offered for the 2023-2024 school year.
- Beginning August 15, 2023, interdistrict transfer slots open at any school or grade level where the school's total enrollment or grade level enrollment exceeds the projected enrollment or staffing ratio provided for the school year will be closed for the duration of the school year.
- Hardship interdistrict transfer requests (as allowed in OAR 581-021-0019) will be reviewed approximately three weeks prior to the beginning of the school year and periodically throughout the school year.

School	Number of Slots
Ardenwald	5 total, across grade levels K-5
Bilquist	5 total, across grade levels K-5
Lewelling	5 total, across grade levels K-5
Linwood	5 total, across grade levels K-5
Oak Grove	5 total, across grade levels K-5
View Acres	5 total, across grade levels K-5
Alder Creek Middle School	5 total, across grades 6-8
Rowe Middle School	5 total, across grades 6-8
Milwaukie High School	10 total, across grades 9-12
New Urban High School	10 total, across grades 9-12
Rex Putnam High School	10 total, across grades 9-12

INTERDISTRICT TRANSFER REPORT, 2022-23

BACKGROUND

North Clackamas School District has historically been a school district composed of neighborhood schools. Over time, magnet programs and charter schools have offered families educational options outside of their resident neighborhoods. Additionally,

- In-district transfers (between two schools within North Clackamas School District) have been offered based on school board approved criteria and subject to school capacity.
- Interdistrict transfers (between a school within North Clackamas School District and a school outside of North Clackamas School District) have been offered, in alignment with Oregon regulations, based on board approved slots and hardship requests.
- For a brief time, between 2012 and 2018, Open Enrollment was an option in Oregon for students to enroll in non-resident schools within and outside their resident school district. With continuous enrollment, students enrolled under the Open Enrollment option can remain in North Clackamas Schools through high school graduation.

2022-2023 DATA

For the 2022-2023 school year, North Clackamas opened 76 slots for Interdistrict Transfers. In addition, North Clackamas opened an unlimited number of interdistrict transfer slots out of the school district. Below is a breakdown of how those slots were utilized and how many hardship requests were met as of March 1, 2023.

Interdistrict Transfers Out:
65 students residing in North Clackamas School District applied for and received an interdistrict transfer out of the North Clackamas School District. 26 were elementary school students, 13 were middle school students, and 26 were high school students. Most transferred to the Portland Public School District, Gladstone School District, Oregon City School District, or West Linn-Wilsonville School District. 15 of the 65 students who were released had been attending North Clackamas Schools at the time of the release request.

Interdistrict Transfers In (slot-based):
39 students residing outside of the North Clackamas School District have received slot-based transfers into NCSD. Of these, 13 are elementary students, 10 are middle school students, and 16 are high school students. The majority of these students reside in the Oregon City and Gladstone School Districts.

Interdistrict Transfer In (hardship):
2 students residing outside of North Clackamas School District have received hardship interdistrict transfers into North Clackamas for the 2022-23 school year.

CONCLUSIONS

An analysis of 2022-23 student transfer data as of 3/1/23 shows:

- 106 students utilized some form of interdistrict transfer to change school districts. This is equivalent to 0.65% of our current student population.
- Of the students leaving the school district through Interdistrict Transfers, roughly 76% were not attending North Clackamas School District at the time of their release.
- In order to determine the financial implications of Interdistrict Transfer for 2022-2023, we have compared the loss of North Clackamas School District students who left the school district with the gain of students who previously did not attend in North Clackamas School District.

	Gain	Loss*	Net
Interdistrict Transfer	+39 (slot-based) & 2 (hardship)	-15	+26

* Based on students registered in North Clackamas at the time of release.

This net increase of 26 students represents an approximate \$208,000 increase in district state school support. This accounting is an estimate because the exact amount of revenue for each specific student and the cost to educate due to unique learning needs are unknown.

Note: While not part of the interdistrict transfer process, the number of students residing in North Clackamas and enrolling in non-North Clackamas School District web academies is equivalent to 1.6% of the total North Clackamas student population. This number increased slightly during the pandemic, and has remained steady since the fall of 2021.

SUPERINTENDENT’S RECOMMENDATION:

Approval of the postponement of math curriculum materials adoption for Kindergarten through 12th grade until the end of the 2023-2024 school year.

ORIGINATED BY:

Division 22 (the Oregon Administrative Rules that regulate the operation of schools and school districts) requires board action on a postponement of the state adoption cycle.

BACKGROUND:

Under OAR 581-022-2355, each school district shall, on a cycle established by the Oregon Department of Education (ODE), adopt instructional materials. If a district seeks to postpone adoption of the materials for a content area, the school district must submit a request to ODE; this process ensures compliance with Division 22. The ODE Adoption Cycle identifies 2022-23 as the year for adoption of Math materials.

The ODE approved list of materials was released on October 20, 2022, with the ESD-facilitated vendor presentations occurring in late November into December for the virtual sessions and January for the in-person sessions.

In order to identify, adopt, and implement curriculum at a quality level for Math at both the elementary and secondary levels, the school district has worked to align with the OR State Standards that were approved and released in October 2022. The work is ongoing at the high school level as the state’s new 2+1 guidance continues to be developed and refined. The school district is ahead of area districts in the implementation of said guidance.

Such a large-scale decision and financial investment as a K-12 curriculum adoption requires a data-informed approach where students remain at the center of the decision-making while incorporating teacher voice in the process. The timing of the materials release and vendor presentations has resulted in teacher teams not being able to meet to review materials until February 2023. The current timeline would significantly limit the ability to collect a robust data set by reducing possible pilots of the materials to a matter of 2-4 short weeks. Because NCSd is committed to data-informed decision making and sound financial stewardship of public funds, delaying approval and implementation of a new curriculum is critical.

ATTACHMENTS:

Proposed K-12 Math Adoption Adjusted Timeline

PRESENTER / STAFF CONTACT:

Dr. Andrea Lockard, Director of Curriculum and Instruction
Tammy O’Neill, Executive Director of Teaching, Learning, & Professional Development

OTHERS NOTIFIED OF ITEM:

Executive Council



K-12 Math Adoption Overview

Year	Adoption	Professional Development
Fall 2022	State-approved materials list released	
Spring 2022	Curriculum Materials for Pilot identified	Professional Development planning for piloting of new K-12 grade math materials
	Plan for Fall 2023 implementation	
Fall 2023	K-12 Curriculum Materials Pilot	Teacher Development Group Professional Development: K-12 Math Professional Development on instructional model
Winter 2024	Pilot Data Review & Selection Committee Meeting(s)	Teacher Development Group Professional Development: 9 - 12th grade Studios at each HS
	Selection Recommendation identified for Board Approval ***Pending Board Approval in Spring	
Spring 2024	Proposal for Board Approval	Professional Development planning for implementation of new K-12 Math materials
	Contracts & Purchasing Planning	

TRAVEL PERMISSION REQUEST

Sabin-Schellenberg Professional Technical Center DECA

CONSENT E

April 13, 2023

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

Sabin-Schellenberg Technical Center is requesting permission for 12 students and 2 chaperones to travel to the DECA International Conference, April 21-26, 2023 in Orlando, Florida. This trip will cost \$1,675 per student with the remainder of the cost paid by student store profits, an online silent auction and fundraisers. Students will have the opportunity to compete in financial consulting, share the presentation of their student store written project, and attend leadership, networking, and business-related workshops.

SOURCE OF FUNDS:

See attached Application for Permission to Travel

ATTACHMENTS:

Application for Permission to Travel and required attachments

STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 700.00
- 2. Lodging (no home stays) \$ 375.00
- 3. Meals \$ 250.00
- 4. Fees/Event Expense \$ 350.00
- 5. Other \$ 0

Description of other expenses: Transportation

6. **Total cost per student (total lines 1 through 5):** \$ 1675

7. # of chaperones 2

8. # of students 12

9. **Total # of students + chaperones** 14

10. **Total cost of participation (Line 6 x Line 9):** \$ 23450

11. Substitute Teachers: (rates are effective 2022-2023)

a. 2 # Full-Day Substitute(s) x 4 # of Days @ \$273.60 = \$ 2,188.80

b. 0 # Half-Day Substitute(s) x 0 # of Days @ \$136.80 = \$ 0.00

c. **Total Sub Cost** \$ 2188.8

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ 25638.8

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 25,638.80

Briefly describe fund-raising activities and other resources:

\$10,000 covered by student store profits, \$5,000 from online silent auction, \$1,000 from Rotary, approximately \$1,000 from professional development substitute days, Jamba Juice fundraiser, restaurant night fundraisers, student fees

No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.

Section III – Transportation and Lodging Information

- Transportation: NCSD bus Nondistrict commercial transportation (bus, train, plane)
 NCSD mini bus (Type 20) Private/personal vehicles (Must have parent/guardian release form)
 Rental Vehicle (no rental of 15-passenger vans allowed)

For use of NCSD minibus or Rental Cars, please identify the NCSD current certified mini-bus drivers:

Name of Driver(s): _____

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

Number of miles round trip: _____

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

Students will be dropped off and picked up by guardians at the airport; airport shuttle, public transit, and DECA provided bus shuttles will be used once in Orlando.

Name and location of lodging and description of room arrangements (chaperones may not share rooms with students; see item #2 under Chaperone Guidelines). Students are not allowed to stay with host families without written permission from Superintendent or designee. This is in accordance with Volunteer Policy IICC-AR(1): DECA has assigned hotels for state associations. We are staying at the Embassy Suites. We will have 2 rooms of 3 girls per room, 2 rooms of 3 boys per room, 1 male chaperone room, 1 female chaperone room

For all travel requests, transportation details and a pre-trip driver requirements forms (If driving a Type 20 NCS D minibus must be included).

I have read and understand all trip guidelines.

Sharon Dadd
Trip Leader Signature

2/24/23
Date

Section IV – Required Attachments for building level approval only.

The following attachments must accompany this application:

- Detailed Itinerary which includes all planned activities and outline of student expectations specific to the trip.
- Pre-trip Driver Requirements (NCS D minibus-Type 20) upon departure.
- Copy of Permission Release Forms and Emergency Information
- List of chaperones and verification of current background check on file.

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

- Detailed itinerary which includes all planned activities and outline of student expectations specific to the trip.
- List of chaperones and verification of current background check on file.

Section VI – Approval

Principal Level: Approved
 Denied

[Signature] 2/28/23
Principal Date

District Level: Approved
 Denied

[Signature] 3/13/23
Executive Director of Elementary/Secondary Date

Date of Board Approval: _____

PROGRAM NAME: Sabin Schellenberg DECA

Itinerary	
Trip Description DECA International Career Development Conference	
Departure Date April 21	Departure Time 5:00 am
Return Date April 26	Return Time 4:00 pm
Agenda Activities:	
Day: Friday	Date: April 21, 2023
Time 5:00 am	Activity Arrive at airport, check in, and depart
Time 6:00 pm	Activity Arrive in Orlando (approximate)
Time 6:15 pm	Activity Transport to hotel, check in
Time 7:00 pm	Activity Team dinner
Time 9:00 pm	Activity Prepare for next day's events/competitions
Time 11:00 pm	Activity Lights out
Time Saturday	Activity April 22, 2023
Time 7:30 am	Activity Wake up and breakfast
Time 9:00am-5:00pm	Activity Conference Activities - see attached
Time 5:00 pm	Activity Dinner and free time
Time: 7:00 pm	Activity Return to hotel and prepare for opening session
Time 8:30pm	Activity Opening session; then return to hotel and lights out

Agenda Activities:	
Day: Sunday	Date: April 23, 2023
Time 7:00 am	Activity Wake up and breakfast
Time 8:00 am	Activity Conference activities begin
Time 5:00 pm	Activity Conference activities end, return to hotel
Time 5:30 pm	Activity Dinner and free time, prep for competitions
Time 11:00 pm	Activity Curfew and lights out
Time Monday	Activity April 24, 2023
Time 7:00 am	Activity Wake up and breakfast
Time 8:00 am	Activity Conference activities begin
Time 4:00 pm	Activity Conference activities end
Time 5:00 pm	Activity DECA Night at Universal Studios
Time 11:00pm	Activity Depart Universal
Time 11:30 pm	Activity Debrief day, get ready for bed
Time 12:00 am	Activity Curfew and lights out
Time	Activity
Time	Activity
Time	Activity

Agenda Activites:	
Day: Tuesday	Date: April 25, 2023
Time 7:00 am	Activity Wake up and breakfast
Time 8:00 am	Activity Explore Orlando - Disney World, local area
Time 6:00 pm	Activity Return to hotel to get ready for grand awards session
Time 8:30 pm	Activity Grand awards session
Time 11:30 pm	Activity Return to hotel, curfew, and lights out
Time Wednesday	Activity April 26, 2023
Time 4:00 am	Activity Wake up and get ready for departure
Time 7:00 am	Activity Depart for airport
Time 7:30 am	Activity Check in and fly for PDX
Time 4:00 pm	Activity Return to PDX, parent pickup
Time	Activity

Notes/Additional Items

See attached itinerary from DECA for full schedule of conference offerings.

ARAB AMERICAN HERITAGE MONTH

PROCLAMATION

Agenda Item #1
April 13, 2023

SUPERINTENDENT’S RECOMMENDATION:

That the Board adopt the proclamation recognizing April as Arab American Heritage Month in North Clackamas School District.

BACKGROUND:

The month of April is nationally recognized as a time to honor and celebrate the contributions of Arab Americans in our society and collective history.

Arab America and the Arab America Foundation launched the National Arab American Heritage Month initiative in 2017, with just a handful of states recognizing the initiative. The President of the United States recognized the month of April as National Arab American Heritage Month with a special commemorative letter to our organization. In 2022, Congress, the U.S. Department of State, and 45 state governors issued proclamations commemorating the initiative. Oregon passed permanent legislation designating the month of April as National Arab American Heritage Month.

ATTACHMENTS:

Proclamation National Arab American Heritage Month

PRESENTER:

Mitzi Bauer, Board Chair



Arab American Heritage Month in North Clackamas School District

WHEREAS: for over a century, Arab Americans have been making valuable contributions to virtually every aspect of American society: in medicine, law, business, education, technology, government, military service, culture; and

WHEREAS: since migrating to America, men and women of Arab descent have shared their rich culture and traditions with neighbors and friends while also setting fine examples of model citizens and public servants; and

WHEREAS: they brought with them to America their resilient family values, strong work ethic, dedication to education, and diversity in faith and creed that have added strength to our great democracy; and

WHEREAS: Arab Americans have also enriched our society by sharing in the entrepreneurial American spirit that makes our nation free and prosperous; and

WHEREAS: the history of Arab Americans in the US. remains neglected or defaced by misconceptions, bigotry, and anti-Arab hate in the forms of crimes and speech; and

WHEREAS: Arab American issues, such as civil rights abuses, harmful stereotyping, and bullying must be combated in the forms of education and awareness; and

WHEREAS: they join all Americans in the desire to see a peaceful and diverse society, where every individual is treated equally and feels safe; and

WHEREAS: the incredible contributions and heritage of Arab Americans have helped us build a better nation.

THEREFORE: the North Clackamas School Board proclaims April 2023 as Arab American Heritage Month in the North Clackamas School District.

Adopted this 13th day of April, 2023.

Signed:

Chair, Mitzi Bauer, School District Board of Directors

**ASIAN & PACIFIC ISLANDER AMERICAN
HERITAGE MONTH**

PROCLAMATION
Agenda Item #2
April 13, 2023

SUPERINTENDENT’S RECOMMENDATION:

That the Board adopt the proclamation recognizing May as Asian & Pacific Islander American Heritage Month in North Clackamas School District.

BACKGROUND:

The month of May is nationally recognized as a time to honor and celebrate the contributions of Asian and Pacific Islander Americans in our society and collective history.

The roots of Asian/Pacific American Heritage Month can be traced back to 1976, when Jeanie Jew, President of the Organization of Chinese American Women, contacted government officials in response to the lack of Asian Pacific representation in the U.S. bicentennial celebrations that same year. The observance began in 1979 as Asian Heritage Week, established by congressional proclamation. In May 1990, the holiday was expanded further when President George Bush signed a proclamation making it month-long for that year. On October 23, 1992, Bush signed legislation designating May of every year Asian Pacific American Heritage Month. The month of May was chosen to commemorate two significant events in history: the immigration of the first Japanese immigrants to the United States on May 7, 1843, and the completion of the transcontinental railroad on May 10, 1869 (Golden Spike Day). The diversity and common experiences of the many ethnic groups are celebrated during Asian Pacific American Heritage Month with numerous community festivals and government-sponsored activities.

ATTACHMENTS:

Proclamation Asian & Pacific Islander American Heritage Month

PRESENTER:

Mitzi Bauer, Board Chair



Asian & Pacific Islander American Heritage Month in North Clackamas School District

WHEREAS: Asian and Pacific Islander Americans have lived and worked in Oregon for more than 200 years, contributing to the state's rich history, economy, and culture; and

WHEREAS: Asian and Pacific Islander Americans have helped advance our community's prosperity through their contributions to all fields of education, business, the arts, economic development, science, and technology; and

WHEREAS: Asian and Pacific Islander American history is marked by a struggle for freedom, equality, and justice, prevailing over the adversity of exclusion, persecution, incarceration, and disparities; and

WHEREAS: The vibrant history and diverse cultures of Oregon's Asian and Pacific Islander Americans are here to be honored as a central part of our state's story and shared across all Oregon communities; and

WHEREAS: The month of May is nationally recognized as a time to celebrate contributions of Asian and Pacific Islander Americans to our society and collective history.

THEREFORE: The North Clackamas School Board hereby proclaims May 2023 to be ASIAN & PACIFIC ISLANDER AMERICAN HERITAGE MONTH in North Clackamas School District.

Adopted this 13th day of April, 2023.

Signed:

Chair, Mitzi Bauer, School District Board of Directors

LICENSED STAFF APPRECIATION WEEK

PROCLAMATION

Agenda Item #3

April 13, 2023

SUPERINTENDENT'S RECOMMENDATION:

That the Board adopt the proclamation recognizing licensed staff for their contributions to the district by declaring May 7-13, 2023, as the Licensed Staff Appreciation Week in North Clackamas School District.

ORIGINATED BY:

This is the district's annual recognition and appreciation of school licensed staff.

BACKGROUND:

National Teacher Appreciation Week has been scheduled for May 7-13, 2023, to recognize the continuing efforts and contributions of teachers. National School Nurses Day is May 10, 2023. The district will use these observances to focus attention on the excellent job being done by our North Clackamas licensed staff.

ATTACHMENTS:

- Proclamation Licensed Appreciation Week

PRESENTER:

Mitzi Bauer, Board Chair



Licensed Staff Appreciation Week in North Clackamas School District

WHEREAS: Licensed Staff, including teachers, counselors and social workers, nurses, psychologists, instructional coaches, media specialists, therapists, speech pathologists, and other specialists are vital to the education of students and who continually strive to promote high expectations, cultural understanding, to prepare graduates who are inspired and empowered to strengthen the quality of life in our local and global communities; and

WHEREAS: Licensed Staff are professionals that advance the well-being, academic success, and life-long achievements of all students; and

WHEREAS: Licensed Staff continually strive for improvement and progress in education with the understanding of the need for commitment to excellence in the district's school system; and

NOW, THEREFORE BE IT RESOLVED: that the North Clackamas School District Board of Directors proclaims May 7-13, 2023, as Licensed Staff Appreciation Week in North Clackamas School District.

Adopted this 13th day of April, 2023.

Signed:

Chair, Mitzi Bauer, School District Board of Directors

NUTRITION SERVICES REPORT

REPORT
Agenda Item #6
April 13, 2023

ORIGINATED BY:

This is an annual informational update presented to the School Board.

BACKGROUND:

Nutrition Services Report:

The North Clackamas School District partners with Chartwells to provide a robust Nutrition Services Program. Each year staff reviews the services provided and the overall health of the full Nutrition Services Program.

This time is set aside for an update the School Board on the status of the Nutrition Services Program, including these features:

- Innovative Programs & Including Student Voice
- Welcoming Environments
- Empowered Team Members
- Advancing the Nutrition Services Program
- Average Meal Counts
- Community Eligibility Sites

School Meal Fees for 2023-2024:

Per Policy EFAA-AR, “Annually, the district will establish prices for reimbursable student meals, afterschool snacks and milk. The price charged to students who do not qualify for free or reduced-price meals will be established by the district in compliance with state and federal laws.” The district will not seek a change in the price of meals or milk for the 2023-2024 school year and the 2022-2023 prices will remain in effect for another school year.

PRESENTER/STAFF CONTACT:

Matthew J. Makara, Executive Director of Finance and Business Services
Greg Collins, Director of Nutrition Services



North Clackamas School District

Nutrition Services Report

April 13, 2023

Agenda

Our Team

- Chartwells Management Team
- Kitchen Team / Paraeducators / Couriers

Serving Up Happy and Healthy

- Innovative Programs
- Welcoming Environments
- Empowered Team Members

Accomplishments

- Advancing the Program
- Sharing our Story
- Meal Counts

Looking Forward

Q & A



Hello!



Greg Collins
Resident
District Manager



Israel Laureles
Director of
Dining Services



Kris DeHut
Culinary Manager



Steven Parks
Production Manager



Amy Ramsey
Administrative Assistant



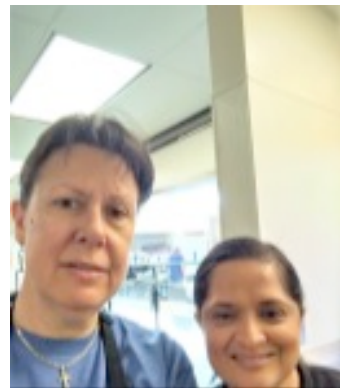
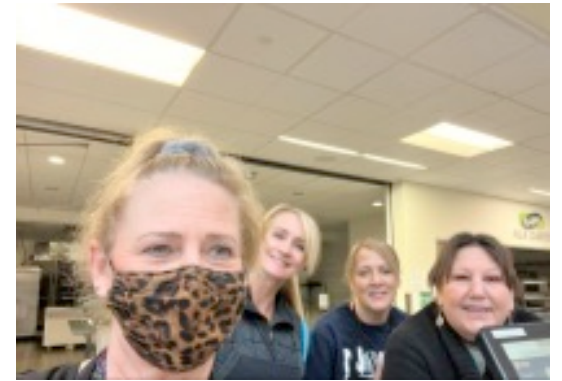
Paula Presley
Administrative Assistant



Paul Tapia
Regional Vice President



Hossein Akhtarkhavari
District Manager



Over 90 Nutrition Services Employees ● Over 100 Paraeducators ● Entire Courier Team



Serving Up Happy and Healthy

- Innovative Programs
- Welcoming Environments
- Empowered Team Members

Discovery KITCHEN

Each month, Discovery Kitchen lessons, events, and culinary demonstrations feature a different theme.

These themes align with our promotional calendar and are designed to inspire curiosity and discovery in North Clackamas School District students and the school community.

August	Bring on Breakfast Add excitement to the beginning of the school day		September	Performance Nutrition Learn how food can fuel us to perform our best	
October	Seed to Table A celebration of fresh, seasonal and local foods		November	Let's Get Cooking Empower kids to cook at home with homemade classics	
December	Spice it Up Learn how global flavors season foods without salt		January	Roadtrip Take a culinary adventure through the USA	
February	Smart Snacking Create mini, balanced meals with "snack" foods		March	Plant Power Learn about tasty plant-based proteins	
April	Be a Waste Warrior Learn how we all play a part in reducing waste		May	Summer Fun Get ready for summer with seasonal favorites	



chartwells Discovery KITCHEN



STUDENT CHOICE

Giving North Clackamas students a say in what is on the menu!



STUDENT CHOICE

FOOD YOUR WAY



We introduced
TWO NEW
 Student Choice
 concepts!



MAC & CHEESY OLOGY



MAC & CHEESY OLOGY
 EVERY THURSDAY IN JANUARY

JAN 3rd	Pacific Rim Mac Bowl Pasta, Popcorn Chicken, Peppers & Onions, Peas, Mushrooms, Steamed Broccoli, Cilantro & Sweet-n-Sour Drizzle Sauce
JAN 10th	BBQ Mac Bowl Pasta, Diced Chicken, Corn, Onions, Green Beans, Diced Tomatoes, Parsley, Honey Mustard Drizzle Sauce & Honey Lime Buffalo Drizzle Sauce
JAN 17th	Vegetarian Mac Bowl Pasta, Mushrooms, Peas, Diced Carrots, Roasted Brussels Sprouts, Onions, Hot Sauce, & Garlic Parmesan Drizzle Sauce
JAN 24th	Italian Mac Bowl Pasta, Pork Meatballs, Peppers & Onions, Roasted Broccoli, Roasted Tomatoes, Parsley, Marinara Drizzle Sauce, & Homemade Pesto
JAN 31st	Southwest Mac Bowl Pasta, Seasoned Beef, Roasted Peppers, Red Onions, Corn, Diced Tomatoes, Salsa, Cilantro, Southwest Ranch Drizzle Sauce & Chimichurri Drizzle Sauce

create
 THURSDAY
MAC & CHEESY OLOGY
PACIFIC RIM MAC BOWL
 Choose ONE serving of (one serving = one scoop)
 Pasta & Cheese
 Choose ONE serving of (one serving = one scoop)
 Popcorn Chicken
 Other Offerings
 Peppers & Onions
 Peas
 Mushrooms
 Steamed Broccoli
 Cilantro
 Sweet-n-Sour Drizzle Sauce



MOOD BOOST

Featuring One
Character
Monthly at
Elementary
Schools



STRONG



ALERT



HAPPY

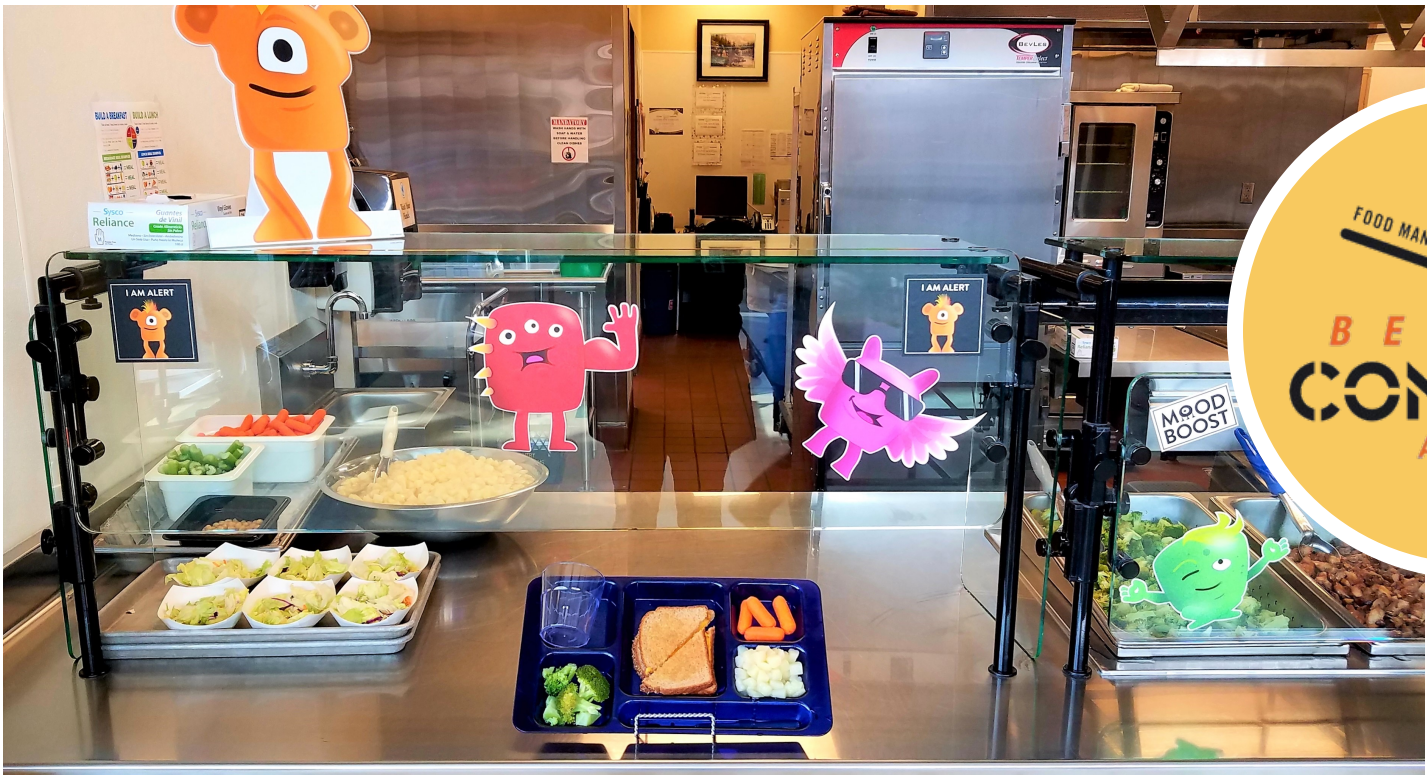


CALM



CONFIDENT

...a fun and engaging new program to help students
connect the foods they eat with how they feel!



MOOD BOOST



Bilquist Elementary



Cascade Heights Elementary



View Acres Elementary





chartwells

CHEERS

Our staff recognition program highlights our teams commitment to customer satisfaction, inclusion, safety, food presentation, and increasing meal counts. Kitchen teams submit pictures, stories, and ideas to complete their Cheers board to earn monthly and yearly prizes.

chartwells CHEERS 2022-2023

INCLUSION, SAFETY & CUSTOMER SERVICE
(stories, photos, examples)

Inclusion	Safety	Customer Service
Round #1 Oct/Nov 2022	Round #2 Jan/Feb 2023	Round #3 Apr/May 2023

HEALTH INSPECTION
(2X Per Year - Zero Violations)

100%
1st Inspection
2nd Inspection

Remember to send a copy of your health inspections to Nutrition A.S.A.P.

PRESENTATION
(photos of food presentation)

Round #1	Round #2
October 3 - November 18, 2022	January 3 - February 24, 2023
April 3 - May 25, 2023	

PARTICIPATION GOALS
(meeting or exceeding monthly goals)

Round #1	Round #2	Round #3
Oct/Nov 2022	Jan/Feb 2023	Apr/May 2023

ABOVE AND BEYOND
(COMPLETING EACH ROUND AND TEAMS THAT GO THE EXTRA MILE)

Keep it up, SUPER STAR, WAY TO GO!, GOOD WORK, SUPER

NORTH
Clackamas Schools



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chartwells |

Dear Kitchen staff, I want to thank you for making lunch for me and all the other students. I appreciate the effort into the tons of food for all the students.

Thank you,
 Lucinda
 Diane
 Debbie
 Heather
 Graciela

chartwells
CHEERS 
 Cheers submissions
 2022-2023



D Deborah Staehle to me Oct 21, 2022, 11:39 AM (6 days ago) ☆ ↶ ⋮
 Safety photos as we had an earthquake drill. I should also mention that last Thur, Oct 13th, we had to evacuate the entire school over to CHS due to a threat to our school. This is why trainings are so important!



ACMS SAFETY


Always Use Safe **Judg-MINT**

1. Practice all safety rules and procedures.
2. Notify others of potential hazards.
3. Use the proper Personal Protective Equipment.
4. Never take unsafe shortcuts.
5. Keep your work area clean and hazard-free.

For: The Head Honchos from: The Alder Creek Crew

ATTENTION PLEASE
 CHEERS For Your **COMMIT-MINT To Safety!**

Val,
 Thank you for everything you do for our students + staff too! we appreciate you! I hope you have a holiday filled with joy and peace. You deserve that! You work hard everyday + are vital to our school community.

Anonymous 





Accomplishments

- Advancing the Program
- Sharing our Story
- Average Meal Counts

Point of Sale Transition to TITAN



TITAN
A LINQ SOLUTION


- Installed new software and hardware on 53 point of sale Computers and 27 manager computers.
- Trained the team on the new meal counting and financial procedures.
- Transferred all student and staff accounts from MySchoolBucks to the Titan Family Portal.
- TITAN provides ease of use for operators, cloud-based storage, and enhanced security for our sensitive information.

Milk Dispensers are Back

Pandemic restrictions and procurement challenges paused the use of milk dispensers. Now we are back on track with eight elementary schools once again benefiting from our partnership with Clackamas County Sustainability.



76



Increased the number of approved
Community Eligibility Provision Schools

The Community Eligibility Provision Program allows all students in approved schools to eat all meals at no charge regardless of their individual free and reduced eligibility.

Prior to the 2022/2023 school year we had three schools utilizing the CEP program.

- Whitcomb
- Oak Grove
- New Urban

Beginning this year the following schools began utilizing the CEP program.

- Linwood Elementary
- Seth Lewelling Elementary
- Ardenwald Elementary
 - Bilquist Elementary
 - Riverside Elementary
- Milwaukie El Puente Elementary
- Wilber Rowe Middle School
- Milwaukie High School

APRIL 2023



CHEF'S CORNER

by Chef Kris DeHut

Cherry Tomato Salad with Buttermilk Basil Dressing

Servings: 4

Ingredients

- 6 cups Red & yellow cherry tomatoes
- ¾ cup Buttermilk
- ¼ cup Sour cream
- 3 tbs Thinly sliced fresh basil leaves
- 1 Minced shallot
- 2 Minced cloves of garlic
- Salt & pepper to taste

Instructions

Place cherry tomatoes in a large serving bowl. Season with salt and pepper. In another bowl, whisk the buttermilk, sour cream, basil, shallot, and garlic in another bowl. Drizzle over the tomatoes and toss.

What's coming in May...



Share Tables

Reducing food waste and helping students in need.

First off - what's a share table? It's exactly as it sounds. It's a spot where students can place unopened food and beverage from their school lunch they choose not to eat or drink. This provides an opportunity for other students to take additional helpings from the share table at no cost to them.

This is an awesome program, and it offers an opportunity for us to gain insight into what kids are most often taking off their plates and what is still left on the share table. This allows menu adjustments to help keep waste to a minimum.

Share Table Guidelines for Students

ITEMS OK TO SHARE	ITEMS NOT OK TO SHARE
<input checked="" type="checkbox"/> UNOPENED PACKAGES 	<input checked="" type="checkbox"/> OPENED PACKAGES 
<input checked="" type="checkbox"/> FRUIT WITH A PEEL 	<input checked="" type="checkbox"/> ANYTHING WITH A BITE OUT OF IT 
<input checked="" type="checkbox"/> UNOPENED MILK & JUICE 	<input checked="" type="checkbox"/> ITEMS FROM HOME 



Olivia Teav
Nutrition Services Assistant
Verne Duncan Elementary



My name is Olivia Teav. My job title is Nutrition Services Assistant at Verne Duncan Elementary. I have been working for the North Clackamas School District since 2021.

What is your favorite place you have ever visited?
Sea World! I loved watching all of the Orcas perform in the water, displaying their talent.

If you could choose a superpower, what would it be?
I watched the Bionic Woman TV show growing up as a teenager. She always made an effort to save others, which inspired me.

What is your favorite local place to eat?
Jin Jin restaurant for its authentic Asian cuisine, and Taste of Sichuan Beaverton for its delicious Sichuan dishes.

What energizes you outside of work?
I enjoy spending time with my three grandkids, taking them places, and cooking their favorite meals. I also enjoy planting flowers in my backyard.

Nutrition News Monthly Newsletter

Featuring:

- Chartwells Nutrition Focus
- Chef's Corner Recipe
- Chartwells Cheers Winner Bios
- Nutrition Services Surveys using QR codes
- Uploaded each month to the district website

Monthly Nutrition Moment

A quick glimpse into what's happening with Nutrition Services.



We're Serving Up HAPPY & HEALTHY



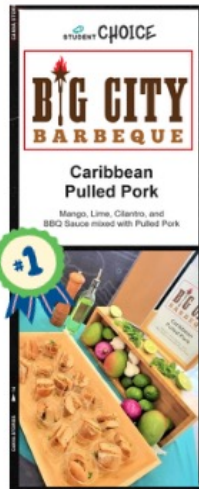
*Check
this
out!*

Discovery Kitchen tasting by Chef Kris DeHut at Clackamas High. Lori & Nicole stopped by to sample yummy Red Pepper & Great Northern Bean Hummus, as well as, Great Northern Bean, Citrus, & Basil Salad.

chartwells

North
Clackamas Schools

We're Serving Up HAPPY & HEALTHY



*Check
this
out!*

Student Choice is back!

This round's matchup saw the Veg Out concepts Southwest Potato Tostada take on Big City BBQ's Caribbean Pork Slider. After counting our student's votes, drum roll, please. Big City BBQ came out victorious and will be featured in our upcoming menus!

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North
Clackamas Schools

We're Serving Up HAPPY & HEALTHY



*Check
this
out!*

The Milwaukie High School Student Advisory Committee met with Nutrition Services to sample recipes from our new Veg Out concept and to discuss the menu items they would like to see served more frequently.

chartwells

North
Clackamas Schools

Average Daily Meal Counts

Breakfast

1747 -- Daily Meals

Lunch

6999 -- Daily Meals

After School Meals

238 – Dinners/Day
50 – Snacks/Day

A la Carte

\$3,685.00 -- \$/Day

80

What is driving our sales?

- Caring and dedicated team members
- Offering a large variety of popular menu choices
- Following through on feedback
- Strong support from other departments
- Oregon free and reduced meal program Expanded Income Guidelines
- Increased Community Eligibility Program sites



Looking Forward

1

- Focus on the student experience.

2

- Recruit and retain the best team members.

3

- Identify opportunities within the ever-changing USDA and ODE requirements that will benefit the program and our students.



Questions?



Thank you!

TRANSPORTATION UPDATE

REPORT
Agenda Item #7
April 13, 2023

SUPERINTENDENT'S RECOMMENDATION:

This item is presented for School Board information.

BACKGROUND:

The Transportation Department leaders will share the department's primary responsibilities and highlight several of the department's successes, challenges, and plans for the future. In addition, they will share their most recent research findings on alternative fuel sources and their plans to move to a more sustainable and energy-efficient fleet.

ATTACHMENTS:

- Presentation slides

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent of Operations
Kathy Calkins, Director of Transportation



Transportation Department

Board Report — April 13, 2023



Our Staff - All 172 of Them

Major Responsibilities

- **Transport students safely - To and from school**
- **Build morale and retain staff**
- **Transport students to field trips, sports, and educational functions**
- **Build efficient routes according to our student population**



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By the Numbers - To and From School

Our buses average 6,069 miles per day!

Total Routes: 109

- **73 General Transportation routes**
- **26 Special Needs routes**
- **10 Van Routes**



By the Numbers - Highlights

Field Trips and miles driven

- Covered 1,500 Trips so far this year
- Trips current miles: 54,521
- Trips 2022 total miles: 45,814
- Portland Opera - All 4th & 5th graders transported to MHS & CHS
- Added GPS to buses



Challenges

Hiring - a nationwide shortage

- Currently, we have 12 open routes
- Using approved contractors for special needs (vetted by us)
- Despite challenges, we've been able to cover all routes

Last Year - Contracted Services totals:

- 2021/22 - \$877,659.00
- 2022/23 - \$711,817.21

(Keep in mind 30% reimbursable)

New Shop - State of the Art



Thank you for your support of funds to Transportation!

Fuel Changes - Renewable Diesel (R99)

- **Cost the same as diesel**
- **Burns cleaner**
- **TriMet switched in 2021 and is reducing emissions by 70%**
- **Other districts are using renewable diesel (Beaverton, Hillsboro)**



Going ⁹² Green

Bus Purchases Electric - Why Wait?

- 80-miles per charge (advertised at 120) Need 6-8 hours of charging to get to a full charge
- Infrastructure needs
- 2nd Generation - still new technology and needs improvement
- Cost \$472,616.00 (84-Pass)
- Other district feedback
- Average route (Miles) GT- 78.78
- Average route (Miles) SN - 86.13
- Van Routes (Miles) - 73.18



Will Continue to Monitor ⁹³ Electric Vehicle Progress

Bus Purchases - Alternative Fuel

- Propane fuel source
- \$185,000 (77-passenger bus)
- Cost per gallon approximately \$2.15
- 450 miles/90 gallon tank
- Compared to diesel: 600 miles/100 gallon tank

94



Bus Purchases - Type 10

**5 new Type 10 buses/vans
pending Board approval**

- **Drivers easier to hire**
- **No CDL needed**



Next Steps for Transportation

- **Reduce reliance on contracted services**
- **Review routes for better efficiency**
- **Professional development on anti-bias and understanding the student experience**
- **Continue to work towards a greener fleet**
- **Be the best we can be!**

Thank you!

96

**2023-2024 MIDDLE SCHOOL AND
HIGH SCHOOL STUDENT FEE SCHEDULES**

DISCUSSION
Agenda Item #8
April 13, 2023

SUPERINTENDENT'S RECOMMENDATION:

Approval of the 2023-2024 Middle School and High School fee schedules and delegate authority to the Superintendent to implement any new state requirements connected to student fees for the 2023-2024 school year.

ORIGINATED BY:

This is an annual agenda item.

REASON FOR BOARD CONSIDERATION:

Per board policy JN, the Board must review and approve student fees annually.

BACKGROUND:

NCSD strives to keep school-associated costs and fees as low for students and families as possible. Over the last few years, we have actively worked to reduce fees where possible. For 2023/24 both the middle and high schools are maintaining their existing school-based fee structures at the current rates except for technology.

PROPOSED CHANGES:

The proposed change is to change the \$20 per year technology deposit to a \$25 per year technology fee. This will allow NCSD to continue to support the 1:1 Chromebook program.

ATTACHMENTS:

- PowerPoint Presentation
- Attachment A: Proposed draft of the 2023-2024 North Clackamas Middle School Fee Schedule
- Attachment B: Proposed draft of the 2023-2024 North Clackamas High School Fee Schedule

PRESENTER / STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs
Joe Bridgeman, Executive Director of Technology

OTHERS NOTIFIED OF ITEM:

Middle School Administrators
High School Administrators

North Clackamas School Board Discussion:



2023-24 School Fees

April 13, 2023

North Clackamas School District Fees

Proposal:

- Change the \$20 technology deposit to a \$25 technology fee
- Maintain 2022-2023 level for the all other secondary fees.

Why the change?

- Repair costs continue to increase:
 - 21-22 \$98,000
 - 22-23 \$110,000 (estimated year end)
- This year approximately \$54,000 was collected from middle school fees.
- Supplement the replacement plan
- Shelf life of Chromebook is 5 years
- Current deposit model requires significant cost to implement

Middle School Fees



**NORTH CLACKAMAS SCHOOL DISTRICT
2023-24 MIDDLE SCHOOL FEE SCHEDULE**

All student fees and charges will be published annually per Policy JN: Student Fees, Fines, and Charges. Students who are unable to pay may consult with the appropriate teacher or advisor for scholarships. Fees for athletics and classes will continue to be waived for students who qualify for Free and Reduced Meals.

Art Classes*	\$20 per Semester
After School Athletics (Cross Country and/or Track & Field)	\$50 per Sport
Drama/Theater	\$20 per Semester
FACS/Foods (all classes)	\$20 per Semester
Technology/Engineering Arts	\$20 per Semester
Intramurals	\$15 per Sport
Music (Band, Choir, Orchestra) rental fee	Cost varies depending on instrument rental
PE/Music - Uniforms (shirt/short)	\$15-\$30
Planner/Binder Materials	\$5
Student Body Activity Fee	\$5
Student Body Card Replacement	\$5
Yearbook	\$20
Field Trips	Actual Cost
Technology 1:1 Chromebook Fee	\$25

*Class fees may be charged for products produced in class that students take home.

High School Fees



NORTH CLACKAMAS SCHOOL DISTRICT 2023-24 HIGH SCHOOL FEE SCHEDULE

All student fees and charges will be published annually per Policy JN: Student Fees, Fines and Charges. Students who are unable to pay may consult with the appropriate teacher or advisor for scholarships. Fees for athletics and classes will continue to be waived for students who qualify for Free and Reduced Meals.

North Clackamas High Schools			Sabin Schellenberg		
Courses	Semester Course Fees	Year Long Fees	Courses	Semester Course Fees	Year Long Fees
Drama <i>Play Participation with after-school requirement</i>		\$25	Agriculture <i>Animal Science: 1, 2, 3, Adv & Research</i>		\$15
Field Trips	Actual Cost		Automotives Services: 1, 2, & 3	\$20	\$40
Home High School Parking	\$35	\$70	Architecture & Design	\$5	
Photography, Ceramics & Art	\$20		Business Construction 2		\$25
Speech and Debate- Team		\$25	Cosmetology: Concepts, 1, 2, & 3	\$15	\$40
Student Body Activity Fee		\$30	Crime Scene Investigation	\$30	
Student Body Card-replacement		\$5	Culinary Arts: Intro, 1, 2, & 3	\$15	\$30
Textbook Deposit <i>refundable at graduation</i>		\$20	DECA: <i>Association for Marketing</i>		\$30
Yearbook		\$55	Diesel Technology & Maintenance		\$40
Athletics (Per sport- \$425 ind/\$700 family max)		\$175	Digital Design: Basic & Development	\$10	
Technology 1:1 Chromebook Fee		\$25	Electronics: Intro, Exploring 1, 2, & 3	\$15	\$30
			Engineering Robotics 1		\$20
			Engineering Robotics 2		\$30
			Fire Science & Protection: 1 & 2		\$20
			Forestry: 1, 2, & 3		\$15
			Food Handler's Card <i>Required for some courses</i>		\$10
			Health Services: CareTrends, Survey, 1 & 2	\$10	\$20
			Japanese National Honor Society		\$8
			SSC Parking <i>District Transportation provided , parking optional</i>	\$25	\$50
			Manufacturing & Engineering: Intro, 1, 2, 3, & 4	\$20	\$40
			SkillsUSA-state and national dues		\$20
			SkillsUSA-state competition		\$50

Questions?





**NORTH CLACKAMAS SCHOOL DISTRICT
2023-24 MIDDLE SCHOOL FEE SCHEDULE**

All student fees and charges will be published annually per Policy JN: Student Fees, Fines, and Charges. Students who are unable to pay may consult with the appropriate teacher or advisor for scholarships. Fees for athletics and classes will continue to be waived for students who qualify for Free and Reduced Meals.

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Music (Band, Choir, Orchestra) rental fee	Cost varies depending on instrument rental
PE/Music - Uniforms (shirt/short)	\$15-\$30
Planner/Binder Materials	\$5
Student Body Activity Fee	\$5
Student Body Card Replacement	\$5
Yearbook	\$20
Field Trips	Actual Cost
Technology 1:1 Chromebook Fee	\$25

*Class fees may be charged for products produced in class that students take home.



**NORTH CLACKAMAS SCHOOL
DISTRICT 2023-24 HIGH SCHOOL FEE
SCHEDULE**

All student fees and charges will be published annually per Policy JN: Student Fees, Fines and Charges. Students who are unable to pay may consult with the appropriate teacher or advisor for scholarships. Fees for athletics and classes will continue to be waived for students who qualify for Free and Reduced Meals.

High Schools			Sabin Schellenberg		
Courses	Semester Course Fees	Year Long Fees	Courses	Semester Course Fees	Year Long Fees
Drama <i>Play Participation with after-school requirement</i>		\$25	Agriculture <i>Animal Science: 1,2,3, Adv & Research</i>		\$15
Field Trips	Actual Cost		Automotives Services: 1, 2, & 3	\$20	\$40
Home High School Parking	\$35	\$70	Architecture & Design	\$5	
Photography, Ceramics & Art	\$20		Business Construction 2		\$25
Speech and Debate- Team		\$25	Cosmetology: Concepts, 1, 2, & 3	\$15	\$40
Student Body Activity Fee		\$30	Crime Scene Investigation	\$30	
Student Body Card-replacement		\$5	Culinary Arts: Intro, 1, 2, & 3	\$15	\$30
Textbook Deposit <i>refundable at graduation</i>		\$20	DECA: <i>Association for Marketing</i>		\$30
Yearbook		\$55	Diesel Technology & Maintenance		\$40
Athletics (Per sport- \$425 ind/\$700 family max)		\$175	Digital Design: Basic & Development	\$10	
Technology 1:1 Chromebook Fee		\$25	Electronics: Intro, Exploring 1, 2, & 3	\$15	\$30
			Engineering Robotics 1		\$20
			Engineering Robotics 2		\$30
			Fire Science & Protection: 1 & 2		\$20
			Forestry: 1, 2,& 3		\$15
			Food Handler's Card <i>Required for some courses</i>		\$10
			Health Services: CareTrends, Survey, 1 & 2	\$10	\$20
			Japanese National Honor Society		\$8
			SSC Parking <i>District Transportation provided , parking optional</i>	\$25	\$50
			Manufacturing & Engineering: Intro,1 ,2, 3, & 4	\$20	\$40
			SkillsUSA-state and national dues		\$20
			SkillsUSA-state competition		\$50

2023-2024 BOARD MEETING CALENDAR

DISCUSSION
Agenda Item #9
April 13, 2023

ORIGINATED BY:

This is an annual agenda item.

BACKGROUND:

Oregon law, ORS 332.045, requires that the Board establish the dates, time, and locations for regular meetings.

This time is set aside for the Board to discuss the Board meeting calendar for the 2023-2024 school year.

ATTACHMENTS:

Draft of the proposed 2023-2024 Board meeting calendar

PRESENTER:

Mitzi Bauer, Board Chair

North Clackamas School Board

2023-2024 Meeting Calendar

Meetings typically held at NCSB Administration Building or online, starting at 6:30 p.m.

July 2023						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Regular Board Meeting
- Hold for Special Meeting/Governance
- Regular/Governance Meeting
- OSBA Conferences
- Governance Meeting
- NSBA Conferences
- School Closed/Holiday

Historically the OSBA's Annual Convention falls on the second Friday-Sunday in Novem

Draft 4/4/23

This calendar is subject to change. Any modifications to date, time, or location will be properly noticed per Oregon state law.

Draft 4/4/23

This calendar is subject to change. Any modifications to date, time, or location will be properly noticed per Oregon state law.

POLICY REVISIONS

DISCUSSION
Agenda Item #10
April 13, 2023

REASON FOR BOARD CONSIDERATION:

First reading of the attached revised policies.

RECOMMENDATION:

The Superintendent’s Policy Review Team, with representation of both staff and Board, reviewed and supports 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 to review:

Policy	Title	Reason
DBEA	Budget Committee	OSBA August 2022 Update, to comply with Senate Bill 732 (2021) requiring a member of the educational equity committee be appointed to the budget committee when a position becomes open.
EH	Electronic Data Management	OSBA August 2022 Update, to better align language with statute and to revise language to reflect current terms and practices.
KBA	Public Records	OSBA August 2022 Update, to better align policy language with statute, including defining public record in alignment with ORS 192.311, and to revise language to reflect current terms and practices.

PRESENTER / STAFF CONTACT:

Tiffany Shireman, Chief of Staff



Code: DBEA
Adopted: 10/16/08
Revised/Readopted: 9/16/10; 3/17/11; 9/27/18
Orig. Code: DBEA

Budget Committee

~~Purpose and Function of the Budget Committee~~

By law, the budget committee is charged with ~~decision-making~~ recommendations concerning financial priorities. ~~The budget committee will approve an estimated budget document for submission to the Board.~~

The budget committee will have the responsibility for ~~of~~ reviewing the financial programs ~~program~~ of the district, reviewing the proposed district budget as presented by the superintendent, and recommending ~~approving~~ an annual district budget in keeping with the provisions of applicable state laws.

Educational policy decisions, ~~however~~, are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, ~~or~~ delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. ~~Nor do they have staffing or salary/benefit setting authority.~~ The committee may, alternatively, ~~will determine levels of spending.~~ The committee may set an amount that changes ~~to be cut from~~ the recommended budget and may request the ~~that~~ administration make such changes ~~reductions~~ in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

~~Organization, Membership and Terms of Office~~

1. The budget committee consists of seven members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote ~~(1) live~~ in the district;
 - b. Not ~~during appointed term;~~ ~~(2) not~~ be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee.
3. No budget committee member may receive any type of compensation from the district;
4. At a regular meeting, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board

may appoint budget committee members to as many consecutive terms as deemed appropriate; ~~or choose to reappoint any eligible members. If applications are solicited for the vacant positions, the Board will consider the applications and, may appoint members to fill the vacant positions.~~

5. At a regular Board meeting, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At a subsequent regular Board meeting, the Board will appoint persons to fill the vacant positions;
6. The appointive committee members of ~~a~~the budget committee in a district that prepares an annual budget will be appointed for ~~terms of three-year terms. years. No person may serve more than two consecutive terms as an appointive budget committee member.~~ The terms will be staggered so that, as near as practicable, ~~approximately~~ one-third of the ~~terms of the~~ appointive members' terms ~~members~~ end each year.
7. ~~-~~If any appointive member is unable to complete the ~~full~~term for which the member was ~~as~~ appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. ~~of the committee member. An appointment to an existing unexpired term shall not be considered part of a complete three-year term.~~ An appointment to fill the position for its unexpired term will be made at a subsequent ~~the next~~ regular Board meeting ~~or during the regular selection process if no budget meetings are scheduled prior.~~

~~Presiding Officer and Orientation of~~ Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

At its first ~~official~~ meeting after appointment ~~to receive the proposed budget,~~ the budget committee will elect a ~~presiding officer chair and vice chair~~ from among its ~~appointed or elected~~ members. It may also establish ~~such~~ other ground rules as ~~it deems~~ necessary for successful operation of the committee;

1. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action;
2. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public;

The budget committee may request ~~of the superintendent (or designee) or the chief financial officer~~ any information used in the preparation of or for ~~use in~~ revising the budget document from the superintendent or Executive Director of Finance and Business Services. The committee may request the attendance of any district employee at its meetings.

Budget Calendar

~~The Board will annually adopt a budget calendar which will identify dates and deadlines required for the legal presentation and adoption of the budget.~~

~~The superintendent or designee will prepare and recommend a proposed budget calendar for Board approval. Such calendar will identify dates and activities which comply with state law.~~

Meetings of the Budget Committee

~~As provided by law, the committee will hear the budget message presented by the superintendent, receive the budget document, listen to comments and suggestions by patrons, and announce the time and place for its future meetings.~~

~~All meetings of the budget committee are open to the public.~~

Final Action

The budget committee will approve the budget document as submitted by the sSuperintendent or as subsequently revised by the committee;

After approval of the original or revised budget document, the budget committee's ~~official~~ duties cease. The hearing on the approved budget is held by the Board. ~~After a public hearing on the budget and any modifications of the budget deemed necessary, the Board will approve the proper resolutions to adopt and appropriate the budget.~~

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)

[ORS 192.610 - 192.695](#)

[ORS 294.305 - 294.565](#)

[ORS 329.711](#)

[ORS 433.835 - 433.875](#)



Code: EH
Adopted: 5/07/87
Readopted: 6/23/11
Orig. Code: EH

Electronic Data Management

The superintendent will provide for the preparation, maintenance and retention of records and reports as are required by law.

~~The district must manage its records properly in order to meet its legal requirements, function administratively and be prepared for periodic audits. Therefore, the district requires its employees to retain and destroy electronic documents and email messages that are created, sent and received in the course of conducting official business in accordance with the Oregon Archives division records retention schedule. The district's specified retention system is to retain electronic documents and email messages as part of the network and email system as allowed by state law and filing them in an electronic filing system and deleting them from the email account or by printing and filing them in an appropriate folder.~~

~~Public records include any writing that contains information relating to the conduct of the public's business regardless of its physical form. More specifically, an electronic document or email message is a public record if it communicated formal approvals, directions for action, and information about contracts, purchases, grants, personnel, students and particular projects or programs. If a record an electronic document or email message is a public record then it may be is subject to retention requirements based on the content of the message. Records, including electronic documents or email, shall not be destroyed if they have been requested under the Public Records Law or if they are part of litigation, even if their retention period has expired.~~

Employees will retain and destroy records in accordance with the Oregon Archives Division records retention schedule. Employees should consult the retention schedule to determine the retention period of the record.

The district's retention system is to retain records that are part of the network and email system.

The district will comply with all state and federal laws and regulations concerning the custody and maintenance of public records.

“

Definitions

- ~~1. “Electronic mail (email)” — A means of exchanging messages and documents using telecommunications equipment and computers.~~
- ~~2. “Electronic document” — Documents created, generated, sent, communicated, received, or stored by electronic means.~~

3. ~~“Retention schedule” means a~~ **Schedule** ~~—A~~ general schedule published by the State Archivist in Oregon Administrative Rule (OAR) Chapter ~~166-005-0000 through OAR 166-400-0065~~ in which certain common public records are described or listed by title and a minimum retention period is established for each.

~~District employees should consult the complete retention schedule to determine the retention period of the electronic document or email.¹~~

END OF POLICY

Legal Reference(s):

[ORS 192.001 - 192.431](#)

[ORS 192.650](#)

[ORS 326.565 – 326.580](#)

[ORS 336.184 – 336.187](#)

[OAR 166-400-0010 - 166-400-0065](#)

[OAR 581-015-2300](#)

[OAR 581-022-2260](#)

[OAR 581-022-2305](#)

[OAR 581-023-0006](#)

[OAR 581-053-0070](#)

Cross Reference(s):

DIC - Financial Reports and Statements

DIE - Audits

DJ - District Purchasing

DJC - Bidding Requirements

EBBB - Work-Related Injury/Illness Reports

GBL - Personnel Records

IGBAB/JO - Education Records/Records of Students with Disabilities

JO/IGBAB - Education Records/Records of Students with Disabilities

¹ ~~See http://areweb.sos.state.or.us/rules/OARS_100/OAR_166/166_400.html.~~



Code: KBA
Adopted: 5/02/13
Revised/Readopted: 3/13/14; 12/13/18

Public Records**

~~“Public record” means any information that:~~

- ~~1. Is prepared, owned, used or retained by the district;~~
- ~~2. Is related to an activity, transaction or function of the district; and~~
- ~~3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the district.~~

~~Public record does not include messages on voice mail or on other telephone message storage and retrieval systems, or spoken communication that is not recorded.~~

A request to inspect or receive a copy of a public record shall be in writing and will be presented to the superintendent’s or designee’s office.

A “public record” includes any writing that contains information relating to the conduct of the public’s business, prepared, owned, used or retained by the district regardless of physical form or characteristics, unless otherwise exempted by law.¹ “Writing” means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols or combination thereof and all papers, maps, files, facsimiles or electronic recordings. Public record does not include any writing that does not relate to the conduct of the public’s business and that is contained on a privately owned computer.²

~~Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.~~

~~The Board’s official minutes, its written policies and its financial records will be available at the superintendent’s office for inspection by any citizen desiring to examine them during hours when the superintendent’s office is open.~~ All such information will be made available to individuals with disabilities in an accessible ~~any appropriate~~ format, upon request and with appropriate advanced notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities

¹ There are multiple definitions for “public record” in ORS 192. This definition comes from ORS 192.311 and applies to the inspection of records.

² In accordance with Bialostosky v. Cummings, 319 Or. App. 352 (2022), an individual board member may be considered a public body for public record purposes. Consequently, records created and retained solely by individual board members may be considered public records.

may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make reasonable efforts ~~every effort~~ to disseminate information. Each principal is authorized to use ~~all means~~ available means to keep parents and others ~~in the of his/her~~ particular school's community informed about the school's program and activities.

No records will be released for inspection by the public or any unauthorized persons – either by the superintendent or any other person designated as custodian for district records – if such disclosure would be contrary to the public interest, as described in state law.

The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of making public records available pursuant to law. The district will not be obligated to complete a request for which the requester has not paid the fee as permitted by state law. There will be no additional charge for auxiliary aids and services provided for ~~qualified~~ persons with disabilities.

Employee and volunteer ~~personal residential~~ addresses, ~~personal~~ electronic mail addresses, ~~(other than district electronic email addresses assigned by the district to district employees)~~, social security numbers, dates of birth and ~~personal telephone or cellular numbers~~, and other information listed in Oregon Revised Statute (ORS) 192.355 as exempt, contained in personnel records maintained by the district are exempt from public disclosure pursuant to ORS 192.363 - 368~~445~~ and ORS 192.355~~502~~(3). District electronic mail addresses assigned ~~Such information may be released only upon the written request of the employee or volunteer or as otherwise provided~~ by the district to district employees are not exempt~~law~~. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. ~~District electronic mail addresses assigned by the district to district employees are not exempt.~~

The district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

The district shall retain and maintain its public records in accordance with Oregon Administrative Rule (OAR) 166-005-0010 and Chapter 166, Division 400 and ORS Chapter 192.:

END OF POLICY

Legal Reference(s):

[ORS 180.805](#)

[ORS Chapter 192](#)

[OAR 137-004-0800\(1\)](#)

[OAR 166-005-0010](#)

[OAR 166-400](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2021); 28 C.F.R. Part 35 (2021).

OREGON DEP'T OF JUSTICE, OREGON ATTORNEY GENERAL, *Public Records and Meetings Manual*.

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Bialostosky v. Cummings, 319 Or. App. 352 (2022).

CONTRACT:
MAXIM HEALTHCARE STAFFING SERVICES

DISCUSSION
Agenda Item #11
April 13, 2023

SUPERINTENDENT’S RECOMMENDATION:

Authorize NCSD staff to expend up to \$275,000 with Maxim Healthcare Staffing Services to provide special education paraeducators to temporarily fill current vacancies.

BACKGROUND:

In October, at the annual Human Resources report to the Board, staff shared the challenges of hiring classified staff, specifically special education paraeducators. At that time, NCSD partnered with Maxim Healthcare Staffing Agency to fill current special education paraeducator vacancies while continuing to recruit and hire. At the same time, NCSD, like other school districts, has struggled to have enough classified substitutes to fill current vacancies and callouts. Partnering with Maxim has allowed NCSD to temporarily fill special education vacancies with qualified staff, decreasing the disruption to students and classrooms and allowing learning to continue.

Since October, NCSD has hired 28 special education paraeducators; however, 21 vacancies remain as of the end of March.

To date, the District has spent approximately \$105,000 with Maxim, and we anticipate spending an additional \$170,000 this fiscal year.

PRESENTER / STAFF CONTACT:

Michelle Riddell, Executive Director, Human Resources

CONTRACT AWARD: SCHOOL BUS & VEHICLE PURCHASE

DISCUSSION/ACTION
Agenda Item #12
April 13, 2023

SUPERINTENDENT’S RECOMMENDATION:

Staff recommends the Board approve the purchase of ten general transit (77-passenger) buses and five Type 10 special needs (8-passenger) vehicles for \$2,396,443.35 from Western Bus via a Eugene School District contract.

ORIGINATED BY:

The need to maintain safe, reliable transportation services for students and staff.

BUDGET IMPACT/SOURCE OF FUNDS:

Buses and vehicles used for educational purposes depreciate over ten years, and the District receives a 70% cost reimbursement from the Oregon Department of Education over those ten years. Therefore, the above purchases would cost the district approximately \$718,933 over the course of 10 years or an average of \$71,893 (plus interest)

Given the District’s current reimbursement schedule from the state and current annual general fund transfer amount, the District does not anticipate needing to increase the annual general fund transfer amount to cover the cost of this purchase.

BACKGROUND:

The District must maintain a vehicle replacement program to maintain a safe and reliable fleet and reduce maintenance costs.

Older buses are more expensive to maintain and operate and are less reliable due to more frequent and costly breakdowns. The District owns 156 buses. Currently, 56 of the 156 buses are over 11 years old.

Given the 70% reimbursement over a 10-year depreciation period, to be cost-effective, the district’s bus replacement program is working toward an 11 to 15-year replacement cycle.

In addition, the District is proposing to replace contracted transportation services with six District vans and district employees. The District utilizes contracted services for some of our students with special needs and students in displaced or homeless situations.

There is essentially only one contractor in the area that provides this service, and the District has some concerns about the lack of options and competition. In addition, it is difficult for the District to control the quality of service, student experience, and accountability with contracted transportation services serving our most vulnerable students.

The District is working toward this initiative of being cost-neutral (replacing the contracted expense with employee expenses and equipment expenses), but the cost is not the driving factor in making the recommendation to invest in the change.

A public notice of intent and invitation for comments regarding this purchase was published at least seven days before the Board meeting.

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent of Operations

SUPERINTENDENT’S CONTRACT EXTENSION

ACTION
Agenda Item #13
April 13, 2023

BOARD CHAIR’S RECOMMENDATION:

Recommend approval of a contract extension with Superintendent Shay James through June 30, 2026.

ORIGINATED BY:

The Board’s desire to enter into a three-year agreement with the superintendent.

BACKGROUND:

Board Policy CBC guides the development and administration of the Superintendent’s contract. District policy prohibits the Board from entering into a contract with the Superintendent for more than three years at a time.

PRESENTER / STAFF CONTACT:

Mitzi Bauer, Board Chair