



Agenda

North Clackamas School Board
Thursday, May 13, 2021 - 6:30 PM
Board Room/Zoom
12400 SE Freeman Way
Milwaukie, OR 97222

Due to the coronavirus state-wide restrictions and in keeping with the efforts of social distancing to reduce the spread of the coronavirus, the meeting of the North Clackamas School Board will be conducted in person BUT LIMITED to only Board Members and a few staff.

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

EXECUTIVE SESSION

Convened under Oregon Laws ORS 192.660 (2)(e).

NOTICE TO MEDIA: In accordance with ORS 192.660(3) media representatives must be excluded when student matters are discussed and all other matters discussed in Executive Session must remain undisclosed.

6:00 Real Estate

6:25 Adjourn Executive Session

OPEN SESSION

6:30 Call to Order - Native Land Acknowledgement

Minutes - April 22, 2021 **2**

Consent Agenda

A. Employment Changes

6:35 1. Community Requests

6:50 2. Superintendent's Report **6**

7:05 3. Community Use and Rental of District Facilities - Discussion **19**
Presenter: Cindy Detchon

7:20 4. Property Easements - Action **58**
Presenter: Cindy Detchon

7:30 Adjourn

NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS REGULAR MEETING
April 22, 2021
Zoom/YouTube

Executive Session

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

Libra Forde	–	Chair
Mitzi Bauer	–	Vice Chair
Jena Benologa	–	Director
Kathy Wai	–	Director
Orlando Perez	–	Director
Steven Schroedl	–	Director
Tory McVay	–	Director
Matt Utterback	–	Superintendent (left meetings at 6:20 p.m.)
Sandra Henderson	–	Board Secretary

Also present were Cindy Detchon, Shay James, Tiffany Shireman, Kevin VandenBrink, and Rhys Konrad.

Real Estate – Real Estate Brokers Kevin VandenBrink and Rhys Konrad from Macadam Forbes, Inc. discussed a real estate transaction with the Board.

Executive session recessed at 6:20 p.m.

Open Session

Chair Libra Forde convened open session at 6:30 p.m. Present, in addition to those at the executive session were, Derrick Brown, Gayellyn Jacobson, Khaliyah Williams-Rodriguez, Libby Miller, Mark Moser, Petra Callin, Shelly Reggiani, and Vivian Garrison. District employees and community members were provided a live stream on YouTube.

Vice Chair Mitzi Bauer read the Native Land Acknowledgement.

R20/21-92

Minutes – Kathy Wai moved, Tory McVay seconded the motion to approve the minutes of the regular Board meeting held April 8, 2021. Motion passed unanimously.

R20/21-93

Consent Agenda – Steven Schroedl moved, Mitzi Bauer seconded the motion to adopt the consent agenda as recommended:

Employment Changes - Approve employment changes as listed, with a copy of the list made as part of the official minutes, as recommended by the Executive Director of Human Resources:

Administrative – appointments, transfers, terminations

Licensed – appointments, terminations

2021-2022 Board Meeting Calendar - Approve the proposed Board meeting schedule for the 2021-2022 school year.

Interdistrict Transfers 2021-2022 - Approve recommendation for 2021-2022 school year of 291 interdistrict transfer slots into North Clackamas as shown in Attachment B and an unlimited number of interdistrict transfer slots out of North Clackamas.

Middle and High School Fee Schedules 2021-2022 - Approve the 2021-2022 middle school and high school fee schedules as recommended.

Milwaukie Academy of the Arts Contract Extension - Approve the proposed five-year contract (2021-2026) for Milwaukie Academy of the Arts.

North Clackamas Education Association (NCEA) Memo of Understanding - Approve the NCEA memorandum of understanding which addresses the changes in working conditions for licensed staff and allows the district to implement a hybrid instructional model at the secondary level April 26, 2021. This memorandum of understanding would be in effect from April 26, 2021-June 21, 2021.

Motion passed unanimously.

Community Requests – None at this time.

R20/21-94

Licensed and Certified Staff Appreciation Week – Steven Schroedl moved, Tory McVay seconded the motion to adopt the proclamation recognizing licensed and certified staff for their contributions to the district by declaring May 3-7, 2021, as the Licensed and Certified Staff Appreciation Week in North Clackamas School District. Motion passed unanimously.

R20/21-95

Asian Pacific American Heritage Month – Kathy Wai moved, Orlando Perez seconded the motion to adopt the proclamation recognizing May as Asian Pacific American Heritage Month in North Clackamas School District. Motion passed unanimously.

NCEA Featured Educator – NCEA Vice-President Andrea Anderson recognized Martin Kwon, Orchestra teacher at Alder Creek Middle and Rex Putnam High Schools as the NCEA Featured Educator for April.

School Presentation: Mount Scott Elementary – Executive Director of Elementary Programs Khaliyah Williams-Rodriguez introduced Mount Scott Elementary Principal Cam Kitchen. Mount Scott teachers Jen Goodrich, Amanda Hayhurst, School Psychologist Alicia Kortes and School Counselor Kathleen Egli assisted with the presentation which focused on the “Mount Scott Strong” culture in the school. Questions and comments from the Board were addressed.

Superintendent’s Report – Assistant Superintendent Shay James provided a report to the Board on the following topics:

- Completion of the fourth week of elementary hybrid.
- Secondary hybrid to begin on Monday, April 26, 2021.
- The Oregon Health Authority guidance revision to allow winter season contact sports later this spring.
- Reported that staff and students are being quarantined and asked the community to wear masks, socially distance and isolate if exposed or have symptoms.
- Reported the inadequacy of the State Legislative cochairs K-12 school budget proposal at 9.1 billion. The district is advocating for 9.6 billion.
- The district will be allowed to serve meals through USDA’s National School Lunch Program Seamless Summer Option (SSO) through June of 2022.

Board Reports – Board members made brief reports on activities and events they had attended. Budget Committee and the Parent Community Leadership Alliance (PCLA) meetings were highlighted.

Quarterly Financials Report – Chief Financial Officer Gayellyn Jacobson presented a report on the financial status of the district. The following correction was noted on Quarterly Financial Report; *Projected Ending Fund Balance on 6-30-2021, and Projected Ending Fund Balance as a Percentage of Forecasted Revenue at 6-30-2021.

R20/21-96 **Native American/Alaskan Native Title VI Grant** – Executive Director of Equity and Instructional Services Shelly Reggiani presented. Mitzi Bauer moved, Tory McVay seconded the motion to approve the request to apply for, appropriate, and expend the Indian Education Title VI Grant. Motion passed unanimously.

R20/21-97 **Real Estate** – Assistant Superintendent of Operations Cindy Detchon presented. Steven Schroedl moved, Tory McVay seconded the motion to declare approximately 23,160 square feet of property located within Tax Lot 23E07B-00591 (the “Surplus Property”), shown as on Exhibit A, as

surplus, direct staff to sell or lease, and place revenue from the sale or lease of the property in the Capital Construction Bond Fund. Motion passed unanimously.

R20/21-98 Mitzi Bauer moved, Steven Schroedl seconded the motion to Lease the Surplus Property to Cobalt Development, LLC, or successors and assigns, for a period of three years, with an option to extend for an additional 97 years, for the purpose of providing a parking area, stormwater detention, and other services to serve the adjacent property located at 14721 SE 172nd Ave. The amount of rent due shall be \$70,000, payable upon commencement of the lease term; and Execute an option agreement with Cobalt, Development, LLC, or successors and assigns, providing Cobalt the right to purchase the Surplus Property for the sum of SEVENTY-FIVE THOUSAND DOLLARS (\$75,000.00) (the "Purchase Price"). All payments of rent pursuant to the lease agreement will be applied towards the Purchase Price. Motion passed unanimously.

Capital Projects Bid Awards – Senior Director of Capital Projects Ron Stewart presented bid awards for projects at Ardenwald Elementary School, the Campbell Center and Riverside Elementary School.

R20/21-99 **Bid Award: Ardenwald Elementary School** – Tory McVay moved, Steven Schroedl seconded the motion to award the Ardenwald Elementary School upgrades contract to First Cascade Corporation for a total award not to exceed amount of \$154,902. Motion passed unanimously.

R20/21-100 **Bid Award: Campbell Center Upgrades** – Tory McVay moved, Steven Schroedl seconded the motion to award the Campbell Center upgrades contract to Par-Tech Construction for a total award not to exceed amount of \$596,600. Motion passed unanimously.

R20/21-101 **Bid Award: Riverside Elementary Fire Sprinklers** – Tory McVay moved, Steven Schroedl seconded the motion to award the Riverside Elementary School North wing improvements contract to First Cascade Corporation for a total award not to exceed amount of \$550,457. Motion passed unanimously.

There being no further business to come before the Board, the meeting adjourned at 8:17 p.m.

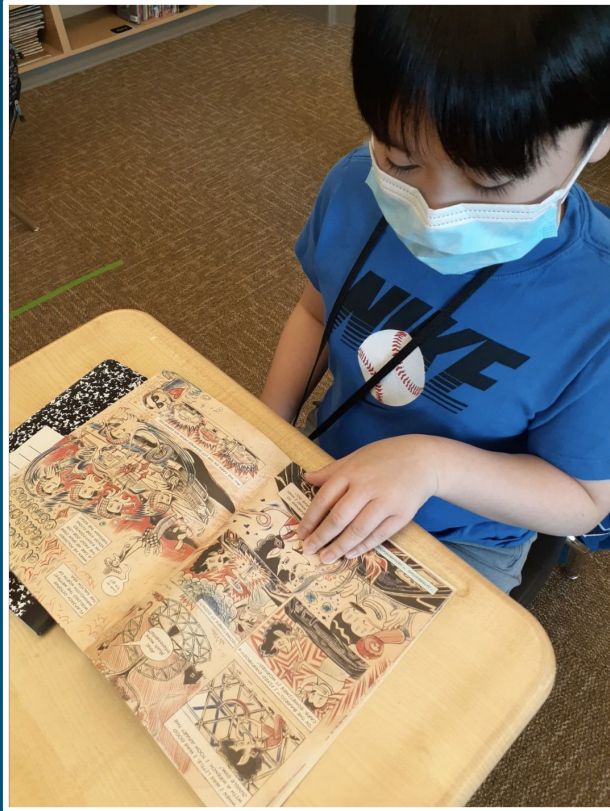
Unapproved



Superintendent's Report May 13, 2021

Overview

1. Reopening Status
2. Vaccination Clinics
3. Summer School
4. Budget Update
5. Discussion



Message from Oregon's State Health Officer: Pandemic update



Video dated 5/7/2021

COVID-19 Vaccination Update

COVID-19 Vaccination rates, as of 5/8/2021:

	Fully Vaccinated	Partially Vaccinated
Oregon	32.8%	45.7%
Clackamas County	30.8%	42.8%
Multnomah County	33.8%	50.3%
Washington County	30.8%	46.7%



COVID-19 Vaccination Update - NCSD

Students

- Pfizer vaccine (ages 12 & up).
- NCSD partnering with local agencies to provide vaccines:
 - Putnam HS Health Center
 - Milwaukie HS Health Center
 - Clackamas Town Center
- Interest from local agencies in working with high school student leadership teams.
- Clackamas ESD initiating county collaboration for local vaccine sites.

Staff

- 4 week Staff Vaccine Education and Access campaign
- Assistance in making appointments
- Publicizing convenient locations for vaccines
- Staff can leave work to obtain vaccine without using leave after coordination with supervisor¹⁰

Community

- Broad availability of vaccine clinics
- Walk in & appointment opportunities
- Universities announcing vaccine requirements for students/staff.
- NCSD is a ready provide facility use for Clackamas County vaccination clinics. To date, focused primarily on Clackamas Town Center in our area.

Reopening Update

- Schools highly impacted by quarantining
- Athletic Season 4 is up and running
- Graduation Planning
- Planning for a full, in-person, five-days per week of school in the fall with a virtual online program option for families who are not yet ready to return to the in-person classroom

Summer School Update

This approach to summer programming provides a unique opportunity to:

- Deepen learning
- Restore and up lift
- Promote growth, opportunity and resiliency

Summer learning means:

- Supporting mental health
- Addressing unfinished learning
- Providing enrichment opportunities
- Prioritizing in-person learning



Summer School Guiding Principles

Ensure safety and wellness & center health and well-being

- Provide students with access to nutrition and mental health support
- Center needs of the whole child

Cultivate connection and relationship while prioritizing equity

- Build relationships and affirming environments where students feel seen and valued
- Recognize the disproportionate impact of COVID-19 on our traditionally underserved and poverty impacted communities

NCSD Summer Enrichment

Summer programs will have the capacity to serve approximately **4700 K-8** students and **1200 High School** students at over eight locations throughout our district.

CARE Enrichment will include:

- Free all-day enrichment programs incorporating daily STEM, physical activity, art, health & wellness, summer reading, and mindfulness
- Kindergarten transition opportunities through an expanded jump start program for all incoming kindergarten students

NCSD K-8 Summer Enrichment and Academics Update

K-8 Enrichment will include:

- Expanded Title I Summer School, including a strand for Dual Language Instruction
- Expanded 21st Century Programs partnering with the Boys & Girls Club of Portland
- Free summer enrichment classes available to all K-8 students
 - NCSD is partnering with community enrichment providers
- Culturally specific enrichment opportunities
- Transition supports for incoming ninth-grade students
- Socio-emotional learning and mental health supports

NCSD 9-12 Summer Enrichment and Academics Update

- Free summer enrichment opportunities connected to district partners
- Culturally specific enrichment opportunities
- Transition supports for incoming ninth-grade students
- Credit recovery opportunities
- Enrichment credit course opportunities
- Socio-emotional learning and mental health supports.

2021-2022 Budget Update

- Current state funding for K-12 education sits at \$9.1 billion
- Beginning to see some shifting of this number to \$9.3 billion
- NCSD is building our 2021-2022 budget at the \$9.3 SSF level
- Next State Revenue Forecast is May 19

Questions...



**COMMUNITY USE AND RENTAL OF
DISTRICT FACILITIES**

DISCUSSION
Agenda Item #3
May 13, 2021

SUPERINTENDENT RECOMMENDATION:

This item is presented for Board review discussion at this time. The following recommendations will be addressed through a Policy Review Committee process with the intended outcomes:

- Adjust fee schedule to show clearly delineated prices for elementary, middle and high school facilities.
- Eliminate confusing utilities fees, adjust service fees.
- Phase in price increases for all district facilities to meet the 2021 market rate by 2026.
- Streamline discounts for Class A users from a current 0%-83% range to a flat 70% discount.
- Streamline discounts for Class B users from a current 0%-67% range to a flat 30% discount.
- Move to first step of new fee schedule July 1, 2021.

BUDGET IMPACT/SOURCE OF FUNDS:

Currently, the revenue generated from facility and field rentals is creating a deficit budget. The intent of this proposal is to increase facility rental fees, over five years to the market level. The proposed changes would allow the department to generate enough revenue to pay staff and repair or replace some equipment associated with such facility and field rentals.

BACKGROUND:

Policy KG addresses Community Use of Facilities and states the "...Board of Directors has established a set of regulations, that include priority of use, uniform procedures to ensure safety and security, and a schedule of fees to offset expenses associated with community use of facilities."

The current fee schedule for facility and field rentals was updated in 2017 for turf field use only. Prior to that, small changes were made regarding what groups qualified for different classifications. Besides the turf rental increase in 2017, rental fees have not increased in over 12 years.

The NCSD Community Services Department conducted a fee comparison study across 14 school districts in the Portland Metropolitan area. Across almost all facility types, NCSD charges significantly less than neighbor districts. On average, NCSD hourly rental fees are 61% of market rate.

In addition, the NCSD Community Services Department conducted public engagement outreach which included surveying all parties and organizations who have rented district facilities or fields in the past three years, parent organizations and community partners.

The Policy Committee will incorporate the information from the field use market analysis and community outreach into a revised Administrative Regulation KG-AR(1) Community Use and Rental of District Facilities. In addition, the Policy Community will review and propose a fee schedule in alignment with the KG-AR(1) to offset all expenses associated with field and facility

rentals. The superintendent's recommendation for the revised KG-AR(1) and KG-AR(2) is scheduled to be brought to the Board for review by July 1.

ATTACHMENTS:

- A. Policy KG - Community Use of District Facilities
- B. Administrative KG-AR (1) - Community Use and Rental of District Facilities
- C. Field Use Fee Comparison Report and Fee Recommendations
- D. Presentation- Community Field and Facility Use

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent of Operations
Natalie Whisler, Community Services Director



Code: **KG**
 Adopted: 5/21/09
 Revised/Readopted: 4/24/14
 Orig. Code(s): KG

Community Use of District Facilities

Recognizing that school facilities are built and maintained using local tax dollars, and that schools are a focal point for community life, it is the policy of the Board for school facilities to be available for use by the community. The district seeks to cooperate with community organizations and individuals who wish to use schools for worthy educational, cultural, social, recreational, and civic purposes.

The school district's educational programs and the best interests of residents and taxpayers must take priority when considering the community use of school district buildings and grounds. Toward that end, the Board of Directors has established a set of regulations that include priorities for use, uniform procedures to ensure safety and security, and a schedule of fees to offset expenses associated with community use of district facilities.

Users of district facilities must comply with all federal, state, and local laws, as well as, Board policy and administrative regulations, including regulations prohibiting discrimination.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)
[ORS 332.107](#)
[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials
 KGF/EDC - Authorized Use of District Equipment and Materials



Code: **KG-AR(1)**
 Revised/Reviewed: 5/21/09; 4/10/14; 6/09/16;
 5/11/17
 Orig. Code(s): SP KG; KG-AR

Community Use and Rental of District Facilities

1. Objective

To provide a standard set of procedures for community use and rental of school facilities, grounds and equipment that is consistent with district policies.

2. Facilities Available

Designated classrooms, auditoriums, cafeterias, gymnasiums and fields may be available for use by the community. Facilities containing fragile or potentially hazardous equipment or confidential records may be made available at the principal's discretion.

District facilities may be available for community activities for a fee between 7:00 a.m. and 10:30 p.m. when not in use by the district. Current fee schedules are available through Community Services Department. Exceptions may be made with the approval of the Superintendent or designee.

3. Prohibited Activities

Any activities not appropriate for minor children are prohibited in district facilities. These activities include, but are not limited to: smoking; use of tobacco or marijuana; consumption of alcohol; use or possession of illegal or legal drugs; possession of weapons, firearms or explosives; gambling; and operation of potentially hazardous equipment. Activities deemed to be of a dangerous nature must have prior approval from the community services supervisor and the district's risk manager. Use of facilities are restricted to user. Subletting to other groups is prohibited.

4. Priorities for Use

The district is committed to youth and our local community groups. Youth groups are prioritized ahead of other groups. We prioritize use for organizations that serve primarily recreational youth teams to provide access for all students in alignment with the North Clackamas equity Board policy, GCCB/GDCB/IKAAA - District Equity Policy.

Within groups priority will be granted to organizations comprised of local members. Volunteer organizations will also receive preference over paid staff entities. The Board authorizes staff to use appropriate means to verify the local membership and volunteer organization status as necessary.

Groups and individuals using district facilities will be categorized as Class DPO (District Partnering Organization), A, B and C. Priority is given for use is in the order listed, with District Partnering Organization (DPO) having the highest priority. The categories are based on the nature of the organization, not the activity. Long term rentals are negotiated separately.

Categories used by NCS D to determine priorities:	
DPO	DPOs at their assigned fields/facilities, in-season (providing scholarships for NC students and full ongoing maintenance through the sports season of fields)
A	Partnering and local youth organizations or with over 90 percent North Clackamas youth; DPOs out-of-season or beyond assigned fields
B	Out-of-district youth organizations, adult leagues, civic/service groups, public agencies, colleges
C	Private interest or for-profit organizations

a. District Partner Organizations (DPO)

- (1) DPOs are youth organizations assigned to specific sites that are provided preferential scheduling and fee reduction in exchange for ongoing field maintenance and scholarships for North Clackamas families to increase access to sports for all students.
- (2) To retain DPO status, the organization needs to:
 - (a) Complete all of the required DPO application forms and process with community services schedulers.
 - (b) Serve primarily recreation teams in alignment with the North Clackamas equity policy.
 - (c) Serve district youth (90 percent of participants must attend or reside in the North Clackamas School District).
 - (d) Maintain and improve the fields assigned as planned in the application process.
 - (e) Offer and report scholarships (full and partial).
 - (f) Complete a biannual renewal process with the community services supervisor to review usage and adherence to the above commitments.

b. Class A - Local Youth Organizations and Local Youth Sports Leagues

Local nonprofit youth organizations, including DPOs, providing service to school-age children within district boundaries. Proof of nonprofit status (501(c)(3)) will be required. Each group must be comprised of at least 90 percent of district residents to qualify. The Oregon School Activities Association (OSAA) calendar will be used to determine sports seasons. Priority will be given to in-season recreation sports activities. This also includes DPOs out-of-season or using non-assigned sites.

c. Class B - Out-of-District Youth Organizations/Independent Youth Organizations, Civic and In-District Adult Leagues

- (1) Organizations/Private schools.
- (2) Youth organizations with less than 90 percent of district residents.
- (3) Adult recreation groups (including district staff).
- (4) Colleges and universities.
- (5) Community organizations of a civic or service nature, including those that provide services to youth but not solely that group.
- (6) Community groups sponsoring money-making activities where proceeds go to schools or charitable purposes.

The OSAA calendar will be used to determine sports seasons. Priority will be given to in-season recreation sports activities who provide scholarships for participants in need.

- d. Class C - Private Interest Groups and Profit-making Groups
 - (1) Private parties.
 - (2) Commercial activities.
 - (3) Political organizations and/or campaigns.

5. Application Process

Applicants must complete and submit an Application for Use of District Facilities form to the high school athletic director as scheduler for the use of high schools, or the community services scheduler for use of facilities for K-8 schools, including Alder Creek turf field and the Sabin-Schellenberg fields. Scanned, emailed or faxed applications are acceptable. Upon receipt of the completed application, the scheduler will:

- a. Determine the availability of the facilities within the district calendar for events including personnel and equipment if necessary.
- b. Determine the requester's classification/priority.
- c. Check form for accuracy and signature obtained.
- d. Route the application form (reservation) to the community services supervisor if the request is of a commercial or partisan political nature or is a long-term lease of facilities.
- e. Complete the facility rental reservation in computer system and execute contract.
- f. Collect payment, receive the insurance certificate and 501(c)(3) status, and give one copy to the user to keep as verification of approved use and retain a copy. Determine if use is a one-time use or reoccurring, and collect the fee as follows:
 - (1) One time use—collect anticipated fees to complete application process.
 - (2) Reoccurring use—collect first month's anticipated fees.
 - (3) Reoccurring seasonal use—collect fees for the duration of the season for entities such as youth sports that collect fees prior to league play.

In either case, actual charges will apply and supplemental billing will be done after the event if actual charges differ from collected fees or original billing. The reservation is not considered a confirmation until payment is made and the certificate of insurance is received.

The Board authorizes staff to develop additional department operational guidelines as appropriate.

- g. Staff will review fees annually. Fees are updated in July of each year and reflect actual increases by contract or billings. Fees are subject to an increase of up to five percent annually. Any increase exceeding five percent will require approval from the Board.
- h. Provide proof of insurance as required (See 7.B)

6. Appeals Process

Concerns regarding facility use can be addressed to the community services supervisor. If a concern cannot be resolved, it may be referred through the proper administrative channels for resolution.

7. Procedures Governing the Community Use of District Facilities

a. Supervision:

- (1) All groups using district facilities must provide a supervisor on site who shall be responsible for the group members and their actions during the time the facility is being used. The supervisor must be at least 21 years of age or a designated coach with an approved league. For children, the supervisor is responsible to stay until the last child has been picked up.
- (2) When use is granted during times that school or custodial staff is not available, a facility monitor will be responsible for locking and unlocking the facility and assisting the facility users as appropriate. Fees associated will be charged to all groups.
- (3) The district reserves the right to require police or other uniformed security personnel at any event where the community services supervisor feels it is necessary.
- (4) If the district determines additional security is needed for the use requested, the applicant must provide and pay for such security.

b. Liability insurance:

The applicant must provide an insurance certificate with the application. The insurance certificate shall provide evidence of general liability insurance with limits not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate, naming North Clackamas School District as additional insured.

Certificates of insurance will be required for:

- (1) Extended use (e.g. monthly meetings, etc.).
- (2) Physically active events (e.g., sport camps or fund-raising jogathons).
- (3) Formal organizations and nonprofits.
- (4) Public events (e.g. concerts).
- (5) Multiple site use.
- (6) Other activities as deemed necessary by the community services supervisor.

Users will be charged for damages or excessive wear on the use of facilities, sites or equipment.

c. Non-endorsement:

Granting use of district facilities does not imply district sponsorship or endorsement of the group or its activities.

d. Overnight stays:

Overnight stays are permitted by the district on a one-time-only basis. All such requests must be reviewed by the community services supervisor and the risk manager. Applicants must receive prior written approval from the appropriate fire marshal and reach agreement with the building principal (or community services supervisor during times when the principal is absent) regarding capable and responsible supervision. The district may require paid supervision.

- e. Key control: Refer to Board policy ECAA - Access to Buildings.

Keys or key cards will not be issued to nonstaff personnel. Any exceptions will be determined by the community services supervisor.

- f. Parking:

All facility users are to use the school parking lots and avoid parking on adjacent streets in order to allow for emergency vehicles and neighborhood traffic. Applicants may be required to provide written plans of how they intend to address potential parking problems. Failure to abide by the parking plan may result in termination of facility use. Applicants are responsible for removing trash accumulated during the event. Failure to remove trash will result in additional charges.

- g. Equipment and furniture:

Use of equipment, furniture and materials is subject to the provisions of Board policy KGF/EDC - Authorized Use of District Equipment and Materials.

If an organization would like to store equipment, install a structure or storage unit, the request must be included in the application process and approved by community services supervisor. The structure must be maintained by the organization, including keeping it free of graffiti or other visible physical damage. The structure is owned and insured by the DPO unless otherwise determined by the community services supervisor. The district will not be held responsible for any damage, theft or other destruction to property of the DPO. For any property, structure or storage unit on district property, the DPO shall provide the district with a certificate of insurance as evidence of property insurance coverage for the items stored on district property. Any such structure may be subject to space fee by the district. The District Capital Improvement form must be completed prior to building. Structure approval may be renewed during the application process and during the bi-annual renewal process, or it must be removed immediately upon request.

The North Clackamas School District retains the right to deny or limit access to persons or organizations who do not work in the spirit of collaboration, abuse the system, violate policy or fail to pay.

- h. Improvements or modifications to school buildings or grounds:

Grass removal, lining and chalking of fields, addition of top soil or removal of weeds, require written approval. Applicants must submit written plans to the community services supervisor who will review the plans in consultation with appropriate Facility Operations Department staff and the principal.

- i. Special facilities, areas and equipment:

- (1) Gymnasiums and multipurpose rooms: School gymnasiums and multipurpose rooms may be used for purposes appropriate to the facility. Appropriate footwear is required in all active sports and games. Any taping or attaching material to walls, floors or curtains must be approved by Facility Operations to ensure property is not damaged.

- (2) Cafeterias and kitchens: The use of kitchen facilities for food preparation requires the services of at least one district Nutrition Services employee. The Nutrition Services Department will be consulted for direction regarding requests for use of school kitchens. The user will be assessed the charge for food service support. School food, supplies and food storage areas are not available for community use.
 - (3) Outside areas: The community services supervisor or the principal may require portable toilets to be provided at the applicant's expense. Placement will be determined by the district. Regular maintenance is the responsibility of the applicant.
- j. Sports league scheduling:
- (1) Scheduling of district fields and gymnasiums for organized community sports leagues will be the responsibility of the Community Service Department. Principals shall refer all requests for use of gymnasiums and sports fields by leagues to the Community Service Department for K-8 sites.
 - (2) League officials will complete the North Clackamas Facility or Field Use Application form.
 - (3) League officials will present to the Community Service Department a schedule of games and practices. League officials will also provide current registration information for the league.
 - (4) The Community Service Department will determine the facility needs of the organization and the availability of space and equipment.
 - (5) Coaches requesting additional practice times or schedule changes should be referred to league officials who must request any schedule changes to the Community Service Department.
 - (6) League officials will provide rosters including players' names and addresses and the school they attend.
 - (7) League officials will provide scholarship information (see application).
- k. Long-term use of district facilities (non-sport-related use):
- (1) Use of district facilities for activities may be granted initially for a term not to exceed 24 months, so long as such use does not infringe on or interfere with the operation of the regular school program. Use may be renewable for up to three years.
 - (2) Requests must be made in writing to the community services supervisor.
 - (3) The written request for use of a district facility must include the application forms with the following information:
 - (a) School for which use is being requested;
 - (b) Name of the organization;
 - (c) Mailing address;
 - (d) Names and addresses of its officers;
 - (e) Number of participants;
 - (f) Number of participants that are district residents; and
 - (g) Rooms and equipment that the entity intends to use.
 - (4) The principal and the community services supervisor will determine the availability of facilities, supervisory staff and equipment. Upon approval of the request, the community services supervisor will determine the fee to be charged and meet with the principal and

the applicant to develop a plan for use. The community services supervisor will consult with the Facility Operations Department regarding custodial needs. The plan should address:

- (a) Areas of the building that will be used and conditions for use.
- (b) Areas of the building that are not to be used.
- (c) Duties of the paid supervisor.
- (d) Number of hours required for supervision and clean up.
- (e) Plan for alternate monitoring in case of illness or emergency.
- (f) Plan for emergency cancellation of activities.
- (g) Communication procedure for reporting problems and concerns.
- (h) Method for billing and collection of fees.

l. Intergovernmental agreements:

The district may enter into agreements with other governments or government agencies regarding the use of district facilities. In such cases, the terms of the agreement will take precedence over district administrative regulations for facility use.

m. Staff and applicant responsibilities:

(1) Principal

The principal is responsible for interpreting and administering district policies and regulations. The principal has overall responsibility for the operation of the district facilities, grounds, equipment and the scheduling for all district-related activities.

(2) Community Services Supervisor/Department

The community services supervisor is responsible for coordinating the scheduling of programs involving K–8 schools, such as youth sports leagues, other educational institutions, and agencies of government. The community services supervisor will coordinate and process all district-related requests (K-8) for use after school, weekends or vacations. The community services supervisor is responsible for facilitating site supervision on evenings (after 4 p.m.) and weekends when other district staff is not available and coordinate schedules with building staff. Scheduling of nonschool related activities after school or on nonschool days will be coordinated through the Community Service Department. All K-8 rental receipts go to Community Service Department. Community services will transfer revenue payments to the department that incurred the expense (e.g., facility for repairs, overtime to department charged, utilities costs to the energy unit, etc.).

(3) Facility Users

Facility users are responsible for completing the required district forms, providing responsible and capable program supervision, advance payment of fees, reporting all damages, providing proof of insurance when necessary, and compensating the district for any damages when required. Signer and supervision for facility use must be over 21

years of age. Facility users are responsible to comply with district administrative regulations and contractual agreements.

(4) Facility Operations Department

The Facility Operations Department is responsible for approving any improvements to school buildings or grounds.

(5) High School Athletic Director

Each high school athletic director is responsible to maintain the schedule and approve facility (buildings and fields) rental use at their high school in accordance with policy and this administrative regulation.



FACILITY USE APPLICATION AND INVOICE

Fees are due in advance. Make checks payable to North Clackamas School District.
Mail to: Community Services, 6031 SE King Road, Milwaukie, OR 97222, Phone 503-353-6092 | Fax 503-353-6095
Email: facilityuse@nclack.k12.or.us

APPLICANT INFORMATION

Organization: _____ Contact/Signee: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Day Phone: _____ Evening Phone: _____

Purpose: _____

Estimated youth attending: _____ Estimated adults attending: _____ Participants: Indistrict ____ Out-of-district ____
Scholarship: # _____ for full scholarship at \$ _____; # _____ for partial scholarship at \$ _____
Sports Organizations: What percent of the teams are considered a "recreation" team? _____

Equipment and services requested: _____

Dates requested	Time requested (start and end)	School/Building	Room/Area	Confirmed by District

The undersigned hereby agrees to comply with all regulations governing the use of the facility as established by the Board of Education of North Clackamas School District. The undersigned will exercise due care in the use of the facilities and pay for such damages as may arise from such use. The undersigned is solely responsible for loss, damages, accidents and personal injury arising out of the use of the facility and agrees to indemnify and hold harmless the school district, its Board of Directors and staff from and against all claims. Applicants may be required to provide proof of insurance.

Print Name

Signature

Date

Office Use:

Tier: Rate/hour: \$ _____ X # hours _____ = Invoice Due _____ Paid _____

- Scheduled in booking
- Confirmation sent
- Special custodial arrangements complete
- Food services arrangements complete

Comments: _____



Community Field & Facility Use

Fee Comparison Study and Fee Recommendations

Community Field & Facility Use Table of Contents

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**Facility Use Fee Comparison Study 2021
Summary**

	District	Average of All Districts	North Clackamas	Difference	Percentage of Average
E l e m e n t a r y	Auditoriums	\$58.13	--		
	Cafeteria	\$53.94	\$15.00	\$38.94	27.81%
	Classrooms	\$32.41	\$15.00	\$17.41	46.28%
	Common Areas	\$62.84	--		
	Fields	\$48.87	\$30.00	\$18.87	61.39%
	Gyms	\$61.07	\$30.00	\$31.07	49.12%
	Kitchen	\$61.61	--		
	Library	\$48.33	\$30.00	\$18.33	62.08%
	Lighting	\$23.40	\$15.00	\$8.40	64.10%
	Parking Lot	\$20.59			
	Cus/Other/Kit	\$37.67	\$45.00	-\$7.33	
M i d d l e	Auditoriums	\$102.14	\$100.00	\$2.14	97.90%
	Cafeteria	\$60.29	\$30.00	\$30.29	49.76%
	Classrooms	\$30.16	\$30.00	\$0.16	99.47%
	Common Areas	\$61.25	\$30.00	\$31.25	48.98%
	Fields	\$51.18	\$30.00	\$21.18	58.61%
	Gyms	\$67.68	\$30.00	\$37.68	44.32%
	Kitchen	\$58.04	--		
	Library	\$47.46	\$30.00	\$17.46	63.21%
	Lighting	\$22.11	\$15.00	\$7.11	67.85%
	Parking Lot	\$25.02	--		
	Cus/Other/Kit	\$37.67	\$45.00	-\$7.33	37.45%
H i g h	Auditoriums	\$157.56	\$100.00	\$57.56	63.47%
	Cafeteria	\$80.11	\$30.00	\$50.11	37.45%
	Classrooms	\$34.68	\$30.00	\$4.68	86.50%
	Common Areas	\$90.61	\$30.00	\$60.61	33.11%
	Fields	\$95.52	--		
	Gyms	\$90.74	\$75.00	\$15.74	82.65%%
	Kitchen	\$63.42	--		
	Library	\$54.29	\$45.00	\$9.29	82.88%
	Lighting	\$23.97	\$15.00	\$8.97	62.58%
	Parking Lot	\$36.69	--		
	Cus/Other/Kit	\$37.67	\$45.00	-\$7.33	
	Stadium	\$165.81	\$100.00	\$65.81	60.31%
Track	\$70.00	--			
					61.17%

Facility Use Fee Comparison Study 2021

	District	Beaverton	Camas	Canby	David Douglas	Evergreen Public Schools	Gladstone	Hillsboro	Lake Oswego	North Clackamas	Oregon City
E l e m e n t a r y	Auditoriums	--	--	--	\$41.00/\$46.00	--	--	--	--	--	\$42.25
	Cafeteria	\$25.00	\$100.00	\$30.00	\$46.00/\$81.00	--	\$30.00	\$27.33	\$90.00	\$15.00	\$29.25
	Classrooms	\$20.00	\$100.00	\$30.00	\$23.00/\$29.00	\$20.00	\$15.00	\$13.91	45-112	\$15.00	\$24.00
	Common Areas	\$25.00	\$100.00	\$30.00	--	--	--	--	--	--	\$29.25
	Fields	\$20.00	\$165.00	\$30.00	TBD	--	--	\$20.65	\$38.00	\$30.00	--
	Gyms	\$30.00	\$150.00	\$30.00	\$58.00/\$76.00	\$30.00	\$30.00	\$62.84	--	\$30.00	\$29.25
	Kitchen	\$25.00	\$150.00	--	--	\$40.00	--	--	\$75.00	--	\$35.75
	Library	\$20.00	\$100.00	\$30.00	\$41.00/\$46.00	\$20.00	\$15.00	\$18.06	--	\$30.00	\$35.75
	Lighting	--	\$35.00	--	--	\$75 per use	--	--	--	\$15.00	--
	Parking Lot	\$20.00	--	--	--	--	--	--	\$21.18	--	--
Cus/Other/Kit	60/30/51	36.50/20/36.50	40/30/45	--	\$35.00	36/15/33	--	\$33.00	45/45/33	\$45.00	
M i d d l e	Auditoriums	--	--	--	\$41.00/\$46.00	\$175.00	\$50.00	\$75.00	\$187.00	\$100.00	\$54.00
	Cafeteria	\$25.00	\$100.00	\$30.00	\$65.00/\$96.00	--	\$30.00	\$45.01	\$90.00	\$30.00	\$47.75
	Classrooms	\$20.00	\$30.00	\$30.00	\$23.00/\$29.00	\$20.00	\$15.00	--	\$45-\$112	\$30.00	\$35.75
	Common Areas	\$25.00	\$100.00	\$30.00	--	--	--	--	--	\$30.00	\$47.75
	Fields	\$30.00	\$165.00	\$30.00	--	--	--	\$20.65	\$38-\$90	\$30.00	--
	Gyms	\$35.00	\$150.00	\$30.00	\$116/\$127	\$45.00	\$50.00	\$62.84	\$75.00	\$30.00	\$54.00
	Kitchen	\$25.00	\$150.00	--	--	\$40.00	\$50.00	--	--	--	\$35.75
	Library	\$20.00	--	\$30.00	\$41.00/\$46.00	\$25.00	\$15.00	\$27.69	\$75.00	\$30.00	\$35.75
	Lighting	--	\$35.00	--	--	\$75 per use	--	--	\$15.00	\$15.00	\$22.75
	Parking Lot	--	--	--	--	--	--	--	\$25.02	--	--
Cus/Other/Kit	60/30/51	36.50/20/36.50	40/30/45	58/53/49	\$35.00	36/15/33	--	\$33.00	45/45/33	\$45.00	
H i g h	Auditoriums	\$100.00	\$250.00	\$100.00	\$41.00/\$46.00	\$250.00	\$50.00	\$101.61	\$187.00	\$100.00	\$177.50
	Cafeteria	\$40.00	\$200.00	\$60.00	\$65.00/\$96.00	--	\$30.00	\$66.08	\$90.00	\$30.00	\$59.75
	Classrooms	\$20.00	\$30.00	\$60.00	\$23.00/\$29.00	\$20.00	\$15.00	--	45-112	\$30.00	\$45.50
	Common Areas	\$40.00	\$200.00	\$60.00	--	--	--	--	--	\$30.00	\$59.75
	Fields	\$40.00	\$280.00	\$100.00	\$250 per game	--	--	\$32.40	38-90	--	\$34.75
	Gyms	\$60.00	\$150.00	\$65.00	\$116/\$127	\$50.00	\$50.00	\$89.66	\$112.00	\$75.00	\$89.75
	Kitchen	\$25.00	\$150.00	--	--	\$50.00	\$50.00	--	--	--	--
	Library	\$20.00	--	\$45.00	\$41.00/\$46.00	\$30.00	\$15.00	\$39.18	\$75.00	\$45.00	\$52.25
	Lighting	--	\$35.00	--	\$28.00	\$75 per use	--	--	\$24.00	\$15.00	\$22.75
	Parking Lot	\$20.00	--	--	--	--	--	--	\$77.08	--	\$13.00
	Cus/Other/Kit	60/30/51	36.50/20/36.50	40/30/45	58/53/49	\$35.00	36/15/33	--	\$33.00	45/45/33	\$45.00
	Stadium	\$100.00	\$280.00	\$100.00	\$500 per game	\$250.00	\$60.00	\$299.84	--	\$100.00	\$165.75
Track	\$100.00	--	--	--	--	--	--	\$40.00	--	--	

Facility Use Fee Comparison Study 2021

	District	Portland Public Schools	Tigard-Tualitin	Vancouver	West Linn-Wilsonville	Average of All Districts	North Clackamas	Difference	NCSD Percentage of Average Fee
Elementary	Auditoriums	\$76.00	--	--		\$59.13	--		
	Cafeteria	\$51.00	\$24.25	\$25.00	\$208.60	\$54.62	\$15.00	\$38.94	27.81%
	Classrooms	\$27.00	\$19.50	\$25.00	\$83.00	\$32.70	\$15.00	\$17.41	46.28%
	Common Areas	\$51.00	\$42.00	\$25.00	\$208.60	\$63.86	--		
	Fields	\$26.00	\$18.50	\$20.00	\$125.00	\$49.32	\$30.00	\$18.87	61.39%
	Gyms	\$64.00	\$26.25	\$50.00	\$208.60	\$61.75	\$30.00	\$31.07	49.12%
	Kitchen	--	--	\$25.00	\$83.00	\$61.96	--		
	Library	\$38.00	\$22.00	\$30.00	\$222.10	\$48.41	\$30.00	\$18.33	62.08%
	Lighting	\$32.00	--	\$25.00	\$11.00	\$23.60	\$15.00	\$8.40	64.10%
	Parking Lot	\$20.00	--	--		\$20.39			
	Cus/Other/Kit	29-48/34-50	41.50/43.75/29.50	45/39/39		\$37.67	\$45.00	-\$7.33	119.47%
Middle	Auditoriums	\$76.00	--	--		\$102.43	\$100.00	\$2.14	97.90%
	Cafeteria	\$51.00	\$24.25	\$50.00	\$208.60	\$60.97	\$30.00	\$30.29	49.76%
	Classrooms	\$27.00	\$19.50	\$25.00	\$83.00	\$30.48	\$30.00	\$0.16	99.47%
	Common Areas	\$51.00	\$42.00	\$25.00	\$208.60	\$43.84	\$30.00	\$31.25	48.98%
	Fields	\$26.00	\$18.50	\$20.00	\$125.00	\$51.68	\$30.00	\$21.18	58.61%
	Gyms	\$64.00	\$33.50	\$50.00	\$208.60	\$68.30	\$30.00	\$37.12	44.69%
	Kitchen	--	--	\$25.00	\$83.00	\$58.39	--		
	Library	\$38.00	\$22.00	\$30.00	\$222.10	\$47.55	\$30.00	\$17.46	63.21%
	Lighting	\$32.00	--	\$25.00	\$11.00	\$22.25	\$15.00	\$7.11	67.85%
	Parking Lot	--	--	--		\$25.02	--		
	Cus/Other/Kit	29-48/34-50	41.50/43.75/29.50	45/39/39	40/15/32	\$37.67	\$45.00	-\$7.33	119.47%
High	Auditoriums	\$121.00	--	\$300.00		\$157.92	\$100.00	\$57.56	63.47%
	Cafeteria	\$94.00	\$42.00	\$50.00	\$208.60	\$80.87	\$30.00	\$50.11	37.45%
	Classrooms	\$37.00	\$19.50	\$25.00	\$83.00	\$35.00	\$30.00	\$4.68	86.50%
	Common Areas	--	\$42.00	--	\$208.60	\$71.96	\$30.00	\$60.61	33.11%
	Fields	\$32-\$160	\$18.5/\$55	\$60.00	\$125.00	\$96.02	--		
	Gyms	\$108.00	\$40.00	--	\$208.60	\$91.50	\$75.00	\$20.36	78.65%
	Kitchen	--	--	\$25.00	\$83.00	\$63.83	--		
	Library	\$58.00	\$22.00	\$30.00	\$222.10	\$54.46	\$45.00	\$9.29	82.88%
	Lighting	\$32.00	\$25-\$32.50	\$25.00	\$11.00	\$24.09	\$15.00	\$8.97	62.58%
	Parking Lot	--	--	--		\$36.69	--		
	Cus/Other/Kit	--	41.50/43.75/29.50	45/39/39	40/15/32	\$37.67	\$45.00	-\$7.33	119.47%
	Stadium	--	--	\$100.00	\$208.60	\$166.42	\$100.00	\$65.81	60.31%
	Track	29-48/34-50	--	--		\$70.00	--		

Facility Use Fee Comparison Study 2021

Comparison Case Study #1 - 2 hour game in Elementary School gym, weekend

North Clackamas	
In district, Youth Non-Profit	
Gym rental	\$10.00
Application Fee	\$10.00
Custodian Charge	\$90.00
Lights	\$20.00
	\$130.00
 In district, Adult Non-Profit	
Gym rental	\$20.00
Application Fee	\$10.00
Custodian Charge	\$90.00
Lights	\$20.00
	\$140.00
 Out of district, youth	
Gym rental	\$20.00
Application Fee	\$10.00
Custodian Charge	\$90.00
Lights	\$20.00
	\$140.00

Oregon City	
Gym rental	\$26.00
Application Fee	\$10.00
Custodian Charge	\$180.00
Lights	\$0.00
	\$216.00
 In district, Adult Non-Profit	
Gym rental	\$37.00
Application Fee	\$15.00
Custodian Charge	\$180.00
Lights	\$0.00
	\$232.00
 Out of district, youth	
Gym rental	\$37.00
Application Fee	\$15.00
Custodian Charge	\$180.00
Lights	\$0.00
	\$232.00

Portland	
Minimum 4 hour rental	
Gym rental	\$152.00
Application Fee	\$25.00
Custodian Charge	\$192.00
Garbage	\$32.00
	\$401.00
 In district, Adult Non-Profit	
Gym rental	\$152.00
Application Fee	\$25.00
Custodian Charge	\$192.00
Garbage	\$32.00
	\$401.00
 Out of district, youth	
Gym rental	\$152.00
Application Fee	\$25.00
Custodian Charge	\$192.00
Garbage	\$32.00
	\$401.00

Facility Use Fee Comparison Study 2021

Comparison Case Study #2 - 2 hour stadium, lights, concessions

<u>North Clackamas</u>	
In district, Youth Non-Profit	
Stadium rental	\$40.00
Application Fee	\$10.00
Personnel	\$90.00
Concessions	\$20.00
Lights	\$30.00
	\$190.00
In district, Adult Non-Profit	
Stadium rental	\$160.00
Application Fee	\$10.00
Personnel	\$90.00
Concessions	\$20.00
Lights	\$30.00
	\$310.00
Out of district, youth	
Stadium rental	\$40.00
Application Fee	\$10.00
Personnel	\$90.00
Concessions	\$20.00
Lights	\$30.00
	\$190.00

<u>Oregon City</u>	
Stadium rental	\$84.50
Application Fee	\$10.00
Personnel	\$90.00
Concessions	\$84.00
Lights	\$45.50
	\$314.00
Stadium rental	\$175.50
Application Fee	\$15.00
Personnel	\$90.00
Concessions	\$336.00
Lights	\$37.00
	\$653.50
Stadium rental	\$175.50
Application Fee	\$15.00
Personnel	\$90.00
Concessions	\$336.00
Lights	\$37.00
	\$653.50

Minimum 4 hour rental	
<u>Portland</u>	
Stadium rental	\$640.00
Application Fee	\$25.00
Personnel	\$288.00
Concessions	don't rent
Garbage	\$32.00
Lights	\$128.00
	\$1,113.00
Stadium rental	\$640.00
Application Fee	\$25.00
Personnel	\$288.00
Concessions	don't rent
Garbage	\$32.00
Lights	\$128.00
	\$1,113.00
Stadium rental	\$640.00
Application Fee	\$25.00
Personnel	\$288.00
Concessions	don't rent
Garbage	\$32.00
Lights	\$128.00
	\$1,113.00

Facility Use Fee Comparison Study 2021

Comparison Case Study #3 - 2 hour grass field

North Clackamas	
In district, Youth Non-Profit	
Field Rental	\$10.00
Application Fee	\$10.00
	\$20.00
In district, Adult Non-Profit	
Field Rental	\$20.00
Application Fee	\$10.00
	\$30.00
Out of district, youth	
Field Rental	\$10.00
Application Fee	\$10.00
	\$20.00

Oregon City	
Field Rental	\$37.00
Application Fee	\$10.00
	\$47.00
Field Rental	\$48.00
Application Fee	\$15.00
	\$63.00
Field Rental	\$48.00
Application Fee	\$15.00
	\$63.00

Minimum 4 hour rental	
Portland	
Field Rental	\$104.00
Application Fee	\$25.00
	\$129.00
Field Rental	\$104.00
Application Fee	\$25.00
	\$129.00
Field Rental	\$104.00
Application Fee	\$25.00
	\$129.00

Facility Use Fee Recommendations

Phase in price increases for all district facilities to meet the 2021 market rate by 2026

Effective July 1, 2021: 15% Price Increase
 Implement New Personnel Fees
 Implement New Equipment Charges

Effective July 1, 2022 Start Phase 1 to meet the 2021 Market Rate

July 1, 2023-July 1 2026 Continue to phase in fee increase every July 1

Class C - 100%												
	District	North Clackamas	Average of All Districts	2021	2022	2023	2024	2025	2026	2027 and beyond, 3-4% annual increase	Notes	
Elementary	Cafeteria	\$15	\$55	\$17	\$25	\$32	\$40	\$47	\$55	\$57		
	Classrooms/Stage/Pods	\$15	\$33	\$17	\$20	\$24	\$27	\$30	\$33	\$34		
	Fields (Excludes JV Field at Mil/EI)	\$30	\$49	\$35	\$36	\$37	\$38	\$39	\$40	\$41	NCS D does not prep Elem./MS fields, line, groups must place portable toilets	
	Gyms (Includes Upper Gyms at Rowe/ACMS)	\$30	\$62	\$35	\$40	\$45	\$50	\$55	\$60	\$62	"Upper" Gyms at Rowe & ACMS priced at Elementary rate	
	Kitchen	\$15	\$62	\$17	\$26	\$34	\$43	\$51	\$60	\$62		
	Library/Media Center	\$30	\$48	\$35	\$38	\$41	\$44	\$47	\$50	\$52		
	Parking Lot, Paved Play Area	\$30	\$20	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$31	
Middle	Auditorium at ACMS	\$100	\$102	\$115	\$124	\$133	\$142	\$151	\$160	\$165	*Priced as HS auditorium	
	Cafeteria	\$30	\$61	\$35	\$40	\$45	\$50	\$55	\$60	\$62		
	Classrooms	\$30	\$33	\$30	\$31	\$31	\$32	\$32	\$33	\$34		
	Common Areas	\$30	\$44	\$35	\$37	\$39	\$41	\$43	\$45	\$46		
	Fields (Excludes JV Fields at ACMS, Rowe)	\$30	\$52	\$35	\$37	\$39	\$41	\$43	\$45	\$46	NCS D does not prep Elem./MS fields, line, groups must place portable toilets	
	Gyms (Excludes Upper Gyms at Rowe/ACMS)	\$30	\$68	\$35	\$42	\$49	\$56	\$63	\$70	\$72	Excludes upper gyms at Rowe & ACMS- priced at Elementary rate	
	Kitchen	\$15	\$58	\$17	\$26	\$34	\$43	\$51	\$60	\$62		
	Library/Media Center	\$30	\$48	\$35	\$38	\$41	\$44	\$47	\$50	\$52		
	Parking Lot, Paved Play Area	\$30	\$25	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$31	
High	Auditoriums, Schellenberg Commons	\$100	\$158	\$115	\$124	\$133	\$142	\$151	\$160	\$165		
	Cafeteria	\$30	\$81	\$35	\$44	\$53	\$62	\$71	\$80	\$82		
	Classrooms	\$30	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$36		
	Common Areas	\$30	\$72	\$35	\$42	\$49	\$56	\$63	\$70	\$72		
	Fields	\$30	\$96	\$35	\$47	\$59	\$71	\$83	\$95	\$98		
	Gyms, Batting Facilities	\$75	\$92	\$86	\$88	\$90	\$92	\$93	\$95	\$98		
	Kitchen	\$15	\$64	\$17	\$26	\$34	\$43	\$51	\$60	\$62		
	Library/Media Center	\$45	\$54	\$52	\$52	\$53	\$54	\$54	\$55	\$57		
	Parking Lot	\$30	\$37	\$35	\$35	\$36	\$36	\$37	\$37	\$37	\$38	***Consider per space per hour???
	Stadium/Turf Field/Track	\$100	\$166	\$115	\$126	\$137	\$148	\$159	\$170	\$175		

Facility Use Fee Recommendation

Class B - 30%

	District	North Clackamas (Discounted Class B)	Average full rate of All Districts	2021	2022	2023	2024	2025	2026	2027 and beyond, 3-4% annual increase	Discount	Full Price 2026	Notes
Elementary	Cafeteria	\$10	\$55	\$12	\$17	\$22	\$28	\$33	\$39	\$40	30.00%	\$55	
	Classrooms/Stage/Pods	\$10	\$33	\$12	\$14	\$16	\$18	\$21	\$23	\$24	30.00%	\$33	
	Fields (Excludes JV Field at Mil/EI)	\$10	\$49	\$12	\$15	\$18	\$21	\$25	\$28	\$29	30.00%	\$40	NCS D does not prep Elem./MS fields, line, groups must place portable toilets
	Gyms (Includes Upper Gyms at Rowe/ACMS)	\$10	\$62	\$12	\$18	\$24	\$30	\$36	\$42	\$43	30.00%	\$60	"Upper" Gyms at Rowe & ACMS priced at Elementary rate
	Kitchen	\$15	\$62	\$17	\$22	\$27	\$32	\$37	\$42	\$43	30.00%	\$60	
	Library/Media Center	\$10	\$48	\$12	\$16	\$21	\$26	\$30	\$35	\$36	30.00%	\$50	
	Parking Lot, Paved Play Area	\$10	\$20	\$10	\$12	\$14	\$17	\$19	\$21	\$22	30.00%	\$30	
Middle	Auditorium at ACMS	\$80	\$102	\$92	\$96	\$100	\$104	\$108	\$112	\$115	30.00%	\$160	*Priced as HS auditorium
	Cafeteria	\$20	\$61	\$23	\$27	\$31	\$34	\$38	\$42	\$43	30.00%	\$60	
	Classrooms	\$10	\$30	\$10	\$13	\$15	\$18	\$20	\$23	\$24	30.00%	\$33	
	Common Areas	\$20	\$44	\$23	\$25	\$26	\$28	\$30	\$32	\$32	30.00%	\$45	
	Fields (Excludes JV Fields at ACMS, Rowe)	\$10	\$52	\$12	\$16	\$20	\$24	\$28	\$32	\$32	30.00%	\$45	NCS D does not prep Elem./MS fields, line, groups must place portable toilets
	Gyms (Excludes Upper Gyms at Rowe/ACMS)	\$10	\$68	\$12	\$19	\$27	\$34	\$42	\$49	\$50	30.00%	\$70	Excludes upper gyms at Rowe & ACMS- priced at Elementary rate
	Kitchen	\$15	\$58	\$17	\$22	\$27	\$32	\$37	\$42	\$43	30.00%	\$60	
	Library/Media Center	\$10	\$48	\$12	\$16	\$21	\$26	\$30	\$35	\$36	30.00%	\$50	
Parking Lot, Paved Play Area	\$10	\$25	\$10	\$12	\$14	\$17	\$19	\$21	\$22	30.00%	\$30		
High	Auditoriums, Schellenberg Commons	\$80	\$158	\$92	\$96	\$100	\$104	\$108	\$112	\$115	30.00%	\$160	
	Cafeteria	\$20	\$81	\$23	\$30	\$36	\$43	\$49	\$56	\$58	30.00%	\$80	
	Classrooms	\$10	\$35	\$12	\$14	\$17	\$19	\$22	\$25	\$25	30.00%	\$35	
	Common Areas	\$20	\$72	\$23	\$28	\$33	\$39	\$44	\$49	\$50	30.00%	\$70	
	Fields	\$10	\$96	\$12	\$23	\$34	\$45	\$56	\$67	\$68	30.00%	\$95	
	Gyms, Batting Facilities	\$30	\$92	\$35	\$41	\$47	\$54	\$60	\$67	\$68	30.00%	\$95	
	Kitchen	\$15	\$64	\$17	\$22	\$27	\$32	\$37	\$42	\$43	30.00%	\$60	
	Library/Media Center	\$30	\$54	\$35	\$35	\$36	\$37	\$38	\$39	\$40	30.00%	\$55	
	Parking Lot	\$10	\$37	\$12	\$14	\$17	\$20	\$23	\$26	\$27	30.00%	\$37	***Consider per space per hour???
	Stadium/Turf Field/Track	\$80	\$166	\$92	\$97	\$103	\$108	\$114	\$119	\$123	30.00%	\$170	

Facility Use Fee Recommendation

Class A - 70%												
Flat 70%	District	North Clackamas (Discounted Class A)	Average full rate of All Districts	2021	2022	2023	2024	2025	2026	2027 and beyond, 3-4% annual increase	Full Price 2026	Notes
Elementary	Cafeteria	\$5	\$55	\$6	\$8	\$10	\$12	\$14	\$17	\$17	\$55	
	Classrooms/Stage/Pods	\$5	\$33	\$6	\$7	\$7	\$8	\$9	\$10	\$10	\$33	
	Fields (Excludes JV Field at Mi/EI)	\$5	\$49	\$6	\$7	\$8	\$10	\$11	\$12	\$12	\$40	NCS D does not prep Elem./MS fields, line, groups must place portable toilets
	Gyms (Includes Upper Gyms at Rowe/ACMS)	\$5	\$62	\$6	\$8	\$11	\$13	\$16	\$18	\$19	\$60	"Upper" Gyms at Rowe & ACMS priced at Elementary rate
	Kitchen	\$15	\$62	\$17	\$17	\$18	\$18	\$18	\$18	\$19	\$60	
	Library/Media Center	\$5	\$48	\$6	\$8	\$9	\$11	\$13	\$15	\$15	\$50	
	Parking Lot, Paved Play Area	\$5	\$20	\$5	\$6	\$7	\$7	\$8	\$9	\$9	\$30	
Middle	Auditorium at ACMS	\$80	\$102	\$48	\$48	\$48	\$48	\$48	\$48	\$48	\$160	*Priced as HS auditorium
	Cafeteria	\$10	\$61	\$12	\$13	\$14	\$15	\$17	\$18	\$19	\$60	
	Classrooms	\$10	\$30	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$33	
	Common Areas	\$10	\$44	\$12	\$12	\$12	\$13	\$13	\$14	\$14	\$45	
	Fields (Excludes JV Fields at ACMS, Rowe)	\$5	\$52	\$6	\$7	\$9	\$10	\$12	\$14	\$14	\$45	NCS D does not prep Elem./MS fields, line, groups must place portable toilets
	Gyms (Excludes Upper Gyms at Rowe/ACMS)	\$5	\$68	\$6	\$9	\$12	\$15	\$18	\$21	\$22	\$70	Excludes upper gyms at Rowe & ACMS- priced at Elementary rate
	Kitchen	\$15	\$58	\$17	\$17	\$18	\$18	\$18	\$18	\$19	\$60	
	Library/Media Center	\$5	\$48	\$6	\$8	\$9	\$11	\$13	\$15	\$15	\$50	
	Parking Lot, Paved Play Area	\$5	\$25	\$6	\$8	\$9	\$11	\$13	\$15	\$15	\$30	
High	Auditoriums, Schellenberg Commons	\$80	\$158	\$48	\$48	\$48	\$48	\$48	\$48	\$48	\$160	
	Cafeteria	\$10	\$81	\$12	\$14	\$17	\$19	\$22	\$24	\$25	\$80	
	Classrooms	\$10	\$35	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$35	
	Common Areas	\$10	\$72	\$12	\$13	\$15	\$17	\$19	\$21	\$22	\$70	
	Fields	\$5	\$96	\$6	\$10	\$15	\$19	\$24	\$29	\$29	\$95	
	Gyms, Batting Facilities	\$30	\$92	\$35	\$33	\$32	\$31	\$30	\$29	\$29	\$95	
	Kitchen	\$15	\$64	\$17	\$17	\$18	\$18	\$18	\$18	\$19	\$60	
	Library/Media Center	\$30	\$54	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$55	
	Parking Lot	\$5	\$37	\$6	\$7	\$8	\$9	\$10	\$11	\$11	\$37	***Consider per space per hour???
	Stadium/Turf Field/Track	\$20	\$166	\$23	\$29	\$34	\$40	\$45	\$51	\$53	\$170	

Facility Use Fee Recommendation

Fees for Equipment, Service, Personnel and Permits		
Equipment Fees	Current	Proposed
Volleyball Standards and Nets	-	\$20 per event
Soccer Nets plus set up	-	\$20 per event
Projector	-	\$20 per event
Folding Chairs	-	\$1 each
Folding Tables	-	\$5 each
Podium	-	\$15 each
Gym Tarp (May be required for some uses)	-	\$60 per event
Bases	-	\$30 per event
Microphone	-	\$10 per event
Piano	-	\$50 per event
Additional Equipment may be available upon request.		up to \$50 per event
Service Fees	Current	Proposed
Stadium/Field Lights	\$15/hr	\$20/hr
Parking Lot Lights (Mandatory-Off Hours)	(included in utility)	\$10/hr
Auditorium Sound/Lights		\$20/hr
Other Sound System		\$10/hr
Stadium Package (ticket booth, concessions, lights, sound)	\$50 or \$10/hour	\$50 per hour
Excess Garbage		\$50 per event
Personnel Fees		
*Calculated annually by average personnel cost at each level. Fee published by July 1 each year.		
<i>Two Hour Minimum</i>		
Nutrition Services (Kitchen)		
Sound/Lighting Technician		
Stadium Technician		
Event Manager		
Elementary Custodian		
Middle School Custodian		
High School Custodian		
Security		
Permits		
Permit Fee	\$10	
Commercial Filming & Photography Permit Fee	\$15	
*Use negotiated under separate contract		

Facility Use Fee Recommendation

2021-2022 Rate Sheet					
		Class C	Class B	Class A	
Elementary	Cafeteria	\$17	\$12	\$6	
	Classrooms/Stage/Pods	\$17	\$12	\$6	
	Fields (Excludes JV Field at Mil/EI)	\$35	\$12	\$6	
	Gyms (Includes Upper Gyms at Rowe/ACMS)	\$35	\$12	\$6	
	Kitchen	\$17	\$17	\$17	
	Library/Media Center	\$35	\$12	\$6	
	Parking Lot, Paved Play Area	\$30	\$10	\$5	
	Middle	Auditorium at ACMS	\$115	\$92	\$92
Cafeteria		\$35	\$23	\$12	
Classrooms		\$30	\$10	\$12	
Common Areas		\$35	\$23	\$12	
Fields (Excludes JV Fields at ACMS, Rowe)		\$35	\$12	\$6	
Gyms (Excludes Upper Gyms at Rowe/ACMS)		\$35	\$12	\$6	
Kitchen		\$17	\$17	\$17	
Library/Media Center		\$35	\$12	\$6	
High	Parking Lot, Paved Play Area	\$30	\$10	\$5	
	Auditoriums, Schellenberg Commons	\$115	\$92	\$92	
	Cafeteria	\$35	\$23	\$12	
	Classrooms	\$35	\$12	\$12	
	Common Areas	\$35	\$23	\$12	
	Fields	\$35	\$12	\$6	
	Gyms, Batting Facilities	\$86	\$35	\$35	
	Kitchen	\$17	\$17	\$17	
Library/Media Center	\$52	\$35	\$35		
Parking Lot	\$35	\$12	\$6		
Stadium/Turf Field/Track (Includes ACMS)	\$115	\$92	\$23		
Equipment Fees		Permit Fees			
Volleyball Standards/Nets	\$20 per event	Standard Use Agreement		\$20	
Soccer Nets	\$20 per event	Commercial filming and/or photography		\$50	
Projector	\$20 per event				
Folding Chairs	\$1 each	Service Fees			
Folding Tables	\$5 each	Stadium/Field Lights	\$20/hr		
Podium	\$15 each	Parking Lot Lights (Mandatory-Off Hours)	\$10/hr		
Gym Tarp	\$60 per event	Auditorium Sound/Lights	\$20/hr		
Bases	\$30 per event	Other Sound System	\$10/hr		
Microphone	\$10 per event	Stadium Package	\$50 per hour		
Piano	\$50 per event	Excess Garbage	\$50 per event		



District Facility Use Fee Schedule

Class	Gym - Wood Floor Grass Fields Libraries (MS & ES)		Elementary Cafeteria Standard Classroom Gym - stage		MS Cafeteria Commons & Specialty Classrooms HS Commons/ Cafeteria		High School & Middle School Auditoriums		HS Gyms		HS Library		All Weather Fields	
	Hourly Rate	\$30		\$15		\$30		\$100		\$75		\$45		\$100
	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate
DPO	District Partner Organizations (DPO): Reduced fees at assigned sites in season as per DPO Agreements.													
A	83%	\$5	67%	\$5	67%	\$10	20%	\$80	60%	\$30	33%	\$30	85%	\$20
B	67%	\$10	33%	\$10	33%	\$20	20%	\$80	60%	\$30	33%	\$30	0%	\$80
C	0%	\$30	0%	\$15	0%	\$30	0%	\$100	0%	\$75	0%	\$45	0%	\$100

Users will incur additional charges for damages or excessive wear in the use of facilities, sites or equipment.

Facility Use Classification Descriptions in Priority Order (For a full description, refer to Board policy KG)	
Class A	Partnering and local youth organizations with over 90% NCSD youth; DPO organizations out-of-season or behind assigned fields.
Class B	Out-of-district non-profit youth organizations (proof 501(c)(3) status), private schools and independent youth recreation, adult leagues, civic/service groups, public agencies, colleges/universities
Class C	Private interest, profit-making organizations

All facility requests will incur a \$10 scheduling fee.

Schedule for Hourly Utility Costs		Apr.-Sept. or Non-air-conditioned spaces	Oct.-March or air-conditioned spaces
1.	Standard classroom	\$3	\$5
2.	Non-standard classroom (computer labs, shop, FACS, black-box theatres)	\$8	\$10
3.	Elementary cafeteria, elementary and middle school library	\$8	\$10
4.	Elementary gyms, middle school cafeteria, high school library	\$5	\$10
5.	Middle school gym, high school cafeteria	\$5	\$10
6.	High school auditorium (with stage), high school gym	\$8	\$15
7.	Kitchen	\$12	\$15
8.	Stage-cafeteria combination	\$8	\$10
9.	Stadium field lighting	\$15	\$15
Utilities: Fees for utilities will be assessed for facility use that takes place during times the building would not normally be in use. (Cost will be assessed for use on days when school is not in session.)			
Additional Miscellaneous Fees			Rate
10.	Stadium package (press box, scoreboards, PA system, concession stand, etc.)		\$50 fee or \$10/hr.
Personnel			Per Hour
Custodian/Facility monitor			\$45
Nutrition Services worker			\$33
Please note: Additional staffing may be required for certain events. The schedule of fees above will apply in those cases.			

Community Field & Facility Use



Community Field & Facility Use Overview

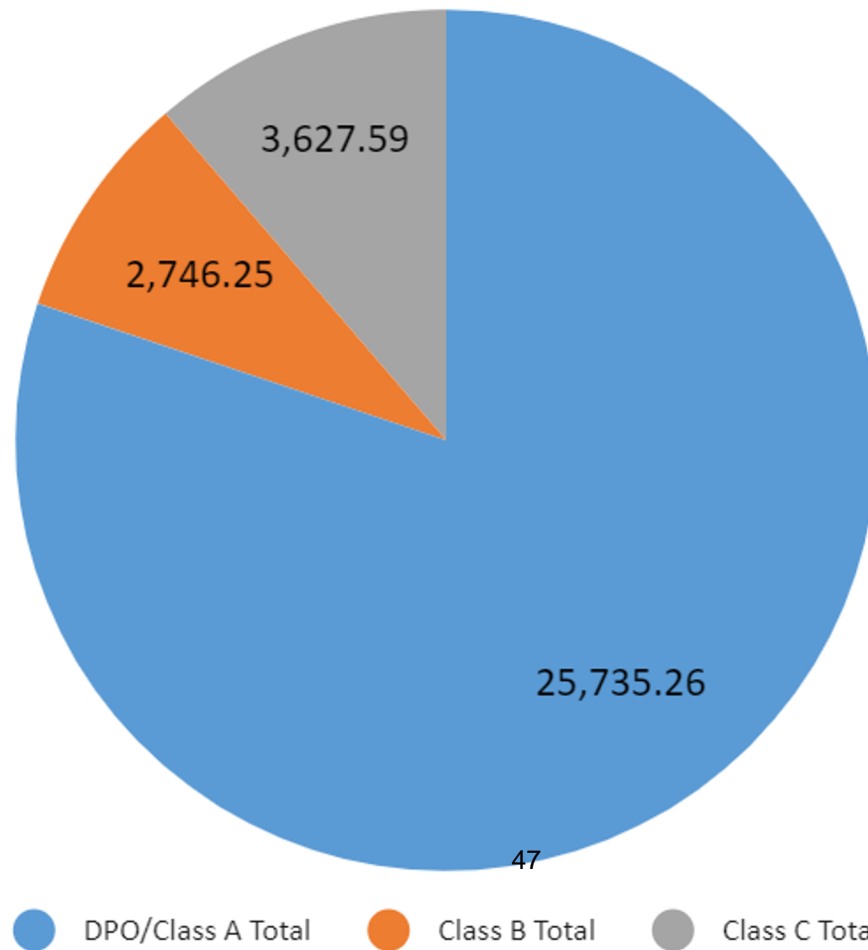
The Community Services department rents K-8 fields to community users. Athletic Directors manage facility rentals for the comprehensive high schools.

Classifications for Priority and Fees:

- District Partner Organization (DPO)- Field Use partners. Receive time on assigned fields in season without charge. Must help maintain fields and provide scholarship programs.
- Class A- Local youth non-profit organizations comprised of over 90% NCSD youth.
- Class B- Out of District Non-profit Youth Organizations, Private Schools, Independent Youth Recreation, Adult Leagues, Civic & Service Organizations, Public Agencies, Colleges & Universities.
- Class C- Private Interest or Profit Making.

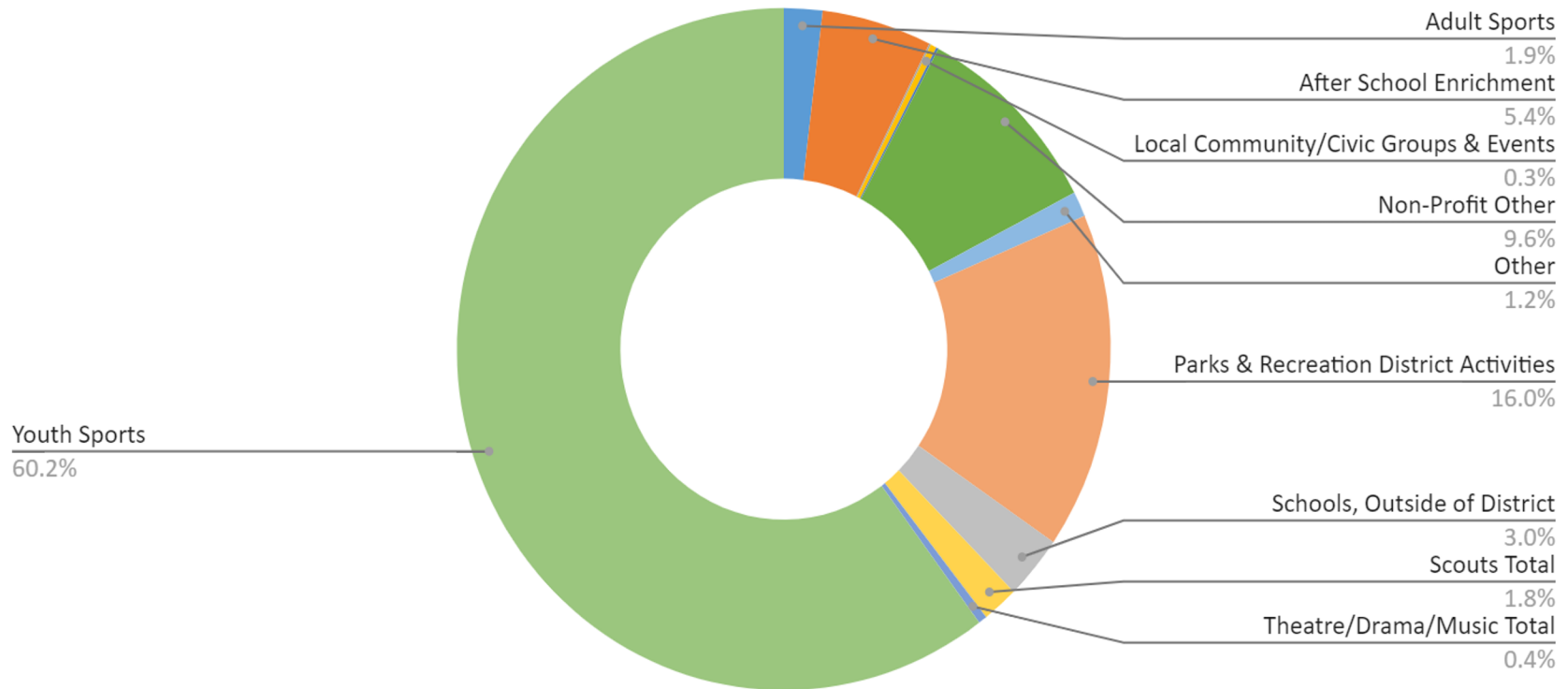
Field & Facility Use 2018-2019

Hours by Classification



Field & Facility Use 2018-2019

Hours



Scheduling Software & Systems Improvements

- Migration to Facilitron System
- Increased coordination between Community Services & High Schools



Gym at Milwaukie High School

2301 SE Willard Milwaukie OR 97222

About This Listing

The main gym can accommodate basketball and volleyball practices and games. The main gym is equipped with locker rooms and a scoreboard. Please describe in the comment box below what event you plan to host so we can set up accordingly.



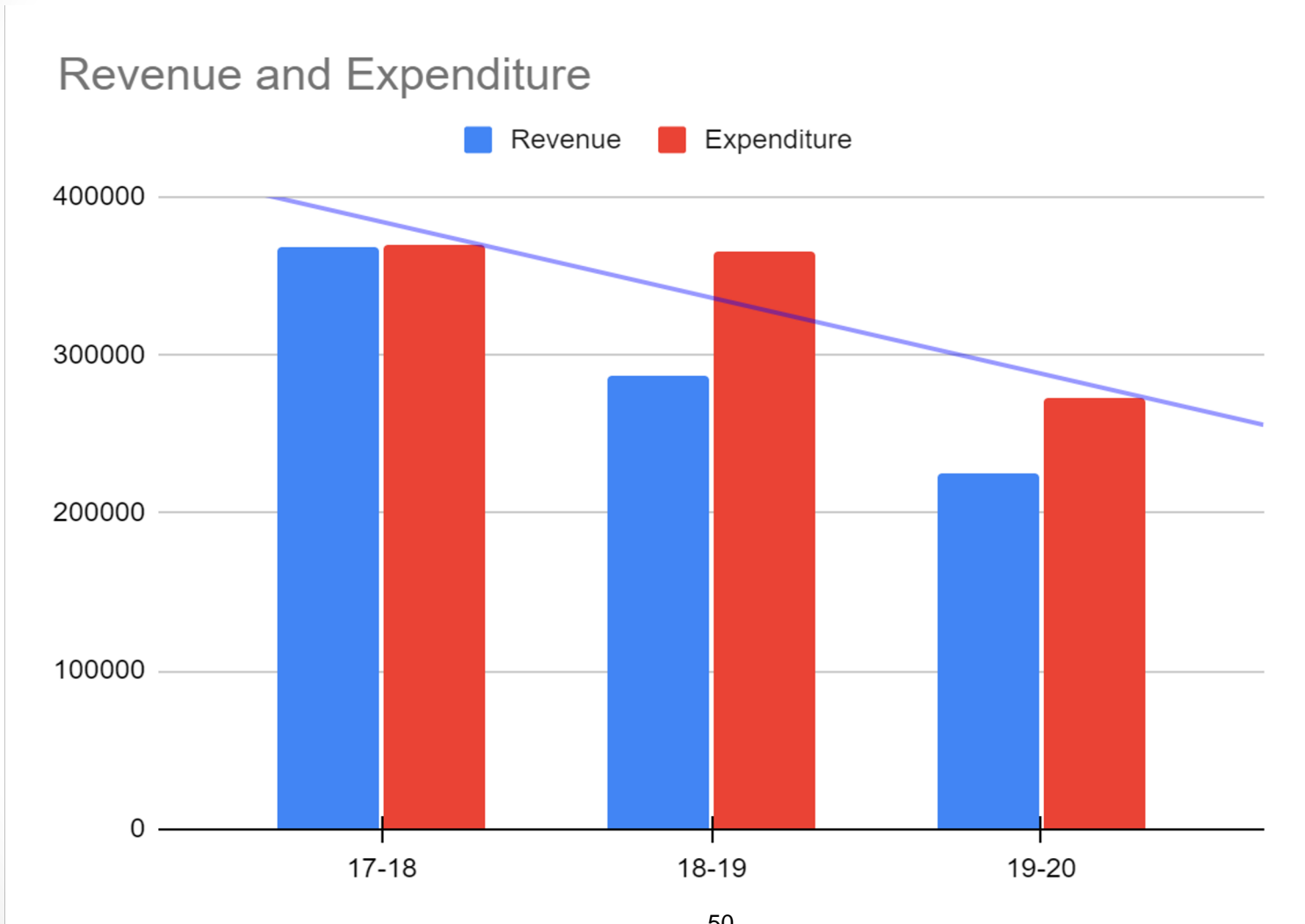
Select Another Facility ▾

Select Your Date Below

May 2021 📅 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Financial Overview



50

Net Loss: 17/18 (1,624.76) 18/19 (47,840.89) 19/20 (79,326.68)

History of Fee Schedule Updates

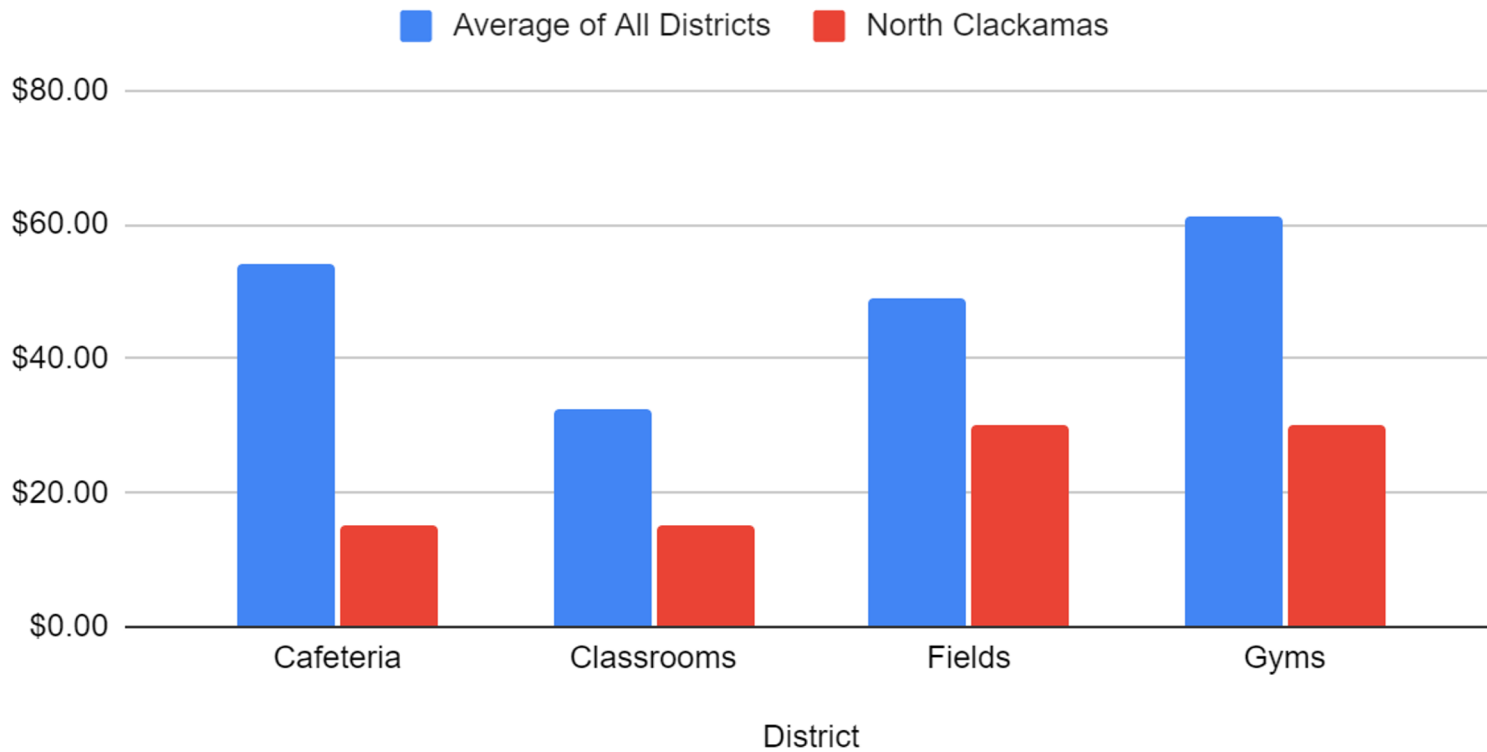
- 2009- Fee Schedule updated. Agreement provides free use for selected in-district groups.
- 2014- Class A gym users enter five year plan to move from \$0 per hour under 2009 agreement to \$5 per hour
- 2017- District Partner Organization (DPO) Agreement is created to provide parameters for free field use for DPO organizations in exchange for maintenance.
- 2017- Fee Schedule is updated, increasing rates for turf fields only. Class D is removed.

Fee Comparison Study

- Community Service conducted a comprehensive fee study of 14 school districts across the greater Portland Metro area.
- Across almost all facility types, NCSD charges significantly less than neighbor districts. **On average, NCSD hourly fees are 61% of market rate.**

Fee Comparison Study

Hourly Rates for Elementary Facilities Average of All Districts and North Clackamas



Community Feedback

Child sports shouldn't be displaced due to adult sports

Adults can use facilities at later hours than children

4.4 ★★★★★ (20 👤)

Ranked #1 of 5



Out of district groups should pay higher fees.

4.3 ★★★★★ (20 👤)

Ranked #2 of 5



Clubs with primarily north Clackamas youth/kids should be given priority for field and facility use. When renting facilities to outside the area

clubs, it takes away already very limited resources from our local kids and families. We pay taxes for the area and should have priority.

4.3 ★★★★★ (19 👤)

Ranked #3 of 5



For profit organizations should be charged fair rental value - no discounts

We need to prioritize local youth groups

4.2 ★★★★★ (19 👤)

Ranked #4 of 5



Facility Use Fee Recommendations

- Adjust fee schedule to show clearly delineated prices for elementary, middle and high school facilities.
- Eliminate confusing utilities fees, adjust service fees to be more in line with peer districts and align custodial and personnel charges with actual cost.
- Phase in price increases for all district facilities to meet the 2021 market rate by 2026.
- Streamline discounts for Class A users from a 0%-83% range to a flat 70% discount.
- Streamline discounts for Class B users from a 0%-67% range to a flat 30% discount.
- Move to first step of new fee schedule⁵⁵ July, 1 2021.

Example fees- Elementary Schools, Class C

	2020	2021	2022	2023	2024	2025	2026
Cafeteria	\$15	\$17	\$25	\$32	\$40	\$47	\$55
Classroom	\$15	\$17	\$20	\$24	\$27	\$30	\$33
Field	\$30	\$35	\$36	\$37	\$38	\$39	\$40
Gym	\$30	\$35	\$40	\$45	\$50	\$55	\$60

Questions?



PROPERTY EASEMENTS

ACTION
Agenda Item #4
May 13, 2021

SUPERINTENDENT’S RECOMMENDATION:

1. Approve resolution to grant an easement to allow HV Parklane LLC and future owners use of the 18-inch storm water line, agricultural pond, and other stormwater drainage facilities located adjacent to the property located at 14721 SE 172nd Happy Valley.
2. Approve resolution to grant an access easement to allow HV Parklane, LLC and future owners use of a portion of Stadium Way.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no expense or revenue for the easement.

BACKGROUND:

The Board approved the sale of property located at 14721 SE 172nd Ave, Happy Valley in October 2020. As part of the due diligence period, Cobalt Development LLC and its subsidiary HV Parklane LLC (“Buyer”) requested access to the existing stormwater retention pond on an adjacent property owned by NCSD. The Board had tentatively approved such easement for a prior buyer of the property, but the sale was not completed. HV Parklane LLC will need access to this pond to meet code requirements for stormwater retention for the development of its multi-use housing development.

The stormwater drainage easement will be used solely for the purposes of providing stormwater runoff drainage and water retention, and access that is reasonably necessary for the purpose of installing, repairing, testing, maintaining, and replacing the stormwater facilities. Under the terms of the proposed easement, Buyer’s use of the stormwater facilities will not impair the District’s current level of use of the stormwater facilities.

The developer is solely responsible for meeting all engineering recommendations or governmental authority requirements for any needed expansion or repair of the pond in relation to the additional stormwater runoff from the new development. The district requires the developer to obtain adequate insurance coverage, including pollution liability insurance and holds the district harmless from any liability for pollutants or other hazardous outcomes from the developers use of the pond.

In addition to the stormwater drainage pond easement, the new owner needs roadway access as a secondary ingress and egress for its tenants.

Roadway access is already established and available as part of the current Rock Creek Middle School and future Adrienne C, Nelson High School Campus. The easement will be used solely for the purposes of providing vehicular and pedestrian access to and from the district-owned roadway along Stadium Way to get to the public right-of-way at SE Parklane Drive.

The easement area will not affect the District’s ability to use the roadway as intended, and the District has the ability to restrict hours of use of the easement area should conflicts arise.

ATTACHMENTS:

- Board Resolution 1 – Stormwater Pond Easement
- Resolution 1 Exhibits
- Board Resolution 2 – Right of Way Easement
- Resolution 2 Exhibits
- Site Plan

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent of Operations

RESOLUTION NO. R20/21- 104

A RESOLUTION OF THE BOARD OF DIRECTORS OF NORTH CLACKAMAS SCHOOL DISTRICT NO. 12 (“DISTRICT”), DECLARING THE PUBLIC NECESSITY TO GRANT A STORMWATER DRAINAGE AND FACILITY MAINTENANCE EASEMENT TO HV PARKLANE LLC OVER CERTAIN REAL PROPERTY OWNED BY THE DISTRICT AND AUTHORIZING THE NEGOTIATION THEREFORE, AND APPROVING SAID TRANSACTIONS.

WHEREAS, the North Clackamas School District No. 12 (the “District”) is authorized and responsible for, without limitation, the student body, instructional delivery, staffing, safety, supply, and transportation services of a public school system, including the location, construction, occupancy, operation and maintenance of facilities therefore; and

WHEREAS, the District owns real property at 14721 SE 172nd Ave, more fully described in Exhibit B (the “172nd Property”).

WHEREAS, the District owns certain real property adjacent to the 172nd Property, more fully described in Exhibit A (the “Northern Adjacent Property”).

WHEREAS, by prior resolution, the District declared the 172nd Property as surplus and authorized the marketing and sale of said property.

WHEREAS, the District entered into a purchase and sale agreement with HV Parklane LLC (“Buyer”) to sell the 172nd Property. As a condition for closing on the sale of the 172nd Property, Buyer requires use of an 18-inch storm water line, agricultural pond, and other stormwater drainage facilities located on the Northern Adjacent Property. The easement area is more fully described in Exhibit C prepared by HHP, Inc., professional land surveyors. The monetary consideration for this transaction is zero dollars.

WHEREAS, the consideration and recommendation of the Superintendent and his staff is that the grant of a stormwater drainage and facility maintenance easement in favor of the Buyer is in the best interest of the District under the totality of the circumstances; and

WHEREAS, the Superintendent and his staff, aided by appropriate consultants and professionals, are best suited to complete the agreement to grant the easement to Buyer and

WHEREAS, the Board of Directors of the District having considered and deliberated at a public meeting the public interest and necessity of entering the agreement to grant the easement to the Buyer on the foregoing terms;

BE IT RESOLVED:

1. The proposed grant of the easement to HV Parklane LLC on final terms and conditions to be negotiated by the Superintendent and his designees, is approved by this Board of Directors of the District, is ratified and approved as the intention of the District, and the Superintendent and his designees are authorized and directed to take such actions as may be reasonable and necessary to negotiate for and grant the easement to HV Parklane LLC over the Northern Adjacent Property, including such full faith and credit as the Superintendent and his staff shall determine to be in the best interest of the District.

DATED this ___ day of _____, 2021.

North Clackamas School District Board of Directors

ATTEST:

EXHIBIT A**LEGAL DESCRIPTION OF GRANTOR TRACT**

A tract of land in Section 7, Township 2 South, Range 3 East, of the Willamette Meridian, in the City of Happy Valley, County of Clackamas and State of Oregon, more particularly described as follows:

Beginning at the North one-quarter corner of said Section; thence Westerly along the North section line to the Westerly line of Rock Creek Road, County Road No. 25; thence Southerly along said road line 277.50 feet to the Southeast corner of that tract conveyed to Melvin G. Kimmel, et ux, recorded December 14, 1967 as Recorder's Fee No. 67-003514, Film Records and the true point of beginning of the tract herein to be described; thence Westerly along the Southerly line of said tract and the Southerly line of tract sold by contract to said Kimmel, said dated, as Recorder's Fee No. 67-003518, Film Records, a distance of 1571.18 feet, more or less, to a point on the Westerly line of that tract conveyed to R.M. Usher, et ux, recorded May 17, 1963 in Book 621, Page 335, Deed Records; Thence Southerly along the Westerly line of said Usher Tract 277.50 feet to a point thereon; thence Easterly parallel with the Southerly lines of said Kimmel Tracts, 1571.00 feet, more or less, to the Westerly line of said road; thence Northerly along said road line 277.50 feet to the true point of beginning.

EXCEPTING THEREFROM that portion conveyed to Clackamas County for road purposes by instrument recorded February 10, 2009 as Recorder's Fee No. 2009-008241 and accepted by said Clackamas County by instrument recorded December 5, 2016 as Recorder's Fee No. 2016-083739, Clackamas County Deed Records.

EXHIBIT B

LEGAL DESCRIPTION OF GRANTEE TRACT

DOCUMENT NO. 2008-081630
TAX LOT 23E07B 00591

EXHIBIT C

LEGAL DESCRIPTION OF EASEMENT AREA

Permanent Stormwater Drainage Easement

A tract of land, as shown on attached Exhibit "C", lying in the Northwest One-Quarter of Section 7, Township 2 South, Range 3 East, Willamette Meridian, City of Happy Valley, Clackamas County, Oregon, being a portion of that property as described in Exhibit B of a Property Line Adjustment Deed, being a Warranty Deed of Statutory Form, recorded as Document No. 2008-081630, Clackamas County Deed Records, said easement being further described as follows:

Commencing at the southeast corner of said property per Document No. 2008-081630 at a 5/8" iron rod with yellow plastic cap marked "D. Foster LS 1934" per SN2008-321, Clackamas County Survey Records; Thence, N89°52'44"W 70.38 feet, along the south line of said Document No. 2008-081630, being also the north line of that property as described in Document No. 2015-050598, Clackamas County Deed Records, to the **Point of Beginning**;

Thence continuing along said north line, N89°52'44"W 15.27 feet;

Thence leaving said north line, N11°05'30"E 146.21 feet;

Thence N89°47'35"W 17.60 feet;

Thence N23°13'54"W 52.02 feet;

Thence N00°12'25"E 76.58 feet;

Thence S89°47'35"E 126.15 feet;

Thence S00°12'25"W 63.60 feet;

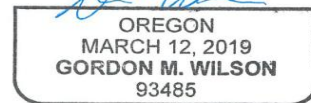
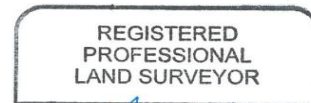
Thence S34°20'35"W 73.35 feet;

Thence N89°47'35"W 31.43 feet;

Thence S11°05'30"W 146.19 feet to the **Point of Beginning**

Containing 16,131 square feet, more or less.

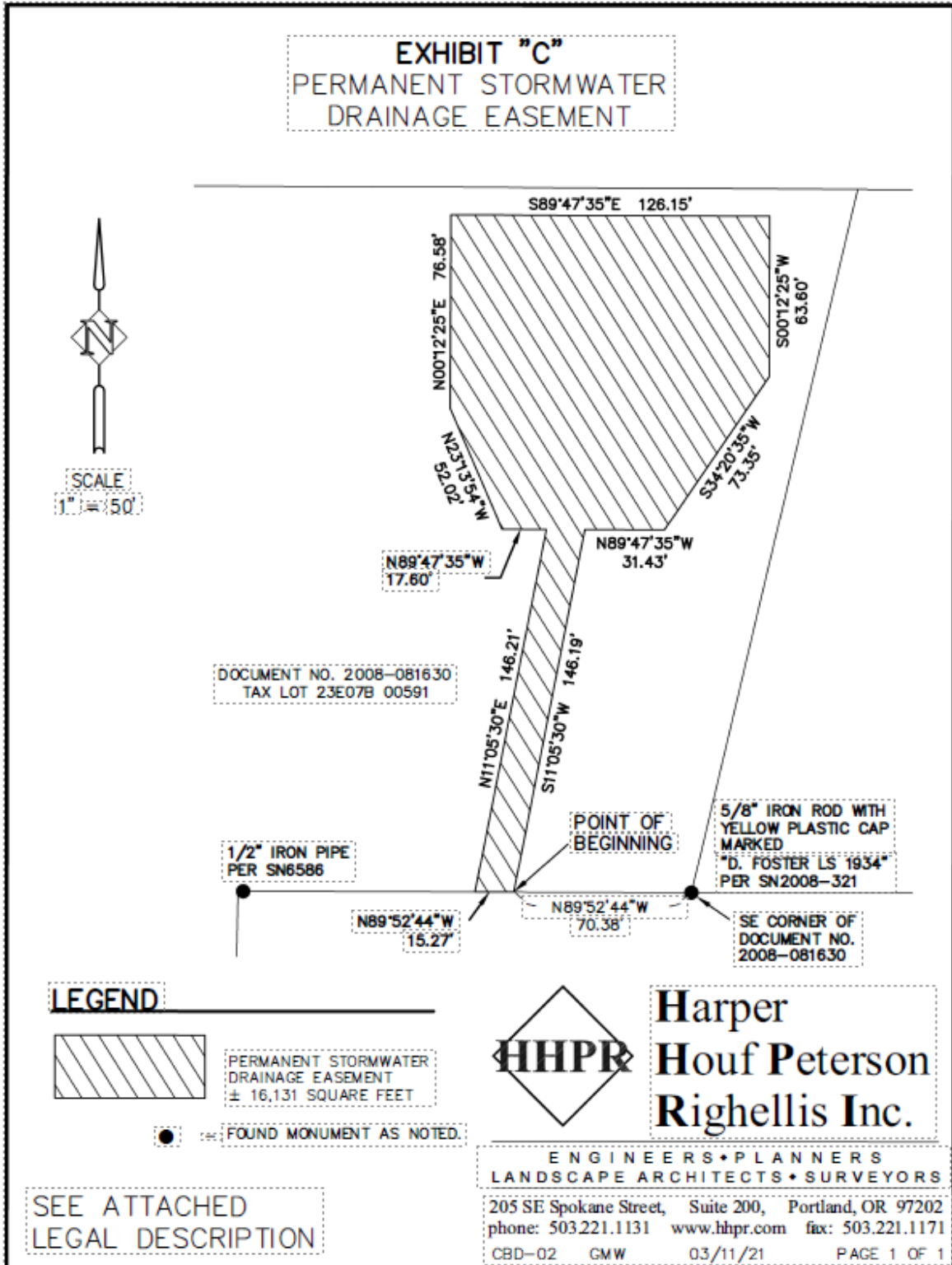
This legal description, along with the Basis of Bearings thereof, is assumed. The south line of Document No. 2008-081630 was held as N89°52'44"W between the 5/8" iron rod with yellow plastic cap marked "D. Foster LS 1934" per SN2008-321, Clackamas County Survey Records at the southeast corner of Document No. 2008-081630 and the 1/2" iron rod per SN6586 near the northwest corner of said Document 2015-050598.



Renews: 06/30/ 2022

EXHIBIT C

DEPECTION OF EASEMENT AREA



RESOLUTION NO. R20/21-105

A RESOLUTION OF THE BOARD OF DIRECTORS OF NORTH CLACKAMAS SCHOOL DISTRICT NO. 12 (“DISTRICT”), DECLARING THE PUBLIC NECESSITY TO GRANT AN ACCESS EASEMENT TO HV PARKLANE LLC OVER CERTAIN REAL PROPERTY OWNED BY THE DISTRICT AND AUTHORIZING THE NEGOTIATION THEREFORE, AND APPROVING SAID TRANSACTIONS.

WHEREAS, the North Clackamas School District No. 12 (the “District”) is authorized and responsible for, without limitation, the student body, instructional delivery, staffing, safety, supply, and transportation services of a public school system, including the location, construction, occupancy, operation and maintenance of facilities therefore; and

WHEREAS, the District owns real property at 14721 SE 172nd Ave, more fully described in Exhibit B (the “172nd Property”).

WHEREAS, the District owns certain real property adjacent to the 172nd Property, more fully described in Exhibit A (the “Southern Adjacent Property”).

WHEREAS, by prior resolution, the District declared the 172nd Property as surplus and authorized the marketing and sale of said property.

WHEREAS, the District entered into a purchase and sale agreement with HV Parklane LLC (“Buyer”) to sell the 172nd Property. As a condition for closing on the sale of the 172nd Property, Buyer requires access over a private road (SE Stadium Way) located on the Southern Adjacent Property. The easement area is more fully described in Exhibit C prepared by HHP, Inc., professional land surveyors. The monetary consideration for this transaction is zero dollars.

WHEREAS, the consideration and recommendation of the Superintendent and his staff is that the grant of an access easement in favor of the Buyer is in the best interest of the District under the totality of the circumstances; and

WHEREAS, the Superintendent and his staff, aided by appropriate consultants and professionals, are best suited to complete the agreement to grant the easement to Buyer and

WHEREAS, the Board of Directors of the District having considered and deliberated at a public meeting the public interest and necessity of entering the agreement to grant the easement to the Buyer on the foregoing terms;

BE IT RESOLVED:

1. The proposed grant of the easement to HV Parklane LLC on final terms and conditions to be negotiated by the Superintendent and his designees, is approved by this Board of Directors of the District, is ratified and approved as the intention of the District, and the Superintendent and his designees are authorized and directed to take such actions as may be reasonable and necessary to negotiate for and grant an access easement to HV Parklane LLC over the Southern Adjacent Property, including such full faith and credit as the Superintendent and his staff shall determine to be in the best interest of the District.

DATED this ___ day of _____, 2021.

North Clackamas School District Board of Directors

ATTEST:

EXHIBIT A**LEGAL DESCRIPTION OF GRANTOR TRACT**

A tract of land in Section 7, Township 2 South, Range 3 East, of the Willamette Meridian, in the City of Happy Valley, County of Clackamas and State of Oregon, more particularly described as follows:

Beginning at the North one-quarter corner of said Section; thence Westerly along the North section line to the Westerly line of Rock Creek Road, County Road No. 25; thence Southerly along said road line 277.50 feet to the Southeast corner of that tract conveyed to Melvin G. Kimmel, et ux, recorded December 14, 1967 as Recorder's Fee No. 67-003514, Film Records and the true point of beginning of the tract herein to be described; thence Westerly along the Southerly line of said tract and the Southerly line of tract sold by contract to said Kimmel, said dated, as Recorder's Fee No. 67-003518, Film Records, a distance of 1571.18 feet, more or less, to a point on the Westerly line of that tract conveyed to R.M. Usher, et ux, recorded May 17, 1963 in Book 621, Page 335, Deed Records; Thence Southerly along the Westerly line of said Usher Tract 277.50 feet to a point thereon; thence Easterly parallel with the Southerly lines of said Kimmel Tracts, 1571.00 feet, more or less, to the Westerly line of said road; thence Northerly along said road line 277.50 feet to the true point of beginning.

EXCEPTING THEREFROM that portion conveyed to Clackamas County for road purposes by instrument recorded February 10, 2009 as Recorder's Fee No. 2009-008241 and accepted by said Clackamas County by instrument recorded December 5, 2016 as Recorder's Fee No. 2016-083739, Clackamas County Deed Records.

EXHIBIT B

LEGAL DESCRIPTION OF GRANTEE TRACT

PARCEL 3
PARTITION PLAT NO. 2011-011
NORTH CLACKAMAS SCHOOL DISTRICT #12
DOCUMENT NO. 2007-107661

EXHIBIT C

LEGAL DESCRIPTION OF ACCESS EASEMENT

60.00 Foot Wide Access Easement

A strip of land, as shown on attached Exhibit "C", lying in the Northwest One-Quarter of Section 7, Township 2 South, Range 3 East, Willamette Meridian, City of Happy Valley, Clackamas County, Oregon, being a portion of Parcel 3 of Partition Plat No. 2011-011, Clackamas County Survey Records, being also a portion of that property as described in a Statutory Warranty Deed to North Clackamas School District No. 12, recorded as Document No. 2007-107661, Clackamas County Deed Records, further described as follows:

Beginning at the northeast corner of said Parcel 3 of Partition Plat No. 2011-011, being also the northwesterly corner of the northerly terminus of SE Parklane Drive as shown on said Plat, at a 5/8" iron rod with yellow plastic cap marked "Compass Engineering";

Thence S00°58'24"W, along the west right of way line of said SE Parklane Drive, 60.01 feet;

Thence leaving said west right of way line, N89°47'35"W, parallel to the north line of said Parcel 3 of Partition Plat No. 2011-011, 405.51 feet;

Thence, N00°08'23"E 60.00 feet to said north line of Parcel 3 of Partition Plat No. 2011-011;

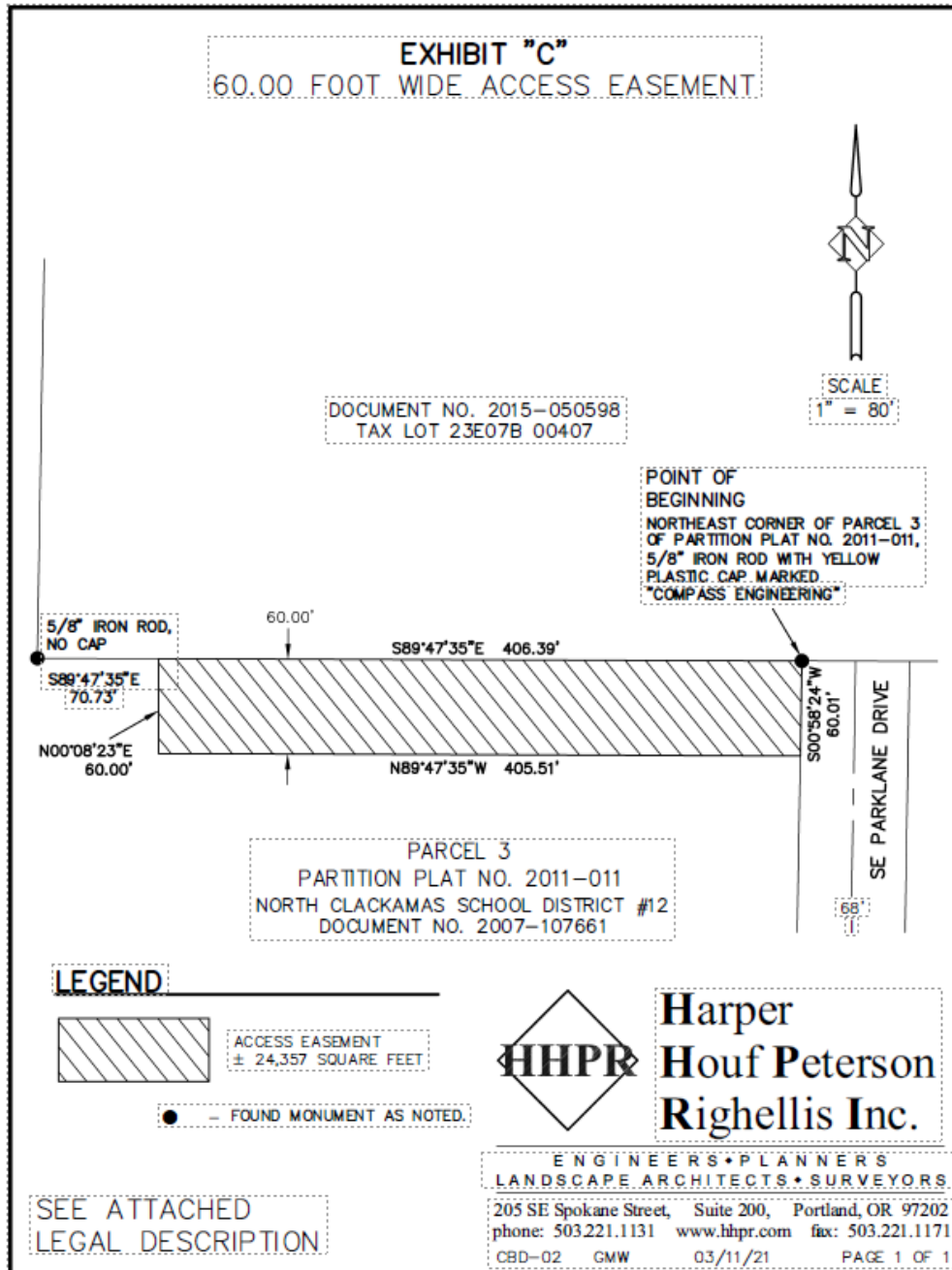
Thence S89°47'35"E, along said north line, 406.39 feet to the Point of Beginning

Containing 24,357 square feet, more or less.

This legal description, along with the Basis of Bearings thereof, is assumed. The most easterly north line of Parcel 3 of Partition Plat No. 2011-011, Clackamas County Survey Records, was held as S89°47'35"E between the 5/8" iron rod with yellow plastic cap marked "COMPASS ENGINEERING" at the northeast corner of said Parcel 3 and the 5/8" iron rod with no cap at the west end of the most easterly north line of said Parcel 3.



EXHIBIT C



Site plan for 172nd property easements



1. The easement to the stormwater pond includes a narrow access point to the 18-inch stormwater pipe, including ingress and egress for maintenance.
2. The right of way access easement on Stadium Way is for a secondary access point to the property development and will not be the main entry point to the housing complex.