

Work Session with a Consent Agenda
Tuesday, November 1, 2022 6:00 PM

Dr. Matthew Prophet Education Center -
Windows Cafeteria / Conference Room (Floor
2)
501 N. Dixon St.
Portland, OR 97227

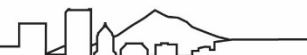
Agenda

1. 6:00 pm - Consent Agenda
 - 1.(a) Resolution 6601: Adoption of the Index to the Minutes
 - 1.(b) Resolution 6602: Expenditure Contracts
 - 1.(c) Resolution 6603: Revenue Contracts
 - 1.(d) Resolution 6604: Approval of Off-campus Activities
 - 1.(e) Resolution 6605: Resolution to Appoint a Member to the Community Budget Review Committee
2. 6:10 pm - Board Protocols
3. 7:30 pm - Adjourn

RESOLUTION No. 6601

The Following Index to the Minutes are offered for Adoption

- October 11, 2022 – Regular Meeting
- October 25, 2022 – Regular Meeting



Index to the Minutes

(Draft for Approval)

Regular Meeting

October 11, 2022

This document is a record of the actions taken by the Board of Education at the Dr. Prophet Education Service Center (501 N Dixon St. Portland, OR 97227) held on October 11, 2022. In accordance with ORS 192.650, the District's official School Board Meeting Minutes are maintained via video recording and may be viewed at

<https://www.youtube.com/watch?v=YWkamZvJo34&list=PL8CC942A46270A16E&index=4>

Board Member Attendance

Present: Chair Scott; Vice-Chair Hollands; Directors Brim-Edwards, DePass, Greene, Kohnstamm, and Lowery; Student Representative McMahon

Absent: None

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RESOLUTIONS

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ACTIONS TAKEN

- **Resolution 6584: Resolution to Designate October 2022 as Dyslexia Awareness Month in PPS**

Director Brim-Edwards moved and Director Greene seconded the motion to approve Resolution 6584. The motion was put to a voice vote and passed (7 yes – 0 no)

Director Julia Brim-Edwards: Yes, Director Michelle DePass: Yes, Director Greene: Yes, Director Hollands: Yes, Director Amy Kohnstamm: Yes, Director Eilidh Lowery: Yes, Director Andrew Scott: Yes; Student Representative McMahon: Yes (Unofficial)

- **Resolution 6585: Resolution to Designate October 2022 as Dyslexia Awareness Month in PPS**

Director DePass moved and Director Kohnstamm seconded the motion to approve Resolution Number 6585. The motion was put to a voice vote and passed (7 yes – 0 no).

Director Julia Brim-Edwards: Yes, Director Michelle DePass: Yes, Director Greene: Yes, Director Hollands: Yes, Director Amy Kohnstamm: Yes, Director Eilidh Lowery: Yes, Director Andrew Scott: Yes; Student Representative McMahon: Yes (Unofficial)

- **Consent Agenda – Resolutions 6586 through 6590**

Director Greene moved and Director Kohnstamm seconded the motion to approve the Consent Agenda, including Resolutions 6586 through 6590. The motion was put to a voice vote and passed (7 yes -0 no).

Director Julia Brim-Edwards: Yes, Director Michelle DePass: Yes, Director Greene: Yes, Director Hollands: Yes, Director Amy Kohnstamm: Yes, Director Eilidh Lowery: Yes, Director Andrew Scott: Yes; Student Representative McMahon: Yes (Unofficial)

- **Resolution 6591: Resolution to Approve the Budget Calendar to Prepare for the 2023-2024 Budget**

Director Greene moved and Director Kohnstamm seconded the motion to approve Resolution 6591, with the typo corrected to reflect the calendar adoption date of 10/11/2022. The motion was put to a voice vote and passed (7 yes – 0 no).

Director Julia Brim-Edwards: Yes, Director Michelle DePass: Yes, Director Greene: Yes, Director Hollands: Yes, Director Amy Kohnstamm: Yes, Director Eilidh Lowery: Yes, Director Andrew Scott: Yes; Student Representative McMahon: Yes (Unofficial)

- **Resolution 6592: Resolution to Approve OAR 581-022-2320 Required Instructional Time Exemption: 2021-22 Kindergarten Instructional Time and Seniors at Cleveland and Roosevelt High Schools**

Director Greene moved and Director Kohnstamm and Brim-Edwards seconded the motion to approve Resolution 6592. The motion was put to a voice vote and passed (7 yes – 0 no)

Director Julia Brim-Edwards: Yes, Director Michelle DePass: Yes, Director Greene: Yes, Director Hollands: Yes, Director Amy Kohnstamm: Yes, Director Eilidh Lowery: Yes, Director Andrew Scott: Yes; Student Representative McMahon: Yes (Unofficial)

- **Resolution 6593: Resolution to Approve OAR 581-022-2320 Required Instructional Time Exemption: 2021-22 Permission to exempt an alternative education program**

Director Greene moved and Director Kohnstamm seconded the motion to approve Resolution 6593. The motion was put to a voice vote and passed (7 yes – 0 no) with Student Representative McMahon voting yes (unofficial)

Director Julia Brim-Edwards: Yes, Director Michelle DePass: Yes, Director Greene: Yes, Director Hollands: Yes, Director Amy Kohnstamm: Yes, Director Eilidh Lowery: Yes, Director Andrew Scott: Yes; Student Representative McMahon: Yes (Unofficial)

STATEMENT(S) FOR THE RECORD

- **Julia Brim-Edwards**

Vote explanation of Julia Brim-Edwards

On September 26, 2022, there was a board action in which I was unable to record a vote. Here is an explanation. An Executive Session was scheduled on a date that was being held by Board members. With short notice, the Executive Session was rescheduled to a new date, September 26, 2022 and a Special Meeting was added. Because this was a date which Board members were not scheduled to meet, I had a scheduling conflict resulting in my not being able to either attend in person or virtually. Had I been able to attend the Special Meeting, I would have voted for the contract, and I would have participated in the Executive Session.

RESOLUTION No. 6584

Resolution to Designate October 2022 as Dyslexia Awareness Month in PPS

RECITALS

- A. Dyslexia is a specific learning disability that is neurobiological in origin;
- B. Individuals with dyslexia may have difficulty in identifying or sequencing the individual sounds of spoken language, which affects the ability of an individual to speak, read, spell, and often learn a language;
- C. An individual with dyslexia may have a weakness in decoding or reading fluency and may have strength in higher level cognitive functions, such as reasoning, critical thinking, concept formation, or problem solving;
- D. Dyslexia is the most commonly occurring learning disability, 10-15% of the population is said to have dyslexia;
- E. Effective reading instruction for all children, screening to identify students at risk for dyslexia, as well as supplemental reading support for students at risk can help prevent reading problems;
- F. Early diagnosis of dyslexia is critical to ensure individuals with dyslexia receive focused, evidence-based intervention. Correct identification and intervention provides students with dyslexia, self-awareness and self-empowerment. Provision of necessary accommodations and instruction help to ensure school and life success;
- G. Portland Public Schools developed the five year Dyslexia Priority Plan in 2019, in partnership with a cross-departmental team as well as family/community stakeholders, with key actions to take each year.
- H. Portland Public Schools continues to implement these key actions to improve upon the support and commitment to our students with dyslexia.

RESOLUTION

The Portland Public Schools Board of Education recognizes that dyslexia has significant educational implications that must be addressed; and designates October 2022 as “Dyslexia Awareness Month”.

RESOLUTION No. 6585

Resolution to Recognize October 2022 as National Principals Month in Portland Public Schools

RECITALS

- A. During these extraordinary times, PPS school principals, vice principals, and assistant principals have exhibited great commitment and adaptability to lead and support their communities, with passion, energy, enthusiasm, vision, and commitment for each and every student; and
- B. Principals play a key role in the mission of Portland Public Schools: “We provide rigorous, high-quality academic learning experiences that are inclusive and joyful. We disrupt racial inequities to create vibrant environments for every student to demonstrate excellence.”; and
- C. Principals are expected to be educational visionaries, instructional leaders, assessment experts, managers of student behavior, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives, as well as being entrusted with the education and development of young people: and
- D. The professional responsibilities of school principals include building the leadership capacity of and mentoring aspiring administrators; and
- E. School principals often need to manage numerous responsibilities, work extended hours, and make difficult decisions; and
- F. The success of a school depends on the principal’s ability to work collaboratively with all stakeholder groups and establish positive relationships by building trust, practicing open communication, and building a restorative culture that emphasizes learning and growth for all students, colleagues, and members of the school community.

RESOLVED

The Board of Education recognizes October 2022 as National Principals Month and extends sincere appreciation and gratitude to school principals, vice principals, and assistant principals, for their individual and collective commitment to the success of every student in Portland Public Schools.

RESOLUTION No. 6586

The Following Index to the Minutes are offered for Adoption

- September 20, 2022 – Regular Meeting
- September 26, 2022 – Special Meeting

RESOLUTION No. 6587

Expenditure Contracts that Exceed \$150,000 for Delegation of Authority

RECITAL

Portland Public Schools (“District”) Public Contracting Rules PPS-45-0200 (“Authority to Approve District Contracts; Delegation of Authority to Superintendent”) requires the Board of Education (“Board”) enter into contracts and approve payment for products, materials, supplies, capital outlay, equipment, and services whenever the total amount exceeds \$150,000 per contract, excepting settlement or real property agreements. Contracts meeting this criterion are listed below.

RESOLUTION

The Superintendent recommends that the Board approve these contracts. The Board accepts this recommendation and by this resolution authorizes the Deputy Clerk to enter into the following agreements.

NEW CONTRACTS

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Admin, Funding Source	Certified Business
Always Be Learning, Inc.	10/12/22 through 9/30/23	Digital Resource DR 92195	Providing master scheduling software for District middle and high schools. Special Class Procurement – Software and Hardware Maintenance, Licenses, Subscriptions, and Upgrades PPS-47-0288(11)	\$332,120	C. Proctor Fund 205 Dept. Varies Grant G2255, G2107	No
Ameresco, Inc.	10/12/22 through 8/31/24 Option to renew for up to ten additional one-year periods through 8/31/34	Energy Savings ESPC 92170	Master contract for energy savings performance services: Phase I (technical energy audit) and II (project development plan). Phases III (design and construction) and IV (measurement and verification) to be added by amendment. Request for Proposals 2022-007	\$30,000,000	D. Jung Funding Source Varies	No

*A Certified Business is a for-profit business certified as a Minority-Owned Businesses (MBE), Women-Owned Businesses (WBE), Emerging Small Businesses (ESB), and/or Service-Disabled Veteran Businesses (SDV) by the State of Oregon Certification Office for Business Inclusion and Diversity.

NEW COOPERATIVE PURCHASING AGREEMENTS

Contractor	Contract Term, Renewal Options	Administering Contracting Agency	Description of Goods or Services	Estimated Spend During Contract Term	Responsible Administrator, Funding Source	Certified Business
Squires Electric	10/12/22 through 9/19/26 Option to renew for up to one additional one-year term through 9/19/27	Multnomah County	Minor electrical services on an as-needed basis.	\$1,000,000	D. Jung Funding Source Varies	No

NEW INTERGOVERNMENTAL AGREEMENTS (“IGAs”)

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source	Certified Business
Lake Oswego School District	7/1/22 through 6/30/23	Intergovernmental Agreement IGA 92162	Columbia Regional Inclusive Services will provide regional services to eligible individuals with Autism Spectrum Disorder.	\$160,600	C. Proctor Fund 205 Dept. 5430 Grant G1900	N/A

AMENDMENTS TO EXISTING CONTRACTS

No New Amendments

RESOLUTION No. 6588

Revenue Contracts that Exceed \$150,000 Limit for Delegation of Authority

RECITAL

Portland Public Schools (“District”) Public Contracting Rules PPS-45-0200 (“Authority to Approve District Contracts; Delegation of Authority to Superintendent”) requires the Board of Education (“Board”) to enter into and approve all contracts, except as otherwise expressly authorized. Contracts exceeding \$150,000 per contractor are listed below.

RESOLUTION

The Superintendent recommends that the Board approve these contracts. The Board accepts this recommendation and by this resolution authorizes the Deputy Clerk to enter into the following agreements.

NEW REVENUE CONTRACTS

No New Revenue Contracts

NEW INTERGOVERNMENTAL AGREEMENTS / REVENUE (“IGA/Rs”)

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
State of Oregon	4/15/22 through 6/30/23	Intergovernmental Agreement / Revenue IGA/R 92116	Department of Education grant supporting the retention and recruitment of K-12 educators and other support personnel.	\$5,884,948	S. Reese Fund 205 Dept TBD Grant G2258
Multnomah County	9/19/22 through 12/31/26	Intergovernmental Agreement / Revenue IGA/R 92200	Funding for Preschool for All for FY2023.	\$1,440,000	C. Proctor Fund 205 Dept. 5453 Grant G2223

AMENDMENTS TO EXISTING REVENUE CONTRACTS

No Amendments to Existing Revenue Contracts

RESOLUTION No. 6589

Approving Board Member Conference Attendance as Representatives of the Board

RECITALS

Board Policy 1.40.070 requires Board approval for individual Board members to attend state or national meetings as representatives of the Board.

RESOLUTION

The Board affirms Directors Michelle DePass, Eilidh Lowery and Amy Kohnstamm to attend the Council of the Great City Schools Annual Conference in Orlando, Florida from October 19, 2022 through October 23, 2022.

RESOLUTION No. 6590

Resolution to Appoint Members to the Climate Crisis Response Committee

RECITALS

- A. On March 1, 2022, the Portland Public Schools Board of Education adopted the Climate Crisis Response, Climate Justice and Sustainable Practices Policy–3.30.080-P .
- B. The Climate Crisis Response, Climate Justice and Sustainable Practices Policy requires the establishment of a committee to monitor effective implementation, transparency, and tracking of progress.
- C. The Climate Crisis Response Committee applications were reviewed by staff, two board members, and a student, who ultimately recommended nine candidates representing the Portland Public Schools community with a diversity of backgrounds, interests, knowledge and lived experiences to serve on the Committee .
- D. On August 9, 2022 the Board of Education approved nine committee members for one year and two year terms. These appointments included two student representatives for one year terms.


RESOLUTION

The Board of Education appoints student Richard Deng to replace Jordan Steele as a member of the Climate Crisis Response Committee, who is no longer able to serve on the committee.

RESOLUTION No. 6591

Resolution to Approve the Budget Calendar to Prepare for the 2023-2024 Budget

The Portland Public Schools Board of Education approves the following Budget Calendar to prepare for the 2023-2024 fiscal year budget.

 Portland Public Schools Calendar to Adopt the 2023-24 Budget <i>Adopted October 11, 2022</i>						
					Board Inform / Review	Board Action
BUDGET PLANNING	September 20, 2022	School Board Meeting Board reviews draft 2023-24 Budget Calendar	✓		BESC	
	October 11, 2022	School Board Meeting Board adopts 2023-24 Budget Calendar		✓		
	October 25, 2022	School Board Meeting Board appoints Community Budget Review Committee (CBRC) members		✓	BESC	
	Oct-Nov 2022	Community Engagement Events			TBD	
	November 2022	School Board Budget Work Session	✓		BESC	
	February 2023	School Board Budget Work Session	✓		BESC	
	March 14, 2023	School Board Budget Work Session with CBRC	✓		BESC	
BUDGET BUILDING	April 2, 2023	<i>Publish 1st Notice of Budget Committee Meeting (5 to 30 days before the meeting)</i>			The Oregonian Web Site	
	April 9, 2023	<i>Publish 2nd Notice of Budget Committee Meeting (5 to 30 days before the meeting)</i>			The Oregonian Web Site	
	April 25, 2023	School Board Meeting <i>CBRC in attendance</i> Proposed Budget: Superintendent delivers 2023-24 Proposed Budget message and presentation	✓		BESC	
	May 4, 2023	School Board Budget Work Session Board conducts formal public engagement session on Proposed Budget		✓	BESC	
	May 9, 2023	School Board Meeting <i>CBRC presents 2023-24 Proposed Budget Report to the Board</i>	✓		BESC	
	May 23, 2023	School Board Meeting Approved Budget: Board as Budget Committee approves 2023-24 Proposed Budget		✓	BESC	
	June 4, 2023	<i>Publish Notice of Budget Hearing and Budget Summary</i>			The Oregonian Web Site	
	June 13, 2023	TSCC Hearing (prior to School Board Meeting, pending TSCC confirmation) TSCC certifies 2023-24 Approved Budget School Board Meeting Adopted Budget: Board conducts a public hearing, adopts budget, makes appropriations and imposes taxes	✓	✓	BESC	
	July 15, 2023	<i>Submit Tax Certification documentations</i> <i>File budget information with County Recorder and Designated Agencies</i>				

RESOLUTION No. 6592

Resolution to Approve OAR 581-022-2320 Required Instructional Time Exemption: 2021-22 Kindergarten Instructional Time and Seniors at Cleveland and Roosevelt High Schools

RECITALS

- A. OAR 581-022-2320 Required Instructional Time requires all school districts to ensure that at least 92% of all students in the district and at least 80% of all students at each school operated by the district are scheduled to receive annually the minimum hours of instructional time:
 - a. Grade 12 - 966 hours;
 - b. Grades 9-11 - 990 hours; and
 - c. Grades K-8 - 900 hours.
- B. Students in Kindergarten across the district did not meet the 900 hours of required instructional time. Most schools were 1 hour short of meeting the requirement; Boise-Eliot/Humboldt and Faubion were 6 hours short. Boise-Eliot/Humboldt missed an additional day of school because of a gas leak, and Faubion missed an additional day of school transitioning to Temporary Distance Learning,
- C. Due to the two professional development days, the snow day and the one-day transitioning to Temporary Distance Learning - CHS on January 14, 2022 and RHS on January 10, 2022, seniors at CHS and RHS were short of the 966 hours required for students in 12th grade. CHS was short 5 hours and RHS was short 9 hours.

RESOLUTION

The Board of Education hereby approves OAR 581-022-2320 Required Instructional Time Exemption (6) Upon approval by the local school board, a district may include in its calculation of instructional time required by subsection (1) of this rule the following:

(d) Up to 30 hours for staff professional development. This Resolution is approved for the 2021-22 school year. This approval will ensure Portland Public Schools is in compliance with OAR 581-022-2320 Required Instructional Time, Division 22.

RESOLUTION No. 6593

Resolution to Approve OAR 581-022-2320 Required Instructional Time Exemption: 2021-22 Permission to exempt an alternative education program.

RECITALS

- A. OAR 581-022-2320 Required Instructional Time requires all school districts to ensure that at least 92% of all students in the district and at least 80% of all students at each school operated by the district are scheduled to receive annually the minimum hours of instructional time:
 - a. Grade 12 - 966 hours;
 - b. Grades 9-11 - 990 hours; and
 - c. Grades K-8 - 900 hours.

- B. Instructional Time in Portland Public Schools alternative education programs in the Department of Multiple Pathways to Graduation are designed to meet the needs of alternative students. Programs need the Board to approve the exemption under OAR 581-022-2320(4) yearly to ensure compliance with Division 22.

RESOLUTION

The Board of Education hereby approves OAR 581-022-2320 Required Instructional Time Exemption (4) to exempt an alternative education program. The Board directs staff to request permission to exempt PPS alternative education programs (Alliance High School and Metropolitan Learning Center K-8) under the Portland Public Schools Department of Multiple Pathways to Graduation. This Resolution is approved for the 2020-21 school year. This approval will ensure Portland Public Schools is in compliance with OAR 581-022-2320 Required Instructional Time, Division 22.



Index to the Minutes

(Draft for Approval)

Regular Meeting

October 25, 2022

This document is a record of the actions taken by the Board of Education at the Regular Meeting held on October 25, 2022. In accordance with ORS 192.650, the District's official School Board Meeting Minutes are maintained via video recording and may be viewed at https://www.youtube.com/watch?v=_oPHRPzPF3w&list=PL8CC942A46270A16E&index=3

Board Member Attendance

Present: Chair Scott; Vice-Chair Hollands; Directors Brim-Edwards, DePass, Greene, Kohnstamm, and Lowery; Student Representative McMahon

Absent: None

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RESOLUTIONS

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ACTIONS TAKEN

- **Consent Agenda – Resolutions 6595 through 6598**

Director DePass moved and Director Hollands seconded the motion to approve the Consent Agenda, including Resolutions 6595 through 6594. The motion was put to a voice vote and passed (7 yes – 0 no).

Director Julia Brim-Edwards: Yes, Director Michelle DePass: Yes, Director Greene: Yes, Director Hollands: Yes, Director Amy Kohnstamm: Yes, Director Eilidh Lowery: Yes, Director Andrew Scott: Yes; Student Representative McMahon: Yes (Unofficial)

- **Resolution 6599: Lent English Scholars Move to Marysville**

Director Kohnstamm moved and Director Lowery seconded the motion to approve Resolution 6599. The motion was put to a voice vote and passed (5 yes – 2 no).

Director Julia Brim-Edwards: No, Director Michelle DePass: Yes, Director Greene: Yes, Director Hollands: No, Director Amy Kohnstamm: Yes, Director Eilidh Lowery: Yes, Director Andrew Scott: Yes; Student Representative McMahon: No (Unofficial)

- **Resolution 6600: Appointment of Community Budget Review Committee Members and Student Representatives**

Director Hollands moved and Director DePass seconded the motion to approve Resolution 6600. The motion was put to a voice vote and passed (7 yes – 0 no).

Director Julia Brim-Edwards: Yes, Director Michelle DePass: Yes, Director Greene: Yes, Director Hollands: Yes, Director Amy Kohnstamm: Yes, Director Eilidh Lowery: Yes, Director Andrew Scott: Yes; Student Representative McMahon: Yes (Unofficial)

October 25, 2022

RESOLUTION No. 6594

Withdrawn

RESOLUTION No. 6595

Authorization for Off-Campus Activities

RECITAL

Portland Public Schools (“District”) Policy 6.50.010-P (“Off-Campus Activities”) requires the Board of Education (“Board”) consent to student out-of-state travel.

RESOLUTION

The Board has reviewed the request for out-of-state travel. All required documents have been submitted to the Risk Management Department. The Superintendent recommends that the Board consent to the student out-of-state travel for the below request:

AUTHORIZATION FOR OFF-CAMPUS ACTIVITIES

Date(s)	School, Course, and Number of Students	Purpose of Travel	Travel Destination	Estimated Cost
12/18-12/23/22	Benson HS, W Basketball, 13	Basketball tournament	Phoenix, AZ	\$300
11/11-11/12/22	Grant HS, Cross Country, 48	Cross country race	Meridian, ID	\$190
12/1-12/4/22	Benson HS, W Basketball, 13	Basketball tournament	Chantilly, VA	\$300

RESOLUTION No. 6596

Expenditure Contracts that Exceed \$150,000 for Delegation of Authority

RECITAL

Portland Public Schools (“District”) Public Contracting Rules PPS-45-0200 (“Authority to Approve District Contracts; Delegation of Authority to Superintendent”) requires the Board of Education (“Board”) enter into contracts and approve payment for products, materials, supplies, capital outlay, equipment, and services whenever the total amount exceeds \$150,000 per contract, excepting settlement or real property agreements. Contracts meeting this criterion are listed below.

RESOLUTION

The Superintendent recommends that the Board approve these contracts. The Board accepts this recommendation and by this resolution authorizes the Deputy Clerk to enter into the following agreements.

NEW CONTRACTS

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Admin, Funding Source	Certified Business
Resource Synergy, LLC	10/26/22 through 10/25/23	Digital Resource DR 92190	Vendor will install sensors on all waste containers, and provide data and communication regarding waste service and use. Sole Source PPS 47-0275	\$178,596	D. Jung Fund 101 Dept. 5596	No
McKinistry Co.	10/26/22 through 8/31/24 Option to renew for up to ten additional one-year terms through 8/31/34	Energy Savings ESCP 92213	Master contract for energy savings performance services: Phase I (technical energy audit) and II (project development plan). Phases III (design and construction) and IV (measurement and verification) to be added by amendment. Request for Proposals 2022-007	\$30,000,000	D. Jung Funding Source Varies	No
IBI Group	10/26/22 through 10/25/23 Option to renew for up to four one-year terms through 10/25/27	Architectural Services ARCH 92297	AE design of camera intrusion system. Request for Proposals 2022-016	\$171,770	D. Jung Fund 458 Dept. 5511	No
Miller Nash Graham Dunn LLP	11/1/22 Through 6/30/24	Legal Services LS-92333	Legal Service on an as-needed basis Direct Negotiation – Legal Services PPS-46-0525(13)	\$350,000	L. Large Fund 101 Dept. 5460	No

*A Certified Business is a for-profit business certified as a Minority-Owned Businesses (MBE), Women-Owned Businesses (WBE), Emerging Small Businesses (ESB), and/or Service-Disabled Veteran Businesses (SDV) by the State of Oregon Certification Office for Business Inclusion and Diversity.

NEW COOPERATIVE PURCHASING AGREEMENTS

Contractor	Contract Term, Renewal Options	Administering Contracting Agency/ Cooperative Procurement Group	Description of Goods or Services	Estimated Spend During Contract Term	Responsible Administrator, Funding Source	Certified Business
HD Supply Facilities Maintenance	10/26/22 through 10/31/25	COA 92319 Fresno Unified School District	Provide cleaning supplies, equipment, and custodial related products on an as-needed basis	\$3,750,000	D. Jung Fund 101 Dept. 5592	No

Peterson Power Systems, Inc.	10/26/22 through 1/29/23	COA 92308 Sourcewell	Purchase and install of emergency generator at Youngson School	\$174,159	D. Jung Fund 445 Dept 5591	No
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NEW INTERGOVERNMENTAL AGREEMENTS (“IGAs”)

No New Intergovernmental Agreements

AMENDMENTS TO EXISTING CONTRACTS

No New Amendments

RESOLUTION No. 6597

Revenue Contracts that Exceed \$150,000 Limit for Delegation of Authority

RECITAL

Portland Public Schools (“District”) Public Contracting Rules PPS-45-0200 (“Authority to Approve District Contracts; Delegation of Authority to Superintendent”) requires the Board of Education (“Board”) to enter into and approve all contracts, except as otherwise expressly authorized. Contracts exceeding \$150,000 per contractor are listed below.

RESOLUTION

The Superintendent recommends that the Board approve these contracts. The Board accepts this recommendation and by this resolution authorizes the Deputy Clerk to enter into the following agreements.

NEW REVENUE CONTRACTS

No New Revenue Contracts

NEW INTERGOVERNMENTAL AGREEMENTS / REVENUE (“IGA/Rs”)

No New Intergovernmental Agreements/Revenue Contracts

AMENDMENTS TO EXISTING REVENUE CONTRACTS

Contractor	Contract Term	Contract Type	Description of Services	Amendment Amount, Total Amount	Responsible Administrator, Funding Source
Northeast Coalition of Neighborhoods	10/1/22 through 9/30/27	Lease/Revenue LA/R 60379 Amendment 3	King Annex: NECN five year extension	\$170,112 \$436,488	D. Jung
State of Oregon	7/1/22 through 6/30/23	Intergovernmental Agreement / Revenue IGA/R 90871 Amendment 1	2022-23 Preschool Promise Grant.	\$1,911,000 \$3,641,400	C. Proctor Fund 205 Grant G2248
Oregon Department of Education	10/1/22 through 9/30/23	Intergovernmental Agreement / Revenue IGA/R 89447 Amendment 3	Extend Student Success Act – Student Investment Account grant for 2022-23 school year.	\$37,641,569.86 \$86,524,024.18	C. Proctor

RESOLUTION No. 6598

Resolution to Name the Portland Public Schools Headquarters to
Dr. Matthew Prophet Education Center

RECITALS

- A. On September 20, 2022, the Portland Public Schools Board of Education voted to rename the Blanchard Educational Service Center to the Dr. Matthew Prophet Education Service Center, after Dr. Mathew Prophet who served as Superintendent from 1982-1992 and was the first Black Superintendent of the Portland Public Schools.
- B. After consulting with the family of Dr. Matthew Prophet, staff is recommending the official name of Portland Public Schools headquarter be changed to the Dr. Matthew Prophet Education Center.

RESOLVED

The Portland Public Schools Board of Education approves the official name of the District headquarters and any future headquarters to be the Dr. Matthew Prophet Education Center.

RESOLUTION No. 6599

Lent English Scholars move to Marysville

RECITALS

- A. On May 24, 2022, The Board of Education adopted the Phase 2 recommendations through Resolution No. 6513, directing the following actions:
- Initiate the opening of Clark Elementary School and Harrison Park Middle School
 - Relocate the Creative Science School to Bridger ES, Bridger Spanish Immersion to Lent ES, Mt. Tabor Spanish Immersion to Kellogg MS, Harrison Park K-5 Chinese Immersion to Clark ES, and Hosford Chinese Immersion to Harrison Park MS
 - Adjust boundary lines and middle school feeder patterns at 11 elementary and seven middle schools
 - Defer for no more than one year a decision on whether to move the Lent English Scholar program to Marysville.
- B. The proposal to move the Lent English Scholar to Marysville emerged during the SEGC Phase 2 process as a way to improve access to a robust English language program for Lent neighborhood students. The Phase 2 proposal also considered:
- Declining neighborhood enrollment and planned Spanish Immersion growth would leave the single-strand program even more isolated if it remained at Lent.
 - Marysville has space to accommodate Lent students who opt out of, or are not eligible for, Spanish Immersion.
 - Transportation would be necessary, as Marysville is further from home for more Lent students and across major thoroughfares of SE 82nd Ave, SE 92nd Ave and I-205.
- C. In September 2022, Lent English Scholar families had opportunities to learn about the previous proposal; and ask questions and provide feedback through phone calls, meetings held in-person and virtually, at drop-in sessions and through a survey. Families learned about the engagement activities through paper fliers, School Messenger and text messaging campaigns. English Scholar third-, fourth- and fifth-grade students completed a survey about the potential changes, as well.
- D. Thirty family members, representing 36 English Scholar students, and 66 English Scholar students provided input. The following themes emerged:
- A desire to remain at Lent Elementary, often due to proximity to the school, and concern that the change would segregate some neighborhood students from others
 - Requests to allow current English Scholar students to transition to the Spanish DLI program and improving access to Spanish DLI for future Lent students
 - Interest in moving to Marysville, along with a clear need for transportation and questions about child care and other support services.
 - Requests to allow students to transfer to another school if English Scholar students are moved to Marysville Elementary
- E. While community hopes and concerns are now better understood, the fundamental enrollment conditions have not improved. Therefore, District staff continues to recommend moving the English Scholar program to Marysville remains intact, with the following adjustments in response to community input:
- Future Lent neighborhood kindergartners and upper grades students with Spanish-language experience will be able to enroll in Spanish Immersion without going through the lottery
 - The language assessment requirement will be waived for current English Scholar kindergartners who want to remain at Lent and join Spanish Immersion in 2023-24 school year
 - Additional information about the Spanish Immersion Late Entry Procedures will be available for English Scholars, including automatic placement for those who speak Spanish at home
 - Families will have priority for transfer to other options with space availability

RESOLUTION

1. The Board of Directors approves changing the location of the English Scholar program for Lent neighborhood students from Lent to Marysville, beginning in the 2023-24 school year.
 - a. Future Lent neighborhood kindergarten students will be assigned to Lent Spanish Immersion, but may opt-out and enroll at Marysville instead.
 - b. New students in grades one through five who move into the Lent neighborhood will be assigned to Marysville or may attend Lent Spanish Immersion if they meet program language requirements.

2. The Board directs the Superintendent to implement the following actions in response to input provided by Lent English Scholar families and to ensure a successful transition for their children:
 - a. The language assessment requirement will be waived for current English Scholar kindergartners interested in joining Spanish Immersion as first graders in the 2023-24 school year.
 - b. Additional information about the Spanish Immersion Late Entry Procedures will be available for English Scholars, including automatic placement for those who speak Spanish at home.
 - c. Each Lent English Scholar family will also be offered priority for transfer to another school that meets their needs and interests. Approval will be based on space availability, and transportation will be the responsibility of the family.

RESOLUTION No. 6600

Appointment of Community Budget Review Committee Members and Student
Representatives

RECITALS

- A. The mission of the Community Budget Review Committee (CBRC) is to review, evaluate, and make recommendations to the Board of Education (Board) regarding the Superintendent's Proposed Budget and other budgetary issues identified by the CBRC or the Board. The CBRC receives its charge from the Board.
- B. On November 5, 2019, the voters of the Portland Public School (PPS) District passed a renewal Local Option Levy, Measure 26-207, which became effective in 2020, which mandated independent community oversight to ensure tax dollars are used for purposes approved by local voters, and the CBRC serves that function for PPS.
- C. The CBRC is composed of eight to twelve volunteer members. The Board appoints members to three year terms with one or two student members appointed to a one-year term.
- D. The Board recognizes that District employees and community members bring specialized knowledge and expertise to the CBRC and budgetary review process. The Board instructs all CBRC members to employ discretion, avoid conflicts of interest or appearance of impropriety, and exercise care in performing their duties.
- E. Three members of the committee are in the last year of their three-year term: Lisa Selman, Renee Anderson and Elona Wilson were appointed two years ago to serve through June 30, 2023. One member is entering their second year; Roger Kirchner was appointed last year to serve through June 30, 2024.
- F. Recruitment of additional members continued, and 34 applications, three of which are student applicants, were received to fill a minimum of four positions.
- G. Applications have been reviewed, and selected applicants have been interviewed. After the interview phase a group of both pre-selection and interview panelists convened to discuss the final scores. They concluded their selections and made the decision to include an additional selection bringing the total number of selected applicants to nine. The CBRC Selection Committee recommends the Board appoint Dashiell Elliott, Grace Groom, Mariah Dula, Paul Freese, Sonya Harvey, Stephan Lindner, Tasha Ferguson, Oscar Calvert and Max Niederman.
- H. The CBRC pre-selection panel members were: Board Director Eilidh Lowery, CBRC member Lisa Selman, CBRC member Roger Kirchner and Community Engagement Specialist Maria Hernandez. The Interview panel members were: Board Director Eilidh Lowery, Board Vice-Chair Gary Hollands, CBRC member Elona Wilson, CBRC member Lisa Selman, CBRC member Roger Kirchner, two current PPS students, Community Engagement Specialist Maria Hernandez, and Confidential Executive Assistant Jordan Cooper.

RESOLUTION

- 1. Dashiell Elliott, Grace Groom, Mariah Dula, Paul Freese, Sonya Harvey, Stephen Lidner, Tasha Ferguson are hereby appointed as members of the Community Budget Review Committee for a three-year term through June 30, 2025.
- 2. Oscar Calvert and Max Niederman are hereby appointed as student representative members of the Community Budget Review Community for a one-year term through June 30, 2023.

RESOLUTION No. 6602

Expenditure Contracts that Exceed \$150,000 for Delegation of Authority

RECITAL

Portland Public Schools (“District”) Public Contracting Rules PPS-45-0200 (“Authority to Approve District Contracts; Delegation of Authority to Superintendent”) requires the Board of Education (“Board”) enter into contracts and approve payment for products, materials, supplies, capital outlay, equipment, and services whenever the total amount exceeds \$150,000 per contract, excepting settlement or real property agreements. Contracts meeting this criterion are listed below.

RESOLUTION

The Superintendent recommends that the Board approve these contracts. The Board accepts this recommendation and by this resolution authorizes the Deputy Clerk to enter into the following agreements.

NEW CONTRACTS

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Admin, Funding Source	Certified Business
Freedom Express LLC	11/2/22 through 10/31/25	Services S 92347	Provide transportation services to District students who are unable to be served by a school bus and as determined by their IEP. Approved Special Class Procurement – Secure and Specialized Transportation PPS-47-0288(19)	\$550,000	D. Jung Fund 101 Dept. 5560	No
3 Diamonds Construction	11/2/22 through 6/30/23	Construction C 92192	Construction of a storage enclosure at Wilcox. Invitation to Bid – Construction ITB 2022-032	\$194,090	D. Jung Fund 205 Dept. 5430 Grant G2070	No

*A Certified Business is a for-profit business certified as a Minority-Owned Businesses (MBE), Women-Owned Businesses (WBE), Emerging Small Businesses (ESB), and/or Service-Disabled Veteran Businesses (SDV) by the State of Oregon Certification Office for Business Inclusion and Diversity.

NEW COOPERATIVE PURCHASING AGREEMENTS

No New Cooperatives

NEW INTERGOVERNMENTAL AGREEMENTS (“IGAs”)

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
Portland Public Schools	7/1/22 through 6/30/23	Intergovernmental Agreement IGA 92337	Columbia Regional Inclusive Services will provide regional services to eligible individuals with Autism Spectrum Disorder.	\$1,015,300	C. Proctor Fund 205 Dept. 5433 Grant G2070

AMENDMENTS TO EXISTING CONTRACTS

Contractor	Contract Term	Contract Type	Description of Services	Amendment Amount, Contract Amount	Responsible Administrator, Funding Source
Multnomah Education Service District	7/1/22 through 6/30/23	Intergovernmental Agreement / Master Contract MSTR 90379	Year two of two-year master contract to cover all contracted services provided to District by MESD.	\$5,000,000 \$8,000,000	N. Delgadillo Funding Source varies

RESOLUTION No. 6603

Revenue Contracts that Exceed \$150,000 Limit for Delegation of Authority

RECITAL

Portland Public Schools (“District”) Public Contracting Rules PPS-45-0200 (“Authority to Approve District Contracts; Delegation of Authority to Superintendent”) requires the Board of Education (“Board”) to enter into and approve all contracts, except as otherwise expressly authorized. Contracts exceeding \$150,000 per contractor are listed below.

RESOLUTION

The Superintendent recommends that the Board approve these contracts. The Board accepts this recommendation and by this resolution authorizes the Deputy Clerk to enter into the following agreements.

NEW REVENUE CONTRACTS

No New Revenue Contracts

NEW INTERGOVERNMENTAL AGREEMENTS / REVENUE (“IGA/Rs”)

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
Reynolds School District	7/1/22 through 6/30/23	Intergovernmental Agreement / Revenue IGA/R 92351	Columbia Regional Inclusive Services will provide ASL interpreter services.	\$186,515	C. Proctor Fund 299 Dept. 5422 Grant S0031

No New Intergovernmental Agreements/Revenue Contracts

AMENDMENTS TO EXISTING REVENUE CONTRACTS

Contractor	Contract Term	Contract Type	Description of Services	Amendment Amount, Contract Amount	Responsible Administrator, Funding Source
State of Oregon	7/1/22 through 6/30/23	Intergovernmental Agreement / Revenue IGA/R 91413 Amendment 1	One year extension of grant funding for Long Term Care and Treatment educational programs.	\$4,710,034 \$9,937,942.30	C. Proctor Funding Source varies

RESOLUTION No. 6605

Resolution to Appoint a Member to the Community Budget Review Committee

RECITALS

- A. The mission of the Community Budget Review Committee (CBRC) is to review, evaluate, and make recommendations to the Board of Education (Board) regarding the Superintendent's Proposed Budget and other budgetary issues identified by the CBRC or the Board. The CBRC receives its charge from the Board.
- B. On November 5, 2019, the voters of the Portland Public School (PPS) District passed a renewal Local Option Levy, Measure 26-207, which became effective in 2020, which mandated independent community oversight to ensure tax dollars are used for purposes approved by local voters, and the CBRC serves that function for PPS.
- C. The CBRC is composed of eight to twelve volunteer members. The Board appoints members to three year terms with one or two student members appointed to a one-year term.
- D. The Board recognizes that District employees and community members bring specialized knowledge and expertise to the CBRC and budgetary review process. The Board instructs all CBRC members to employ discretion, avoid conflicts of interest or appearance of impropriety, and exercise care in performing their duties.
- E. Three members of the committee are in the last year of their three-year term; Lisa Selman, Renee Anderson and Elona Wilson were appointed two years ago to serve through June 30, 2023. One member is entering their second year; Roger Kirchner was appointed last year to serve through June 30, 2024. Seven members were appointed this year to serve a three year term through June 30, 2025; Dashielle Elliott, Grace Groom, Paul Freese, Mariah Dula, Sonya Harvey, Stephan Lindner and Tasha Ferguson. Two student representatives were appointed this year to serve a one year term ending June 30, 2023; Oscar Calvert and Max Niederman.
- F. New members were appointed by the board on October 25th, 2022 and one additional interview took place after new members were appointed. The candidate was initially chosen by the pre-selection panel, however, the interview could not be scheduled prior to the board deadline.
- G. All applications have now been reviewed, and selected applicants have been interviewed. After the interview phase a group of both pre-selection and interview panelists convened to discuss the final scores. They concluded their thoughts and made the decision to include an additional selection bringing the total number of selected applicants to ten. The CBRC Selection Committee recommends the Board appoint Karanja Crews.
- H. The CBRC pre-selection panel members were: Board Director Eilidh Lowery, CBRC member Lisa Selman, CBRC member Roger Kirchner and Community Engagement Specialist Maria Hernandez. The Interview panel members were: Board Director Eilidh Lowery, Board Vice-Chair Gary Hollands, CBRC member Elona Wilson, CBRC member Lisa Selman, CBRC member Roger Kirchner, two current PPS students, Community Engagement Specialist Maria Hernandez, and Confidential Executive Assistant Jordan Cooper.

RESOLUTION

Karanja Crews is hereby appointed as a member of the Community Budget Review Committee for a three-year term through June 30, 2025.

Portland Public Schools **PPS** Board and Superintendent/Staff Expectations and
Operating Protocols Recommendations

I. **Roles and Responsibilities**

As elected members of the Board of Education for Portland Public Schools, our roles and responsibilities are outlined in Board policy and statute; these expectations and protocols do not replace or override Board policies, District administrative directives, or any applicable law.

Highlights of board responsibilities include:

- A. Establishing an overarching educational vision for the district and setting actionable district goals and ~~priorities~~ guardrails to equitably provide the highest quality educational experience for each PPS student;
- B. ~~Providing~~ financial oversight and direction for the District, including reviewing and adopting a student-focused annual budget, establishing general financial goals, authorizing bonds, and exercising taxing authority;
- C. Hiring, ~~setting goals for,~~ and evaluating the Superintendent annually, and maintaining a mutually supportive relationship with the Superintendent in pursuit of established district goals;
- D. Focusing on policy making, goal setting, monitoring, and evaluation to further the goals and priorities of the District,
- E. Acting as an ambassador to the community, both sharing District information with the public, including working to make students and the community aware of the goals and priorities, and communicating public thought to the District.

As Board members do this work responsibly, we commit to:

A. Honoring student voice; centering and prioritizing the voices and experiences of our students of color.

~~A.B.~~ Utilizing ~~the~~ a Racial Equity Lens ~~tool~~ in decision-making with the goal of closing the achievement and opportunity gap for Black, Native American and Students of Color.

~~B.C.~~ Respecting the role of the Superintendent as the chief executive officer of the District, which includes sole authority over directing employees with the exception of the employees in the Office of the Independent Performance Auditor whose work is directed by the Board of Education.

~~C.D.~~ Making decisions as a whole Board only at public meetings. Individual members have no authority to take stand-alone action in policy or in district and school administrative matters or to speak on behalf of the Board without express delegation of authority.

~~D.E.~~ Complying with Board policies, understanding our fiduciary responsibilities, and
Approved 05/2021

being aware that our actions at all times reflect on the integrity, reputation, and functioning of the District.

E.F. Encouraging and modeling constructive public discourse in Board decision making.

~~F.A. Honoring student voice; centering and prioritizing the voices and experiences of our students of color.~~

Practices of the Board of Education:

II. Priority Setting and Board and Superintendent Evaluation

A. Student Outcomes Focused Priority Setting

1. The Board will adopt a vision that describes what the community expects all students to know and be able to do. Then the Board will adopt one to five SMART goals that describe the high priority student outcomes that the District will focus on for the next three to five years.
2. The Board will adopt one to five guardrails that describe the high priority, non-negotiable values of the community that must be honored by the District as it pursues accomplishment of the goals.
4. ~~The Board will align its work with the District vision, theory of action, Board-adopted goals and guardrails. The Superintendent will develop a strategic plan, goals, and adopted budget.~~

~~3.~~ The Board will establish, at a public meeting, goals in alignment proposed budgets that align with the District's vision Board-adopted goals and guardrails.

~~2.~~4. The Board will regularly monitor the District's progress in meeting these goals every month with an intention of investing at least half of its minutes each month in board meetings into goal monitoring.

~~3.~~5. Board Leadership will meet regularly with the Superintendent and key staff to evaluate past Board meetings and determine the agenda for upcoming Board meetings. The Board Leadership will solicit input from Board members.

~~4.~~6. Board leadership will regularly check in with the full Board regarding the Board meeting structure, progress on Board goals, and addressing Board member priorities.

B. Board Professional Development and Board Self Evaluation

1. The Board will self-assess its performance at least annually using a research-informed instrument that provides specific feedback regarding areas for improvement. Board leadership will regularly evaluate Board meetings and work sessions. All Board members are encouraged to provide feedback to the Board leadership to improve the Board's performance. The Board leadership will annually set expectations and priorities for Board professional development. Board leadership will annually review the Board Office budget to ensure there are sufficient funds to support the Board's professional development.

C. Superintendent's Evaluation

1. The Board will ~~establish annual~~evaluate the Superintendent annually based on accomplishment of the Board-adopted goals and metrics for the Superintendent's performance and adherence to the Board-adopted guardrails. ~~The Board will~~ engage in a process that provides for thoughtful and deliberative ~~assessment~~discussion of the Superintendent's work based on those goals and guardrails at least annually.

2. The Board will check-in with the Superintendent quarterly to collaboratively assess progress toward achieving district goals, identify any barriers to success, and make course corrections as necessary.

III. Meetings

A. Agenda Creation

1. The Board Chair, Vice Chair, Superintendent, and/or designee(s) shall review the agenda before it is printed and the Board Chair shall have final authority over whether any item on the agenda is placed in accordance with Board policy. In making this determination, the Board Chair will sort all potential agenda items into one of three categories:

- Yes it automatically is eligible to go on the Board meeting agenda,
- No it is not allowed on the Board meeting agenda, and
- Maybe it is eligible if it meets additional scrutiny.

2. Yes

- Goals: If the item is directly related to the setting or monitoring of the Board's adopted goals for student outcomes, then it may be placed on a Board meeting agenda.
- Guardrails: If the item is directly related to the setting or monitoring of the Board's adopted Guardrails, then it may be placed on a Board meeting agenda.
- Requirements: If the Board is legally required to take action on an item (this is distinct from merely being an item related to legal matters or an item legally required of the District), then it may be placed on a Board meeting agenda.

3. No

- Personnel Who Are Not Direct Reports: If, in the Chair's judgment, the item is related to the Superintendent's duties related to personnel and the item has not gone through the proper administration procedures that would elevate it to being on a Board agenda, then it may not be placed on the Board's agenda.
- Vendors: If, in the Chair's judgment, the item is related to the Superintendent's duties related to vendors and/or vendor contracts and the item has not gone through the proper administrative procedures that would elevate it to being on a Board agenda, then it may not be placed on the Board's agenda.
- Privacy: If the item violates an individual's legally protected right to privacy as defined by state or federal law, then it may not be placed on a Board meeting agenda.

4. Maybe

- Generally, if an item does not meet the "Yes" criteria above, the Board Chair should decline to place it on the agenda.
- If the item is a matter that has been delegated to the Superintendent but the Superintendent agrees that it should be considered by the full Board, then the item may be considered for placement on the agenda.
- If the item is a matter that has been delegated to the Board Chair but the Board Chair agrees that it should be considered by the full Board, then the item may be considered for placement on the agenda.
- All other matters should be declined for placement on the Board agenda.

B. Board Agenda Timeline For Regular Meetings

1. 12 Days Before Board Meeting: For each Board meeting, the Superintendent will provide a draft of all items to be considered -- including legal documents, support materials, staff presentations, etc -- to Board Members at least 12 days prior to the Board meeting during which the items will be considered. The Superintendent will provide a draft agenda to the public and all appropriate supporting documentation at

least 12 days prior to a Regular Board meeting. The Superintendent will always provide a substantiated recommendation for items that require Board approval. All consent-eligible items will be placed, by default, on the consent agenda. Once Board Members receive the materials, they may immediately begin submitting questions to the Superintendent. Any items not provided to the Board at least 12 days in advance will not be eligible for consideration and will be moved to the subsequent meeting agenda.

■ For example, if the Board meeting is at 5pm on the 12th day of the month, the completed agenda and all documents associated with items on the agenda must be provided to Board Members no later than 5pm on the 1st day of the month.

2. 8 Days Before Board Meeting: Board Members will have 4 days to submit questions about the agenda items to the Superintendent.

■ For example, if the Board meeting is at 5pm on the 12th day of the month, Board Members must submit their questions about agenda items no later than 5pm on the 4th day of the month.

3. 5 Days Before Board Meeting: The Superintendent will have 3 days to create a Q&A document of responses to Board Member questions. This document may not indicate who asked which questions so as to avoid creating a serial meeting.

■ For example, if the Board meeting is at 5pm on the 12th day of the month, the Superintendent must provide responses to Board Member questions about agenda items no later than 5pm on the 7th day of the month.

4. 4 Days Before Board Meeting: Board members will have by 9:00 a.m. the following 4 day to request items be removed from the “consent” agenda and placed on the “regular” agenda for discussion and consideration. If at least ~~three~~ two board members request an item to be moved from the consent agenda to the separate vote agenda by 9:00 am 3 working days prior to the board meeting, the Superintendent will immediately make the change. This is the only time before or during Board meetings that items will be able to be moved from the consent agenda to the separate vote agenda.

■ For example, if the Board meeting is at 5pm on the 12th day of the month, Board Members must request items be moved from the consent agenda no later than 9:00 am 5pm on the 8th day of the month.

■ If a majority of board members vote to remove an item from the consent agenda during the board meeting, this motion will have the automatic and unchangeable effect of tabling the item to the next regular board meeting’s regular (non-consent) agenda.

■ If Board members need to recuse themselves from participation in an item on the agenda because of a conflict of interests, they must declare that in writing to the Superintendent and copy the Board Chair. If the Superintendent receives a declaration, they will create a second consent agenda item -- a “recusal consent” agenda -- to place items on that are subject to a conflict of interests so that Board members can vote on the standard consent agenda without voting on an item on the conflicted consent agenda.

- In situations where Board Members have not identified conflicts in advance, they may still vote, “Aye, with the exception of contract x as to which I recuse myself” to remain in legal compliance.
5. 3 Days Before Board Meeting: The Superintendent will post the final agenda 72 hours in advance of the meeting. The Board meeting agenda must include a copy of the Q&A document. No additional changes will be made to the Board agenda during the 72 hour period prior to the Board meeting.
 - For example, if the Board meeting is at 5pm on the 12th day of the month, The Superintendent must post the agenda no later than 5pm on the 9th day of the month.
 6. Day of Board Meeting: No items may be added or removed from any part of the agenda by Board members during the Board meeting. Motions to that effect will be ruled out of order by the Board Chair. Items may be tabled to a future meeting.

C. Additional Meeting Expectations

- ~~A.1.~~ Board members will be prepared for each meeting by reviewing materials in advance and agree to attend regularly scheduled Board meetings. Board members and board office staff will collaborate on scheduling special meetings and/or work sessions.
- ~~B.2.~~ The times allotted at board meetings for each agenda item are estimates and are to be used as a guideline by the Chair in managing the meeting; ~~however, there are not specific end times.~~
- ~~C.3.~~ Board members agree to strive to start and end meetings on time.
- ~~D.4.~~ Board members agree to uphold the legal requirement for confidentiality on all matters arising from Board executive sessions and any other confidential communications or information.
- ~~E.5.~~ Board members agree to listen carefully and with courtesy when other people are speaking during Board meetings. Discussions between Board members will serve as a model for acceptable public dialogue. Members will seek to clarify issues by soliciting each other’s points of view.
- ~~F.6.~~ Board members are expected to cast a vote or abstain on all matters except when a conflict of interest arises and an abstention is dictated by the ethics policy-.
- ~~G.7.~~ If they miss a meeting, Board members and Leadership Team staff agree to review the video of that meeting to remain current on the Board and district’s work.
8. Board members will submit all technical and tactical questions prior to the board meeting. The board should not expect the superintendent to be prepared to respond to technical or tactical questions that are asked, for the first time, during school board meetings. Instead, the superintendent will respond to those questions in writing during the following week’s regular board update.

IV. Communication

A. Communication Between Board Members & Community Members

1. Board Members recognize that they may not speak on behalf of the Board unless authorized to do so; and may not commit the Board or staff to any particular action.
2. For general comments or feedback, the Board Member will:
 - Listen respectfully.
 - Relay information about the District in a-manner that is constructive and that seeks resolution.
 - Provide the community member with information about how to contact the appropriate staff person, or if that is not known, to the Superintendent's designee for general comments. Board members will not contact District staff on behalf of community members.
3. For specific comments or complaints, the Board Member will:
 - Ask if the individual has followed the District's procedures and/or chain of command.
 - If the individual does not know the correct procedures or chain of command, the Board Member will refer to the appropriate staff member or, where appropriate, will provide information about the District's complaint procedures and the online system for filing complaints.
 - Board members will not contact District staff on behalf of community members.
 - The Superintendent will maintain a system to ensure that Board Members are informed of the resolution of any referred comment/complaint.
4. If community members send communication to all board members or to a quorum of board members that includes the board chair, to avoid a violation of open meeting laws the board chair will respond on behalf of all board members and include an explanation for why only they are replying.
5. Board members will apply a racial equity lens to communications with constituents. Board members may hear more from communities and individuals who already have a lot of social capital in our system. Board members should proactively engage with historically underrepresented communities/constituents to broaden their understanding of the entire system.

B. Communication Between Board Members & Staff Who Do Not Report To The Board

1. Board Members will not initiate communication about District business with District staff except for the Superintendent or designee. This is intended to protect staff from inappropriate behavior from board members, not prevent staff from initiating communication with board members.
2. If contacted by District staff without the direction of the Superintendent, Board Members will follow the procedure, "Communication Between Board Members & Community Members". If the communication from district staff could have legal or financial implications for the district, the board member should notify the superintendent.

- A.3. Board members agree to communicate directly with the Superintendent and/or members of the Superintendent's Leadership Team when Board members have a substantive question, or when a significant concern about PPS operations is voiced

by a staff member, student, parent, or other community member. ~~Board members should use their best professional judgment on who to~~

~~include when communicating~~

C. Communication Between Board Members & Staff Who Report Directly To The Board

1. The only staff members who report directly to the board are the superintendent and general counsel.
2. It is appropriate for Board Members to meet with the Board's Direct Reports -- employees who are directly evaluated by the School Board -- on a regular basis. It is common for the Board Chair and the Superintendent to meet regularly for the purpose of organizing the Board meeting agenda and other Board functions.
3. In their communication with staff who report directly to the Board, Board Members will recognize that the staff report to the Board as an entity and not to any individual Board Member, including the Board Chair.
 - All requests made by Board Members should be made to the Direct Report or their designee.
 - If a Board Member makes a written request for a document that already exists, the Direct Report will provide it no later than seven (7) business days after the request.
 - If a Board Member makes a written request for a document that does not already exist that the Direct Report believes can be handled in fewer than fifteen (15) minutes of staff time to complete or create, the Direct Report shall provide the document no later than seven (7) business days after the request.
 - If a Board Member makes a written request for a document that does not already exist that the Direct Report believes will take more than fifteen (15) minutes of staff time to complete or create, the Direct Report is required to:
 - Notify the Board Chair; and
 - With the Board Chair's approval, add the request to the next Board Meeting agenda for the full Board to decide on.
4. Any response to a question or request that is submitted by a Board Member to a Direct Report of the Board must be shared with all Board Members in the weekly update that is emailed to all Board Members.
5. Board Members understand that most information requests to the Board's Direct Reports will be addressed in a weekly written update that is emailed to all Board Members each Friday unless the Direct Reports determines that a more immediate response is required.
6. Because the Superintendent reports to the Board as an entity, and not to any individual Board Member, only the Board as a whole may make obligations on the Superintendent's Leadership Team. ~~For emails or other written communications involving substantive issues, copying the Senior Board Manager optimizes communications, and Board members are encouraged~~time or delegate authority to individual Board Members to do so.

~~For administrative, or scheduling issues, it is acceptable to email staff without copying other parties. Board members will not direct staff work and board members should share if an information request is time sensitive, especially if it relates to an action item on a board meeting agenda, an executive session, or a public meeting in which the board is participating.~~

~~Board members need adequate time to review materials before , meetings of the board and materials should not arrive or be changed late in the process.~~

7. The Board and Superintendent should operate on a "no surprises" basis. A high level of communication between board members, the superintendent, and senior staff is appropriate, desired, and beneficial.

~~B.8.~~ When receiving questions from Board members, the Superintendent and staff or designee will confirm receipt of the communication in a timely way and indicate how

and when a response will be made.

~~C.1. Board members will apply the racial equity lens tool to communications with constituents. Board members often field complaints or concerns from individuals and will actively listen and empathize with constituents. Board members may hear more from communities and individuals who already have a lot of social capital in our system. Board members should proactively engage with historically underrepresented communities/constituents to broaden their understanding of the entire system.~~

~~D. The Board and staff should operate on a “no surprises” basis. A high level of communication between board members and senior staff is appropriate, desired, and beneficial.~~

~~E. Board members are requested to communicate directly with the Board Chair(s) or Board Vice Chair(s) when concerns arise about other Board members. If there are concerns about District staff, board members should address that with the Superintendent and Board leadership. When disagreeing with other Board members, Board members and staff should maintain a respectful dialogue in their communications. Board members retain the right to express individual opinions in a variety of settings, and when doing so, will clearly state that the opinion is theirs and not that of the Board unless they are speaking of action that the Board has already taken.~~

~~F. Specific personnel complaints submitted to the Board or individual Board members shall be referred to the Superintendent or designee.~~

~~G.D.~~ From time to time, the Board may be required to make findings of fact that can be appealed to another government agency (e.g., personnel matters or charter school application hearings). In these situations, no Board member will discuss the substance of the matter with any person(s) directly involved in the issue, other than PPS staff, outside the formal hearing and deliberation process.

V. Requests for Information or Decision making

A. Information Requests of Staff

~~1. When a Board member has an information request of staff (but does not require any particular decision to be made), the Board member should feel free to communicate their request to any member of the Superintendent’s Leadership team and the Senior Board Manager and use their best professional judgment on who else to copy on communications, respecting the administrative chain of command. If the information request is unrelated to a future Board action or decision, the timing of the fulfillment is at the discretion of the Superintendent and should not interfere with other staff work. The Superintendent may discuss time-consuming requests with the requesting board member to understand the request and then discuss with the board chair to determine if the request, given the resulting resource expenditure, will assist the decision-making of the majority of the board.~~

~~2. Board members will share information they receive with other board members. Staff are encouraged to include the entire board when replying to board questions or requests for substantive information.~~

~~3. If staff is unable to answer a question that comes up during Board discussion, the Board office will note the question and provide follow up to the Board.~~

~~B.A.~~ Providing Documents to Board for Review in Advance of Meetings.

1. The Board Chair and Vice-Chair(s) in consultation with the Superintendent will establish the agenda and major business agenda items for full Board meetings ~~approximately 10~~ no fewer than 14 days prior to the Board meeting.
2. Notes from agenda setting meetings will be sent out to the entire Board by the Board office. Board agendas are made up of action and discussion items, with reports from the Student Representative and Superintendent.
3. The majority of items that require Board action will be first reviewed in a Board Committee meeting, an executive session, or a Board meeting.
4. Staff and the Superintendent will have the Board Book, and any supporting documentation, available at least four days prior to Board meetings except under extenuating circumstances.
5. If a PowerPoint presentation will be given by staff during a Board meeting, it will be included in the Board packet as well, with the understanding that there may be changes at the final Board presentation and any changes will be noted for the Board. Copies of final materials and presentations will be posted as part of the meeting materials.
6. For contracts listed in the Business Consent Agenda, staff will provide memos for each Personal Services Contract and the actual contract will be available electronically to Board Members as requested. Memos and contracts will be posted as part of the meeting materials.

VI. Committee Protocols

A. At the beginning of each academic year, the full Board determines the committee structure. Board leadership appoints Board members to create the membership and leadership of each committee.

No committee may ever meet unless the Board chair has assigned:

1. a specific written deliverable that the committee is to produce and
2. the exact day by when the deliverable must be provided to the full board.

B. Any time a committee ceases to have a current assigned deliverable and/or due date, it is immediately dissolved.

C. If a committee fails to produce its deliverable by the assigned due date, the committee chair is immediately removed from the committee and is ineligible to serve on that committee or related committees for the remainder of their current term.

~~A.D.~~ Committees represent the full Board and are intended to provide a mechanism for deeper monitoring and analysis of ~~complicated issues-~~ board work -Committees are expected to keep the full Board apprised of important issues under their purview and produce recommendations for action to be considered for adoption.

~~B.E.~~ The annual agenda and meeting agendas for Committee and Task Force meetings are co-developed by the Committee Chair and staff lead[s] with input from the entire Board. Committee meeting materials will be provided at least 48 hours in advance of the meeting. Absent extenuating circumstances, committee meetings will be publicly noticed 48 hours ahead of time and agendas will be posted prior to the meeting.

- ~~G.F.~~ Recommendations coming from a Committee should be referenced in ~~staff or a~~ written committee chair reports for discussion items and resolutions for action items before the full Board.
- ~~D.G.~~ The Committee Chair will review all minutes before they are sent to the rest of the Committee and posted on the Committee web page.
- ~~H.~~ All Committee meetings will be ~~audio~~ recorded for record keeping purposes and are available upon request, excluding executive sessions.

VII. Performance Concerns

A. Board Member Concerns About The Performance Of Staff Who Do Not Report Directly To The Board

1. When a Board Member becomes concerned about the performance of District employees they must direct their concerns to the Superintendent or designee. Board Members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board. Such concerns must be limited to:
 - Actions by staff which are/could be illegal
 - Actions by staff which are/could be violations of Board policy
2. No Board Member may speak publicly about concerns with staff performance without first completing the steps above.

B. Board Member Concerns About The Performance Of Staff Who Report Directly To The Board

1. In general, concerns that Board Members have about the performance of the Board's Direct Reports should model the District's belief in restorative practices by attempting to address the matter in a non-public, healing manner. That is the intention of the following steps that follow a graduated approach to performance concerns, except in cases of illegal conduct.
 - In the event of alleged or suspected illegal conduct, Board Members should confer with the District's legal counsel about appropriate steps to take.
 - Steps in this process should be skipped if compliance with the process would create a violation of open meeting laws.
2. If, at any time, a Board Member becomes concerned that a Direct Report may have (1) breached any term of the Direct Report's contract; (2) violated a Board Policy or Operating Procedure; or (3) failed within a reasonable amount of time to address a specific issue identified by the Board, the following process will be used:
 - One-on-One Communication: The concerned Board Member will meet privately with the Direct Report to discuss their concerns in order to resolve the issue(s).
 - One-on-One, Two-on-One, or Full Board Communication: If the concerned Board Member does not feel that the resolution is satisfactory, the Board Member may take their concern to the Board Chair. The Board Chair may choose to meet privately with the Direct Report, meet jointly with the Direct Report, or bring the matter before the full Board at a subsequent closed session Board meeting.
3. No Board Member may speak publicly about concerns with Direct Report performance without first completing the steps above.

C. Board Member Concerns About The Performance Of Board Members

1. In general, Board Member concerns about the performance of other Members should model the District's belief in restorative practices by attempting to address the matter in a non-public, healing manner. That is the intention of the following steps that follow a graduated approach to performance concerns. In the event of alleged illegal activity, Board Members

should confer with the District's legal counsel to determine if this process is most appropriate or if an alternative process would be more appropriate.

2. One-on-One Conference: If a Board Member believes another Member has violated the Conflict of Interest rules, Board Rules and Procedures, Board Policy, State or Federal law, it is the responsibility of the concerned Board Member to discuss the alleged violation directly with the other Board Member in private prior to taking any other action, unless the nature of the allegation requires immediate escalation to the Board Chair or legal authorities. Notably, the Board Member should not first go to other Board Members, social media, or anywhere else other than the Board Member who they believe has committed a violation. The Board Member is strongly encouraged to provide a written follow-up to the Board Chair after the one-on-one communication. If the Board Member declines to meet, the concerned Board Member should document that the other Board Member declined to meet one-on-one (which then allows for immediate escalation to Step 2).

3. Two-on-One Conference: If, after the concerned Board Member has privately discussed the alleged violation with the other Board Member, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the concerned Board Member may submit, in writing, the allegation to the Board Chair (arbiter). If the Board Chair is involved in the allegation, the concerned Board Member may instead submit the allegation, in writing, to the Board Vice-Chair or the next most senior Board Member not involved in the allegation who is then obligated to serve as arbiter instead. This process cannot involve more than three Members in total in order to comply with open meetings laws. The Board Members involved will conference to discuss the alleged violation. All parties are strongly encouraged not to allow any further escalation of these procedures and the arbiter's duty is to work to avoid such escalation.

4. Full Board Conference: If, after the small group conference, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the Board Chair may call a special meeting of the Board to determine whether the allegations are substantiated. The Board Chair may call upon the District's General Counsel to develop an investigation plan. The findings of this investigation will be presented at the special meeting of the Board. During the special meeting, in order for the alleged violation to be considered, one of the following three motions must be made and seconded: a motion to dismiss allegations, a motion substantiate allegations, or a motion to find the allegations are unsubstantiated.
 - Dismissal: A motion to dismiss allegations concludes these procedures and exonerates the accused Board Member. Once a motion to dismiss allegations has passed concerning a given alleged violation, no other motions concerning that alleged violation are in order unless new information comes to light that was previously unavailable. A motion to dismiss allegations requires a majority vote to pass.

 - Substantiated: A motion to substantiate allegations is the Board's formal assertion that the allegations are founded in evidence. This is an administration finding, not a criminal or civil finding. A motion to substantiate allegations requires a majority vote to pass.

If, after the special meeting of the Board to discuss the alleged violation, the Board determines that the allegations are substantiated, the Board should inform the Board Member in writing that the allegations have been substantiated and that the Board Member is to refrain from any further such behavior.

 - Unsubstantiated: A motion to find the allegations are unsubstantiated is the Board's formal assertion that the allegations are not founded in evidence. This is an administration finding, not a criminal or civil finding. A motion to find the allegations are unsubstantiated requires a majority vote to pass.

5. Full Board Action: If, within the six months after the full Board has substantiated the allegations, the concerned Board Member remains unsatisfied that the substantiated violation has been addressed, the Board Chair may call a special meeting of the Board to consider the potential consequences for the violation. During the special meeting, in order for the alleged violation to be considered, one of the following three motions must be made and seconded: a motion to dismiss allegations, a motion to admonish, or a motion to censure.

- Dismissal: A motion to dismiss allegations concludes these procedures and exonerates the accused Board Member. Once a motion to dismiss allegations has passed concerning a given alleged violation, no other motions concerning that alleged violation are in order unless new information comes to light that was previously unavailable. A motion to dismiss allegations requires a majority vote to pass.

- Admonition: An admonition is a one-time punitive action which serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to admonish must be presented in writing and must contain the exact language of the alleged violation and the proposed admonition. A copy of the motion to admonish must be provided to the accused Board Member at least seventy-two (72) hours prior to discussion of the motion. A motion to admonish requires a majority vote to pass.

- Censure: A censure is an action that is a change in Board Member status that is permanent unless and until lifted by the Board via a majority vote of the Board. A censure serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to censure must be presented in writing and must contain the exact language of the alleged violation and the proposed censure. A copy of the motion to censure must be provided to the accused Board Member at least seventy-two (72) hours prior to discussion of the motion. A motion to censure requires a 2/3 majority vote to pass. A motion to censure can only be lifted by a motion to dismiss censure that occurs at least one (1) meeting after the motion to censure was passed. If the censure is imposed by the Board, it carries two key enforcement elements:
 - Status: The status of the Board Member shall change to Censured Board Member and, in all official oral or written records and communication, this status must be used when referring to them.

 - Privileges: All privileges that have been extended to the Censured Board Member are immediately revoked and must remain revoked until the censure is lifted. However, statutorily protected rights of elected officials are not revoked. Examples of privileges may include, but are not limited to, travel, board leadership, committee service, reimbursements for non-board meeting related expenses, special parking, special meals, free tickets to district events, access to district staff, and anything else that is not a protected right of elected officials.