



Oregon Department of Education

Kate Brown, Governor

Office of the Deputy Superintendent
Salam A. Noor, Ph.D.
255 Capitol St NE, Salem, OR 97310
Voice: 503-947-5600
Fax: 503-378-5156

January 5, 2017

Dr. Karen Fischer Gray
Parkrose School District
10636 NE Prescott
Portland, OR 97220

Dear Dr. Karen Fischer Gray:

On behalf of Governor Kate Brown and the Oregon State Legislature, I would like to thank you for your continued service as a member of the advisory group for the African American/Black Student Success Plan as outlined in House Bill 2016.

The African American/Black Student Success Plan Advisory Group will provide the Oregon Department of Education (ODE) and other education partners with specific strategies for developing and implementing the work of House Bill 2016. This bill directs the Oregon Department of Education to convene an advisory group to provide advice on the development and implementation of a statewide plan for African American/Black students who are in early childhood through post-secondary education programs by examining academic and culturally appropriate best practices in this state and across the nation.

The plan will provide strategies in all indicators of academic success for African American and Black students: address the disproportionate rate of disciplinary incidents; increase parental engagement; increase the engagement of students in educational activities before and after regular school hours; increase early childhood and kindergarten readiness; improve literacy and numeracy levels between kindergarten and grade three; support student transitions to middle school and through the middle and high school grades to maintain and improve academic performance; support culturally responsive pedagogy and practices from early childhood through post-secondary education; support the development of culturally responsive curricula from early childhood through post-secondary education; increase attendance of plan students in community colleges and professional certification programs; and increase attendance of plan students in four-year post-secondary institutions of education.

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Given the historical importance of this endeavor and this ambitious timeline, I would like to thank you in advance for your experience and expertise on this advisory group. It will require a commitment from you, but is one that will have a lasting impact on the lives of African American/Black students and families for generations to come.

Future meeting dates are as follows:

Friday, January 6, 2017

Friday, June 2, 2017

Friday, February 3, 2017

Friday, March 3, 2017

All meetings are scheduled from 9am-2pm
and will be held at ODE in room 251A&B,
unless otherwise noted.

Friday, April 7, 2017

Friday, May 5, 2017

I am attaching an addendum to this letter outlining state rules regarding parking and travel.

Again, I thank you in advance for serving on this advisory committee.

Sincerely,

A handwritten signature in blue ink, appearing to read "Salam A. Noor".

Salam A. Noor, Ph.D.
Deputy Superintendent of Public Instruction

State Rules: Parking, Meals, Travel

The mission and vision of this work will be revisited at that time to determine next steps. Depending on the time required for this work, breakfast and/or lunch will be provided. You will also be reimbursed for travel costs during the time period of your appointment as described below:

- Roundtrip cost of private car mileage from your residence to the meeting site will be reimbursed at the current per diem rate at the time and location of each meeting. This rate is currently \$0.535 per mile.
- Parking will be reimbursed at the actual cost. Please provide original receipts. Receipts are not needed for metered parking.
- For those of you traveling 70 miles or more to the Salem area, you will be reimbursed up to \$91/night + tax for lodging and up to \$51 per day for meals. If meals are provided during advisory group meeting times, they will be subtracted from the daily per diem.
- If meetings are held in Portland, and you are traveling 70 miles or more to Portland, you will be reimbursed up to \$169/night + tax for lodging and up to \$64 for meals.
- **Please note that meals may only be claimed with an overnight stay.** For lodging reimbursement, an original receipt with a zero balance is required. (Be sure to ask for Government rates when booking lodging). No receipts are required for meals. Please include your departure and arrival times on the expense reimbursement form. Partial day per diem schedule:

	Prior to	6:00 AM to	12:01 PM to	After
<u>Initial Day of Travel – Leave:</u>	<u>6:00 AM</u>	<u>Noon</u>	<u>6:00 PM</u>	<u>6:00 PM</u>
Meal Allowance Percentage	100%	75%	50%	25%

	Prior to	6:00 AM to	12:01 PM to	After
<u>Final Day of Travel – Return:</u>	<u>6:00 AM</u>	<u>Noon</u>	<u>6:00 PM</u>	<u>6:00 PM</u>
Meal Allowance Percentage	25%	50%	75%	100%

- If you submit an Expense Claim to the ODE, then you agree that you will not accept any travel awards as a result of this state trip. Travel awards include, but are not limited to, hotel or visa customer awards.
- **Expense Claims need to be submitted within 60 days of meeting in order to be reimbursed non-taxed.**
- **A copy of this appointment letter must be submitted with your Expense Claim.**

A reminder of the venue and relevant information for this meeting will be sent to you by e-mail prior to each meeting.

It is the policy of the State Board of Education and a priority of ODE that there is no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activities, or employment.

All ODE meetings are held in accordance with the open meeting laws and accessibility requirements. If you have questions about equal opportunity or nondiscrimination, or you have a disability and need assistance in order to participate in the meetings, please contact Cynthia Garton by e-mail at cynthia.garton@state.or.us or at 503-947-5747.

We look forward to collaborating on this important effort.

Approval # 402