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*Superintendent*

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Mr. Rob Saxton  
Deputy Superintendent  
Oregon Department of Education  
255 Capitol Street NW  
Salem, OR 97310

May 21, 2014

Dear Deputy Superintendent Saxton:

North Clackamas School District is formally seeking a waiver from OAR 581-022-1131, specifically the 130 clock hour requirement for each course that bears a credit, for the 2014-2015 school year. Our request for this waiver is not based on budgetary limitations, but on a need to be thoughtful and minimally disruptive to the education of our students as we redesign our high school schedule.

It was our understanding that we initiated a waiver request on April 14, 2014 by completing the required Division 22 report. That report included a waiver request and included a plan for meeting the 130 clock hour requirement prior to the beginning of the 2015-2016 school year. We recently learned of the need to submit a letter formalizing the waiver request.

North Clackamas School District is reporting for the 2013-2014 school year that high school courses are falling short of the 130 clock hours requirement for each course that bears a credit. Currently, these courses are capturing approximately 120.4 hours of seat time.

North Clackamas School District comprehensive high schools currently operate on a 4x4 block schedule with students attending 86 minute courses every other day. Given the Oregon Department of Education's new interpretation of the seat requirement of 130 hours per course, it will not be possible to meet the 130 hours minimum seat requirement even with reinstated student days in the 2014-2015 school year if the same high school schedule continues to be used.

Initiating the redesign of a high school schedule is complex. Complicating the schedule redesign is the fact that roughly 70% of all of North Clackamas School District's high school electives are held offsite from our comprehensive high schools at Sabin Schellenberg Professional Technical Center. Enrollment in these electives requires transportation to and from the Sabin Schellenberg Center, which further reduces instructional hours.

Because North Clackamas School District is committed to maintaining the state's largest career and technical program and is committed to minimizing the disruption for students, North Clackamas School District is requesting a one year waiver (for the 2014-2015 school year) from the 130 hour requirement. Without this waiver, it is likely that the district's award winning career technical program would need to be quickly dismantled, dozens of new courses would need to be developed at the comprehensive high schools and students would be forced to reforecast for courses that are not yet developed. It is in our students' best interest to maintain the current schedule for the 2014-2015 school year while all possible schedule options are reviewed.

A High School Schedule Team has been formed and will proceed on the following timeline to identify and implement a new schedule that captures at least 130 instructional hours for each course beginning in the 2015-2016 school year:

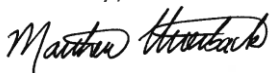
April, 2014	Form High Schedule Team with representatives from each high school, student services departments and central office.
Summer, 2014	Subcommittees from the High School Schedule Team will research high schedule options and determine pros/cons for each.
Fall, 2014	High School Schedule Team will review all scheduling options researched and determine best fit.
Fall, 2014	Schedules that meet 130 instructional hour requirement and have been determined to be the best fit for North Clackamas School District will be shared with community members, parents and students for input.
By December 1, 2014	The High School Schedule Team will make a final recommendation to the Superintendent.
By December 19, 2014	A new high school schedule will be selected.
January - March, 2015	Any necessary changes will be made to courses that require modification due to new schedule.
February - March, 2015	Students will forecast for courses in new schedule.
March, 2015	Staffing will be reviewed and necessary modifications made to allow for new schedule.
April - August, 2015	New schedule will be used to create student and staff schedules for the 2015-2016 school year.

The specific number of furlough days for the 2014-2015 school year, if any, will be determined through bargaining with our employee associations. We are currently engaged in bargaining with all of our employee groups.

Thank you for providing flexibility and for processing this waiver request. We will proceed with this plan unless we hear different from your office.

My staff, and I, are available for any questions. Please do not hesitate to contact us with any questions.

Sincerely,



Matthew Utterback  
Superintendent

cc: Emily Nazarov, Oregon Department of Education, emily.nazarov@state.or.us