



**Agenda**

North Clackamas School Board  
Thursday, September 11, 2025 6:30 PM  
Boardroom/YouTube  
12400 SE Freeman Way  
Milwaukie, OR 97222

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

**OPEN SESSION**

<b>6:30</b>	<b>Call to Order</b>	
	<b>Community Comments</b>	
	<b>Native Land Acknowledgement</b>	<b>2</b>
	<b>Flag Salute</b>	<b>3</b>
	<b>Consent Agenda</b>	
	<b>A. Employment Changes</b>	
	<b>B. Minutes - August 21, 2025</b>	<b>4</b>
	<b>C. Budget Calendar 2026-2027</b>	<b>6</b>
	<b>D. Travel Request - Adrienne C. Nelson High School Volleyball</b>	<b>8</b>
<b>7:05</b>	<b>1. Superintendent's Report</b>	
	Presenter: Shay James	
<b>7:25</b>	<b>2. Board Reports</b>	
<b>7:35</b>	<b>3. Declarations of Actual, Potential or Perceived Conflict of Interest</b>	<b>17</b>
	Presenter: Jena Benologa	
<b>7:40</b>	<b>4. Quarterly Financial Report</b>	<b>25</b>
	Presenter: Matt Makara	
<b>7:45</b>	<b>5. Budget Committee Vacancies - Action</b>	<b>30</b>
	Presenter: Matt Makara	
<b>7:50</b>	<b>6. Oregon School Boards Association Legislative Policy Committee</b>	<b>36</b>
	<b>Nomination - Action</b>	
	Presenter: Tory McVay	
<b>7:55</b>	<b>Adjourn</b>	



## Native Land Acknowledgment

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



## Flag Salute

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

**NORTH CLACKAMAS SCHOOL DISTRICT 12**  
CLACKAMAS COUNTY, OREGON  
MINUTES — BOARD OF DIRECTORS MEETING  
August 21, 2025  
Boardroom/YouTube

*Executive Session*

With due notice having been given and a quorum present, Chair Jena Benologa convened executive session under ORS 192.660(2)(o), at 6:01 p.m. with the following members present:

Jena Benologa	-	Chair
Tory McVay	-	Vice Chair (virtual)
April Dobson	-	Director (virtual - open session only)
April Olson	-	Director
Samantha Tamtreg	-	Director
Shay James	-	Superintendent
Donna Collingwood	-	Board Secretary

Also present were Tiffany Shireman, Ivonne Dibblee, Teresa Neff-Webster and David Kruse.

**Security of Public Body Facilities** - The Board consulted with NCS staff under ORS 192.660(o) to consider security of public body facilities.

Executive session adjourned at 6:16 p.m.

*Open Session*

Chair Jena Benologa convened open session at 6:30 p.m.

Present, in addition to those in the executive session, were Michelle Riddell, Khaliyah Williams-Rodriguez, Patricia Ahrens, Petra Callin, Tammy O'Neill, Matt Makara, Jen Dove-Kiltow, and Ryan Richardson.

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

Samantha Tamtreg read the Native Land Acknowledgement. April Olson led the Pledge of Allegiance.

R25/26-

**Consent Agenda** – Tory McVay moved, April Olson 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 Chief of Human Resources & Business Services:

- Administrator appointment
- Licensed appointments, additional assignments, transfers, leaves, and terminations

**Minutes - July 7, 2025** - Approve the minutes of the regular Board Meeting held July 7, 2025.

**Board Protocols and Operating Agreements** - Approve the Board Protocols and Operating Agreements.

Motion passed 5-0 - Benologa, Dobson, McVay, Olson, Tamteng voted yes.

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

**Board Liaisons Committee Assignments - Report** - Chair Jena Benologa notified Board members of the Board liaison committee assignments for 2025-2026.

**Superintendent's Report** - Superintendent Shay James gave a report on summer projects and federal funding.

**Budget Calendar 2026-27 - Discussion** - Executive Director of Finance and Business Services Matt Makara discussed the 2026-2027 Budget Calendar.

**Budget Committee Vacancies - Discussion** - Executive Director of Finance and Business Services Matt Makara discussed declaring Budget Committee appointed positions 9 and 12 vacant. The Board discussed the reappointment of eligible members or proceeding with the application process.

There being no further business to come before the Board, the meeting adjourned at 6:48 p.m.

**Unapproved**

**BUDGET CALENDAR 2026-2027**

**CONSENT C**  
September 11, 2025

**SUPERINTENDENT'S RECOMMENDATION:**

Staff recommends approval of the 2026-27 Budget Calendar.

**ORIGINATED BY:**

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

**BACKGROUND:**

The proposed calendar includes informational meetings scheduled in March and April 2026. The first Budget Committee Meeting will begin on May 14, 2026, followed by an additional meeting scheduled for May 28, 2026. Adoption of the budget is scheduled for June 4, 2026, at a regular meeting of the Board.

**ATTACHMENTS:**

Budget Calendar 2026-2027

**PRESENTER / STAFF CONTACT:**

Matt Makara, Executive Director of Finance and Business Services



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

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

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

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

**TRAVEL PERMISSION REQUEST**

Adrienne C. Nelson High School Varsity Volleyball

**CONSENT D**

September 11, 2025

**SUPERINTENDENT'S RECOMMENDATION:**

Board approval of the request to travel.

**BACKGROUND:**

Adrienne C. Nelson High School is requesting permission for 13 students and 5 chaperones to travel to Phoenix, Arizona, September 25-28, 2025, for the Nike Volleyball Tournament of Champions. The trip will cost approximately \$829.00 per person to be funded by the Snap Raise fundraiser.

**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 \$ 325
- 2. Lodging (no home stays) \$ 354
- 3. Meals \$ 150
- 4. Fees/Event Expense \$ \_\_\_\_\_
- 5. Other \$ \_\_\_\_\_

Description of other expenses: \_\_\_\_\_

6. **Total cost per student (total lines 1 through 5):** \$ 829

7. # of chaperones 5

8. # of students 13

9. **Total # of students + chaperones** 18

10. **Total cost of participation (Line 6 x Line 9):** \$ 14,922.00

11. Substitute Teachers: (rates are effective 2025-2026)

a. # Full-Day Substitute(s) x # of Days @ \$318.50 = \$ 0.00

b. # Half-Day Substitute(s) x # of Days @ \$159.25 = \$ 0.00

c. **Total Sub Cost** \$ 0.00

**TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.):** \$ 14,922.00

**Funding for Planning Purposes (estimates only)**

- 1. Does your current account balance cover this trip? No
  - a. If no, please explain

We currently have \$12,132.56 and will be fundraising for the rest.

- 2. Amount of fund balance allocated for this trip: 10,000.00
- 3. Projected fundraising income\*: 20,000.00
- 4. Projected contributions (donations)\*: 1,000.00
- 5. OUT OF POCKET (per student): 200.00

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 14,922.00

\*Describe projected fund-raising activities and contributions:

Our Snap Raise campaign will begin on 8/29. We anticipate \$20,000 based on past year's fundraising.

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



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

I have read and understand all trip guidelines.

Lisa M. McBeq  
Trip Leader Signature

08/21/2025  
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 (NCSD 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

D. C. ...  
Principal 8.26.2025  
Date

District Level:  Approved  
 Denied

[Signature]  
Executive Director of Elementary/Secondary 9/4/25  
Date

Date of Board Approval: \_\_\_\_\_

**Nelson High School Varsity Volleyball Preliminary Itinerary & Expectations**  
**Nike Volleyball Tournament of Champions – Arizona**  
 September 25–28, 2025

**Contact:** Lisa McBee, Head Coach Girls Volleyball, Nelson High School

**Coaches Attending:**

- Lisa McBee
- Jennell Andrews
- Abby Norris
- Cameron Hamilton - Nelson Athletic Trainer

**Cost per participant: \* 829.00**

**Student Out of Pocket Cost: 200.00** This is an estimate for their personal incidental and discretionary expenses.

\*Although the hotel is offering reduced tournament rates, we may be able to get a further reduction the first week of September.

**Parent Chaperone**

- **Amber Lohmeier:** 16885 Southeast Maduros Court  
 Damascus, OR 97089  
[aloh12@gmail.com](mailto:aloh12@gmail.com)  
 971-570-6247  
 503-863-7909  
 Student Associated with Chaperone: Caleigh Himebauch

**Lodgings:**

Arizona Grand Resort, Tournament Hotel  
 8000 South Arizona Grand E, Phoenix, AZ 85044 **Phone:** (877) 800-4888

**Thursday, Sept 25 – Travel & Arrival**

Time	Activity
2:30 PM	Meet at the airport for departure, arrive at the airport and travel as a group to the hotel.
Evening	Hotel check-in & settle Arizona Grand Resort
7:30 PM	Team dinner/Team Meeting
8:30–9:30 PM	Study / homework time
10:00 PM	Bed check
10:30 PM	Lights out

**Friday, Sept 26 – Tournament Day 1**

Time	Activity
6:30 AM	Team breakfast
7:15 AM	Depart for venue
8:00–12:30 PM	Morning matches (3–4 scheduled)
12:45 PM	Team lunch
1:30–7:30 PM	Afternoon matches (2–3 scheduled; may run late)

TBD	Allocated rest period (between matches)
5:30 PM	Team dinner (adjusted per schedule)
7:00 PM	Tournament Meet & Greet
8:30–9:15 PM	Study / homework time & team check-in
10:00 PM	Bed check
10:30 PM	Lights out

**Saturday, Sept 27 – Tournament Day 2**

Time	Activity
6:30 AM	Team breakfast
7:15 AM	Depart for venue
8:00–12:30 PM	Morning matches (3 scheduled)
12:45 PM	Team lunch
1:30–7:30 PM	Afternoon matches (2–3 scheduled; may run late)
TBD	Allocated rest period (between matches)
5:30 PM	Team dinner (adjusted per schedule)
7:00 PM	Tournament team event
8:00 PM	<b>Awards Ceremony</b>
8:45–9:15 PM	Study / homework time & team check-in
10:00 PM	Bed check
10:30 PM	Lights out

**Sunday, Sept 28 – Departure**

Time	Activity
7:30 AM	Team breakfast
8:30 AM	Pack & check out
9:00 AM	Depart for airport
TBD	Flight home
Arrival	Return to school for parent pick-up

## General Notes

- Match **schedules are based on results** and will adjust daily.
- Games generally begin around **8:00–9:00 AM**.
- Teams typically play **4 matches on Friday** and **3 on Saturday** but may play additional matches on both days in cross over brackets
- Final matches may start as late as **7:30–8:00 PM**.
- The **official schedule with pairings and times** will be released closer to the event.
- **Rest periods** will be built into the day between matches to allow athletes recovery time.
- Meals and study times may shift depending on tournament play.
- Coaches/chaperones will ensure student safety, accountability, and academic responsibilities.
- Athletes must remain with the team unless otherwise approved by a coach.

## Nelson Student-Athlete Expectations

All student-athletes represent Nelson High School and the North Clackamas School District at this prestigious event. Expectations include:

- **Academic Responsibility:** Students must complete schoolwork during scheduled study times and maintain communication with teachers regarding assignments.
- **Conduct & Behavior:** Athletes are expected to uphold the highest standards of integrity, respect, and sportsmanship at all times, on and off the court.
- **Team Commitment:** Students must stay with the team unless, arrive on time for all meals, matches, and meetings, and support teammates fully.
- **Health & Safety:** Athletes must follow all coach and chaperone directions, prioritize rest and recovery, and maintain healthy habits throughout the trip.
- **School Representation:** Athletes serve as ambassadors of Nelson High School, reflecting the character and values of our community on a national stage.
- **Substance-Free Commitment:** The use of alcohol, tobacco, vaping products, or illegal drugs is strictly prohibited and may result in disciplinary action..

## Student-Athlete & Parent Agreement

Event: Nike Volleyball Tournament of Champions – Phoenix, Arizona

Dates: September 25–28, 2025

As representatives of Nelson High School and the North Clackamas School District, student-athletes are expected to uphold the highest standards of conduct, academics, and sportsmanship during this prestigious event.

### Expectations for Student-Athletes

- **Academic Responsibility:** Complete all schoolwork during scheduled study times and maintain communication with teachers regarding assignments.
- **Conduct & Behavior:** Demonstrate integrity, respect, and sportsmanship at all times, both on and off the court.
- **District Athletic Code of Conduct:** All athletes must adhere to the North Clackamas School District Athletic Code of Conduct at all times while traveling, competing, and representing the school.
- **Team Commitment:** Stay with the team unless excused by a coach; arrive on time for meals, matches, and meetings; fully support teammates.
- **Health & Safety:** Follow all directions from coaches and chaperones, prioritize rest and recovery, and maintain healthy routines throughout the trip.
- **School Representation:** Recognize that participation is an honor; athletes serve as ambassadors for Nelson High School, reflecting the character and values of our community on a national stage.
- **Substance-Free Commitment:** The use of alcohol, tobacco, vaping products, or illegal drugs is strictly prohibited and will result in disciplinary action..

### Acknowledgment

By signing below, we acknowledge that we have reviewed these expectations and agree to uphold them throughout the duration of the Nike Tournament of Champions.

Student-Athlete Name: \_\_\_\_\_

Student-Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATIONS OF ACTUAL, POTENTIAL OR PERCEIVED  
CONFLICTS OF INTEREST**

**GOVERNANCE**  
Agenda Item #3  
September 11, 2025

**SUPERINTENDENT'S RECOMMENDATION:**

This time on the agenda is scheduled for Board members who were not in attendance at the July 7, 2025 meeting to declare any actual, potential or perceived conflicts of interest.

**BACKGROUND:**

Board policy BBFA requires that Board members publicly announce the nature of any potential, actual or perceived conflict of interest during open session of a Board meeting at the first board meeting every July.

**Potential conflict of interest**

Any action or any decision or recommendation by a Board member that **could** result in a financial benefit or avoidance of financial detriment for self, household members, relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

**Actual conflict of interest**

Any action or any decision or recommendation taken by a Board member that **would** result in a financial benefit or avoidance of financial detriment to self, household members, relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

**Perceived conflict of interest**

Any action or any decision or recommendation by a Board member that **could reasonably be perceived** as a potential or actual conflict of interest even though there may not truly exist a conflict of interest as defined above.

**ATTACHMENT:**

[Policy BBFA - Board Member Ethics and Conflicts of Interest](#)

**PRESENTER / STAFF CONTACT:**

Jena Benologa, Board Chair



Code: **BBFA**  
Adopted: 10/16/08  
Revised/Readopted: 1/20/11; 3/13/14; 6/23/16;  
6/14/18  
Orig. Code(s): BBFA

## **Board Member Ethics and Conflicts of Interest**

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relatives, household members or for any business with which the Board member, household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by Oregon Revised Statute (ORS) 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

### **I. Conflicts of Interest**

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means:

1. The Board member’s spouse<sup>1</sup>; or
2. The Board member’s or the spouse of the Board member’s:
  - a. Parent;
  - b. Step-parent;
  - c. Child;
  - d. Sibling;

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<sup>1</sup>The term spouse includes domestic partner.

- e. Step-sibling;
- f. Son-in-law; or
- g. Daughter-in-law.

Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits<sup>2</sup> to the Board member, or who receives any benefit from the Board member's public employment.

"Member of the household" means any person who resides with, and including, the Board member.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the district. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the district.

No person who is an employee of the district will be eligible to serve as a member of the Board while so employed.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the Code of Ethics for public officials as stated in Oregon law.

### **Potential Conflict of Interest**

"Potential conflict of interest" means any action or any decision or recommendation by a Board member that could result in a financial benefit or avoidance of financial detriment for self, household members, relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly announce the nature of a potential conflict of interest. A Board member may, after publicly announcing the nature of his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly announcing a potential conflict.

### **Actual Conflict of Interest**

"Actual conflict of interest" means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or avoidance of financial detriment to self, household members, relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

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<sup>2</sup>Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

A Board member must publicly announce the nature of an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

“Perceived conflict of interest” means any action or any decision or recommendation by a Board member that could reasonably be perceived as a potential or actual conflict of interest even though there may not truly exist a conflict of interest as defined above.

### **Public Announcements of Conflicts of Interest**

Board members will publicly announce the nature of any potential, actual or perceived conflict of interest during open session of a Board meeting as follows:

1. At the first Board meeting every July (or when at the first meeting when new board members take office and thereafter in July);
2. At any time during the year as soon as practicable when an additional conflict of interest arises; or
3. At each occasion before any official discussion or action on an issue giving rise to the conflict of interest.

### **Class Exception**

It will not be a conflict of interest if the Board member’s action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged. For example, if a Board member’s spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a board member’s spouse is the only one in the bargaining unit who has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

## **II. Gifts**

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member, and to the Board member’s relatives or members of household, meaning that the Board member and each member of their household and relative can accept up to \$50 each from the same source/gift giver. “Gift” means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

“Relative” means:

1. The Board member’s spouse<sup>3</sup>; or
2. The Board member’s, or the spouse of the Board member’s:
  - a. Parent;
  - b. Step-parent;
  - c. Child;
  - d. Sibling;
  - e. Step-sibling;
  - f. Son-in-law; or
  - g. Daughter-in-law.

Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits<sup>4</sup> to the Board member, or who receives any benefit from the Board member’s public employment.

“Member of the household” means any person who resides with the Board member, and including the Board member.

### **Determining the Source of Gifts**

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although board members are advised to record all gift sources in case of a later dispute.

### **Determining Legislative and Administrative Interest**

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

### **Determining the Value of Gifts**

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

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<sup>3</sup>Ibid. p. 1

<sup>4</sup>Ibid. p. 1

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member’s admission or meal will include all costs other than any amount donated to a charity;

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns;

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
  - (a) The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
  - (b) The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
  - (c) The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received;
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

### **Value of Unsolicited Tokens or Awards: Resale value**

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

### **Entertainment**

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

### **Exceptions**

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules;
2. Gifts from “relatives” and “members of the household” to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
4. Contributions made to a legal expense trust fund if certain requirements are met;
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
  - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
    - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
      - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
        - i) The giver is a unit of a:
          - a) Federal, state, or local government;
          - b) An Oregon or federally recognized Native American Tribe; OR
          - c) Nonprofit corporation.
        - (b) The Board member is representing the district:
          - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
          - ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the Board.
      - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering

questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion;

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(5)(b)(I)(i);
8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;
9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

## Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member, relative or any member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

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### Legal Reference(s):

[ORS 162.015](#) to -162.035  
[ORS 162.405](#) to -162.425

[ORS 244.010](#) to -244.400  
[ORS 332.055](#)

[OAR 199-005-0001](#) to -199-010-0150

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

### Cross Reference(s):

BBF - Board Member Standards of Conduct  
BBFB - Board Member Ethics and Nepotism  
DJ - District Purchasing

## **QUARTERLY FINANCIAL REPORT**

## **REPORT**

Agenda Item #4  
September 11, 2025

### **SUPERINTENDENT'S RECOMMENDATION:**

Information presented for review and discussion.

### **BACKGROUND:**

#### **Financial Highlights:**

The 2024-25 General Fund ending balance is projected to be approximately \$86.6 million, or \$1.5 million more than the prior year. As a percentage of revenue, however, the ending fund balance represents a decrease of 1.84%, from 25.84% to 24.00%.

The beginning fund balance on the attached Quarterly Financial Report has been adjusted to reflect the fund balance changes between the **Budget**, which was the best estimate during the budget development process in the spring, and the **Activity** columns. The projected ending fund balance for 2024-25 continues to be above the minimum required by Board Policy.

#### **Notes:**

The forecast for total revenue is anticipated to exceed the budget by \$11.8M, with increases primarily in the following categories; the State School Fund has been increased by a net of \$6.6M, Investment Earnings revenue has been increased by \$765K, and Other Services and Fees (such as grant indirect charges) have been increased by \$1.4M.

The forecast for total expenditures is anticipated to finish under budget by \$2.3M, with decreases primarily in the following categories; Salaries and Benefits has been decreased by \$14.3M, which is partially offset by a forecasted increase in Purchased Services by \$2.8M (which includes the reclassification of Substitute costs) as well as an increase to Supplies and Materials of \$2.5M. Transfers Out have also been increased by \$6.5M.

#### **Investment Report:**

Investment of Funds is outlined in NCSD Policy DFA, requiring quarterly investment information reporting to the Board. The Local Government Investment Pool (LGIP) is one of the primary institutions used for district investments, producing the

highest interest rate for short-term investments at this time. The current interest rate is .55% as of June 30, 2025.

In accordance with NCS Policy DFA and DFA-AR Investment of Funds, attached is the quarterly report containing information about the investment portfolio as of June 30, 2025.

The Investment Portfolio Summary report is a summary of all fixed income investments, the LGIP, bank checking accounts and bank "money market" account balances. The combined portfolio contained \$225.1M at a weighted average nominal rate of return of 0.13%. This report recaps the percentage of the portfolio invested in each category (i.e. US Government Treasury investments, US Government Agency investments, Corporate Notes) and compares to policy percentage restrictions. As of June 30, 2025 all categories were in compliance with Board Policy.

**ATTACHMENTS:**

Quarterly Financial Report  
Investment by Maturity Date  
Investment Portfolio Summary

**PRESENTER / STAFF CONTACT:**

Matt Makara, Executive Director of Finance and Business Services

**North Clackamas School District No. 12**  
**Quarterly Financial Report**  
**General Fund**  
**For the Period Ended June 30, 2025**

	Budget	2024 - 2025 Activity			
	Adopted Budget 2024-25	YTD Actuals Through 6-30-2025	Encumbrances Through 6-30-2025	Actuals Including Encumbrances	Forecast Through 6-30-2025
<b>REVENUES:</b>					
Beginning Fund Balance (BFB)	\$ 58,237,027	\$ 85,057,046	\$ -	\$ 85,057,046	\$ 85,057,046
State School Fund:					
State Funds	139,562,307	149,676,281	-	149,676,281	149,676,281
Property Taxes	86,040,933	82,539,909	-	82,539,909	82,539,909
Local Option Levy	24,093,939	24,923,953	-	24,923,953	24,923,953
Common School Fund	1,951,011	2,361,408	-	2,361,408	2,361,408
High Cost Disability Grant	1,800,000	2,879,236	-	2,879,236	2,879,236
Investment Earnings	2,575,000	3,340,121	-	3,340,121	3,340,121
Intermediate Sources-CESD	2,920,320	3,589,503	-	3,589,503	3,589,503
Other Services and Fees	4,987,073	6,343,701	-	6,343,701	6,343,701
Transfers-in	-	-	-	-	-
Subtotal Revenues excluding BFB	\$ 263,930,583	\$ 275,654,111	\$ -	\$ 275,654,111	\$ 275,654,111
Total Revenues including BFB	\$ 322,167,610	\$ 360,711,157	\$ -	\$ 360,711,157	\$ 360,711,157
<b>EXPENDITURES:</b>					
Salaries	\$ 140,915,162	\$ 134,439,543	\$ -	\$ 134,439,543	\$ 134,439,543
Benefits	80,327,765	72,489,252	-	72,489,252	72,489,252
Purchased Services	37,159,075	39,945,432	-	39,945,432	39,945,432
Supplies & Materials	9,631,933	12,158,182	-	12,158,182	12,158,182
Capital Outlay	370,000	365,692	-	365,692	365,692
Dues and Fees	2,015,695	2,203,900	-	2,203,900	2,203,900
Transfers-out	6,069,922	12,549,922	-	12,549,922	12,549,922
Subtotal Expenditures	\$ 276,489,552	\$ 274,151,923	\$ -	\$ 274,151,923	\$ 274,151,923
<b>CONTINGENCY:</b>	\$ 45,678,058	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 322,167,610	\$ 274,151,923	\$ -	\$ 274,151,923	\$ 274,151,923
<b>*Projected Ending Fund Balance on 6-30-25</b>					\$ 86,559,234
<b>Projected Ending Fund Balance as a Percentage of Forecasted Revenue at 6-30-2025</b>					<b>24.00%</b>



Investment By Fund and Maturity Date  
6/30/2025

Fund	Type	Settlement	Maturity Date	Total days held	Coupon	Purchase Price	Yield	Original Cost	Remaining balance	Par Amount	Amortized Cost
100	US Treas	12/18/2024	6/12/2025	176	0.000%	97.980 0.00	4.270%	58,788,533.33	\$ (1,211,466.67)	60,000,000.00	58,788,533.33
Total General Fund										<u>60,000,000.00</u>	<u>58,788,533.33</u>
Grand Total										<u>60,000,000.00</u>	<u>58,788,533.33</u>



Investment Portfolio Summary

6/30/2025

Issuer	Book Value	Percentage of Portfolio	Maximum allowed per Policy	Over	Weighted Ave Yield
<b>US Gov't Treasuries</b>					
US Gov't Treasury	\$ 58,788,533.33	26.11%	100%		0.00%
Sub Total	<u>\$ 58,788,533.33</u>	<u>26.11%</u>	100%		
<b>Municipalities</b>					
	\$ -	0.00%	25%	N/A	
Sub Total	<u>\$ -</u>	<u>0.00%</u>	25%		
<b>US Gov't Agencies</b>					
Federal Home Loan Mortgage	\$ -	0.00%	25%	N/A	0.00%
Sub Total	<u>\$ -</u>	<u>0.00%</u>	100%	N/A	<u>0.00%</u>
<b>Corporate Notes</b>					
	\$ -	0.00%	5%	N/A	0.00%
Sub Total	<u>\$ -</u>	<u>0.00%</u>	35%	N/A	<u>0.00%</u>
<b>Total Investment Portfolio</b>	\$ 58,788,533.33	26.11%			<u>0.00%</u>
<b>Banks/Money Market</b>					
US Bank - Bond Checking	\$ 496,754.87	0.22%			
Washington Federal MMKT - Fund 100	\$ -	0.00%			0.15%
US Bank - General Checking	\$ 112,778,921.33	50.09%			
Sub Total - banks	<u>\$ 113,275,676.20</u>				
			<b>LGIP Limit</b>	<b>Under/Over</b>	
LGIP 3581 Bond Fund 420	\$ 4,686,604.22				0.55%
LGIP 4904 General Fund 100	\$ 48,393,334.19				0.55%
Total Cash and Equivalents	<u>\$ 53,079,938.41</u>	23.58%	\$ 59,847,000	6,767,062	
<b>Grand Total</b>	\$ 225,144,147.94				0.13%

**BUDGET COMMITTEE VACANCIES**

**ACTION**

Agenda Item #5  
September 11, 2025

**BOARD CONSIDERATION:**

- Declare Budget Committee position 9 vacant. Then, either proceed with reappointment of Angeline Hill or proceed with an application process for this position.
- Declare Budget Committee position 12 vacant. Then, either proceed with reappointment of Nicole Woodfill or proceed with an application process for this position.

**BACKGROUND:**

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

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

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

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

Thursday, September 11, 2025	Declare the Budget Committee positions vacant
Friday, September 12, 2025	Open positions for application and post vacancies as listed above
Friday, October 17, 2025	Close application window
Thursday, November 6, 2025	Special meeting to interview applicants
Thursday, November 13, 2025	Appoint Budget Committee members at regular Board meeting

**ATTACHMENTS:**

[Policy DBEA - Budget Committee](#)

Budget Committee Application Form

**PRESENTER / STAFF CONTACT:**

Matt Makara, Executive Director of Finance & Business Services



Code: DBEA  
Adopted: 10/16/08  
Revised/Readopted: 9/16/10; 3/17/11; 9/27/18;  
5/11/23  
Orig. Code: DBEA

## **Budget Committee**

By law, the budget committee is charged with making recommendations concerning financial priorities.

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

Educational policy decisions are the responsibility of the Board, not the budget committee.

The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

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

1. The budget committee consists of seven members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
  - a. Live and be registered to vote in the district;
  - b. Not be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee.
3. No budget committee member may receive any type of compensation from the district;
4. At a regular meeting, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;
5. At a regular Board meeting, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At a subsequent regular Board meeting, the Board will appoint persons to fill the vacant positions;

6. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year.
7. If any appointive member is unable to complete the term for which the member was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at a subsequent regular Board meeting.

### **Budget Committee Responsibilities**

The following items explain the budget committee responsibilities:

At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;

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

The budget committee may request any information used in the preparation of or for revising the budget document from the superintendent or Executive Director of Finance and Business Services. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the Superintendent or as subsequently revised by the committee;

After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 174.130](#)  
[ORS 192.610 - 192.695](#)

[ORS 294.305 - 294.565](#)  
[ORS 329.711](#)

[ORS 433.835 - 433.875](#)



## 2025 APPLICATION FOR BUDGET COMMITTEE

### **Position Information:**

**Requirements:** Applicant must reside in and be registered to vote within North Clackamas School District boundaries and not be an officer, agent or employee of the district.

Please check box to confirm that you meet the requirements stated above.

**Length of Term:** 3-year term position, ending June 30, 2028.

**Duties:** The fourteen Budget Committee members review unit budgets, hear the budget message, receive the budget document, hear comments from residents, approve the budget document, and approve the district’s maximum spending level for the year. Meetings (each lasting 2-3 hours) held in 2026 will be held on the following Thursday evenings: March 19, April 16, April 30, May 14 and May 28.

### **Application Procedure**

Complete questionnaire and email to the Board at [board@nclack.k12.or.us](mailto:board@nclack.k12.or.us), or mail to North Clackamas School District, C/O Board Secretary, 12400 SE Freeman Way, Milwaukie, OR 97222 by 4:00 p.m. Friday, October 17, 2025 to be considered.

The Board of Directors will conduct interviews on November 6, 2025. Please save 5:00 – 8:00 p.m. on your calendar for that date. Interview times will be assigned to candidates selected for an interview. The Board will appoint new committee members at the November 13, 2025 Board meeting.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The North Clackamas School District Board of Directors appreciates your interest in this position.  
This document and the interview process are available to the public.*



**OREGON SCHOOL BOARD ASSOCIATION**  
**LEGISLATIVE POLICY COMMITTEE NOMINATION**

**ACTION**  
Agenda Item #6  
September 11, 2025

**BOARD CONSIDERATION:**

Approve resolution of support for the nomination of Jena Benologa as a candidate for the Oregon School Boards Association's (OSBA) Legislative Policy Committee.

**BACKGROUND:**

OSBA is seeking nominations for candidates to serve on their Legislative Policy Committee (LPC). School board members interested in running for a position on the LPC need to be nominated by a member board within their region. Nominations require official board action. Jena Benologa has expressed interest in serving on the LPC and is seeking a nomination.

**ATTACHMENTS:**

Nomination Form  
Resolution

**PRESENTER / STAFF CONTACT:**

Tory McVay, Board Vice Chair



**Resolution for the Support of the Nomination of Jena Benologa Oregon  
School Boards Association Legislative Policy Committee**

WHEREAS, the North Clackamas School Board is a member of the Oregon School Boards Association;

NOW, THEREFORE, BE IT RESOLVED that the North Clackamas School Board nominates Jena Benologa for the OSBA Legislative Policy Committee position.

Adopted this 11th day of September, 2025.

Signed:

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Vice Chair, Tory McVay, School District Board of Directors