

Policy Committee Meeting
Monday, January 13, 2025 4:45 PM

Dr. Matthew Prophet Education Center - Board
Auditorium
501 N. Dixon St
Portland, OR 97227

Agenda

1. Call to Order / Introductions
2. Public Comment - 5 Two-Minute slots **To sign-up for public comment email PublicComment@pps.net or call 503-916-3741*
3. Draft Revisions to Policy 1.20.010-P Board of Education - Board vacancy revision to align with statute - Discussion Only
4. Draft Revisions to Policy 5.10.066-P Ethics and Conflict of Interest Policy - Potential revision pertaining to the district employment of board members. Discussion only
5. Draft Proposed New Policy: Lobbying Registration and Reporting - Discussion only
6. Draft Revision to Policy 1.20.010-P Board of Education - Consideration of zone voting for board members - Discussion only
7. Adjourn



Board Policy

Board of Education

1.20.010-P

I. Composition/Elections

(1) The Board of Portland public school district No. 1 Multnomah County, Oregon, shall consist of seven (7) school board members, nominated by zone and elected at large in accordance with the elections laws of the State of Oregon. Elections shall take place in each odd-numbered year on the third Tuesday in May.

II. Eligibility

(1) To be eligible for a position on the Board of the Portland public school district No. 1 Multnomah County, a person must at the time of their election:

- (a) Be a citizen of the United States and of Oregon;
- (b) Have been a resident of the district for a period of one (1) year immediately preceding their election; and,
- (c) Be a registered voter and a resident of the respective zone to which they seek nomination or appointment.

(2) No person who is an employee of the district is eligible to serve as a board member while so employed.

III. Term

- (1) Each Board member shall serve for a term of four (4) years; three shall be elected at one biennial election and four in the subsequent biennial election, except where additional vacancies of Board positions occur because of temporary appointments. The term of office of regularly elected board members shall begin on July 1 next following the election.
- (2) In the event of a Board vacancy, the position shall be filled by majority vote of the remaining members of the Board.
- (3) The Board member so designated shall meet the eligibility requirements of ORS 332.018 and reside in the zone in which the vacancy occurs. The Board shall advertise for a 20-day period in an attempt to find an eligible resident from the same zone to fill the vacancy. ~~If no eligible zone resident declares interest in the vacant position, the Board shall appoint an eligible resident from the district at large.~~ The Board member appointed shall serve until June 30 following the next regular district election, at which time his/her successor shall be elected to fill the



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Board of Education

remainder, if any, of the unexpired term. If the term to which the Board member was appointed expires on June 30 following the election of the successor, the successor shall be elected to a full term.

(4) In the event a majority of the Board member positions are vacant, the governing body of the Multnomah Education Service District shall fill the vacancies according to law.

V. Student Representation

1) In addition to the seven (7) Board members, there shall be one (1) student representative on the Board to provide for the efficacious representation of students.

(2) The student representative shall be entitled to all the rights, responsibilities, duties, and privileges of a Board member with the following exceptions:

(a) The student representative shall not have an official vote in Board matters, but shall be entitled to an unofficial vote recorded in the minutes.

(b) The student representative shall not be involved in, have an unofficial vote on, or receive materials pertaining to personnel or legal matters except as designated by the Board.

(c) The student representative shall not participate in or attend executive sessions without the consent of the Board.

(d) The student representative shall not be held responsible for representing constituencies aside from the district student body.

(3) The student representative shall be a student regularly attending a district high school in grades ten (10) through twelve (12).

(4) The student representative shall serve on the Board for a period of one (1) year.

V. Election of Board Chair and Vice Chair

(1) The Board shall elect one of its members as Board chair and one of its members as Board vice chair. The Board shall elect by majority vote the chair and vice chair at such times and for such periods as follows:

(a) At the first regular meeting in January for the period from such election until the election of the succeeding chair or vice chair, as the case may be, at the first regular meeting in the succeeding July;

(b) At the first regular meeting in July for the period from such election until the election of the succeeding chair or vice chair, as the case may be, at the first regular meeting in the succeeding January.



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1.20.010-P

- (2) The Board may, for any reason it deems adequate, elect any members to serve as chair and vice chair; provided however, that in no case may a Board member serve as chair for more than four consecutive years.

Legal References: ORS 255.335; ORS 332.015; ORS 332.016; ORS 332.118; ORS 332.122; ORS 332.124; ORS 332.040; Oregon Constitution, Article II, Section 2

History: Adpt 6/71; Amd 5/21/01, BA 1878; Amd. 9/9/02; BA 2417; Amd. _____

1.20.010-P Board of Education

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1.20.010-P Board of Education

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1.20.010-P Board of Education

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Board Policy

5.10.066-P

Conflict of Interest

1. Purpose

Board [of Education \(Board\)](#) members and employees are expected to perform the District's business with integrity and accountability to the law and the community we serve; as responsible stewards of the District's resources; and without undue or the perception of undue influence in the performance of our jobs. Board members and employees have been entrusted with the important task of educating our community's children and should strive to live up to the highest ethical standards.

This policy establishes ethical standards of conduct for Board members and employees, whether elected or appointed, paid or unpaid, and sets forth conduct that is incompatible with such standards. Violations of this policy may subject employees to discipline, up to and including dismissal.

2. Definitions

"Actual Conflict of Interest" means any action, decision, or recommendation by a person acting in a capacity as a District representative, the effect of which is to the private financial benefit or avoidance of financial detriment to the person or the person's relative(s) or any business with which the person or a relative of the person is associated unless the financial benefit or detriment arises out of the following:

- a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- b) Any action in the person's official capacity, which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
- c) Membership on the board of directors of or service in a nonremunerative capacity for a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.



Board Policy

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Conflict of Interest

“Confidential Information” means specific information, rather than generalized knowledge, that is shared only with a specific person or persons within the District, including information made confidential by law.

“District action” means (i) a decision, determination, finding, ruling, purchase order, grant, payment, award, license, contract, transaction, sanction, approval or denial, authorization, or other similar action, or (ii) any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such matter that the Board member or employee believes, or has reason to believe, is one to which the District is, or will be a party or is one in which the District has a direct and substantial interest.

“Gift or Gratuity” means anything with an aggregate value in excess of \$50 to a Board member or District employee from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision, authorization, or vote of that Board member or District employee.

“Member of household” means any person who resides with the District employee or Board member.

“Potential Conflict of Interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private financial benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated, unless the financial benefit or detriment arises out of the following:

- a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- b) Any action in the person’s official capacity, which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged.
- c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.



Conflict of Interest

“Participate” means to personally and substantially consider, investigate, advise, recommend, approve/disapprove, authorize, decide, or take other similar action.

“Reasonable travel expenses” are those expenses that either (1) do not exceed the District established per diem for travel or (ii) are otherwise reimbursable under District policy.

“Relative” means spouse or domestic partner, child, step-child, parent, step-parent, sibling, step-sibling, child-in-law of the employee; or the parent, step-parent, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides financial benefits to the employee, or who receives any direct benefit from the employee’s public employment.

3. Code of Ethics

All Board members and District employees shall act with trust, equity, and accountability.

a. Trust. All Board members and District employees shall treat their office as a public trust. They should avoid the appearance of impropriety and conflicts of interest, and take District Actions and implement policies in good faith as equitably as possible.

b. Equity. Board members and District employees will create an inclusive environment that reflects and supports the racial and ethnic diversity of our student population, employees, and community.

c. Accountability. Board members and employees will strive to carry out their work efficiently and transparently.

4. Gifts

State law limits Gifts and Gratuities to Board members or employees, their relatives, and members of their household. Gift or gratuity does not include the following items:

- a. Anything of value that is received as District property and used for District purposes (such as textbooks and classroom supplies);
- b. Discounts available to an individual as a member of an employee group, occupation or similar broad-based group;



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- c. A plaque, trophy, or other honoraria;
- d. Unsolicited awards for professional achievement;
- e. Reimbursement to the District for enrollment and course fees and reasonable travel expenses incurred by the District in connection with a Board member's or employee's speech, presentation, or appearance made in an official capacity; provided that the reimbursement is memorialized in writing;
- f. Campaign contributions that are solicited or received and reported by an elected official or candidate in accordance with applicable law; and
- g. Employee or Board compensation.

5. Conflicts of Interest.

All Board members and District employees must disqualify themselves from participating in District Actions in which they have an actual conflict of interest.

This means, among other things, that:

- a. Use of Position. Board members and District employees may not use their position to obtain financial gain or avoidance of financial detriment for themselves, as well as for their relatives and members of their households. Additionally, Board members are prohibited from being compensated by the District as an employee or contractor, and no Board member or employee may benefit under any District contract for which they participated in the authorization for two years following Board service or employment, respectively.
- b. Sale of instructional or training materials. Employees may not claim, promote, or sell instructional, training, or other materials and/or equipment to third parties developed on District time or District property nor may they promote or sell instructional, training, or other materials they developed on their own time to the District. Exceptions may be granted under exceptional circumstances with the written consent of the Superintendent.



Conflict of Interest

- c. Confidential Information. Board members and employees may not use confidential information gained in the course of or by reason of their position or activities for personal gain or advantage to them or their relatives or members of their household.
- d. Interest in Contracts. Board members and employees, along with their relatives and members of their household, may not take District Action related to any District contract for which they have a financial interest.
- e. Use of District Time. A District employee may not perform any duties related to an outside job during their regular scheduled or actual working hours unless leave is approved pursuant to District procedures; nor may an employee use any District facilities, equipment, resources or materials in performing outside work.

Retaliation Prohibited. Retaliation or threats of retaliation, both direct and indirect, for good-faith reporting of possible violations of this policy or ORS chapter 244 are prohibited. Any employee found to have engaged in any such conduct shall be subject to disciplinary action.

Notice.

1. Board Member. If a Board member has a potential or actual conflict of interest, they should state the conflict at the meeting when the agenda item is raised.
2. Employee. If an employee has an actual conflict of interest, they must notify a supervisor in writing of the nature of the conflict. The supervisor should assume responsibility for or reassign the matter creating the conflict. If an employee has a

potential conflict of interest, they should notify a supervisor in writing of the nature of the potential conflict of interest, and the supervisor will determine if any reassignment of the matter creating the potential conflict is appropriate.

6. Avoiding the Appearance of Conflicts of Interest

Board Members and District employees should avoid the appearance of a conflict of interest when feasible.



Board Policy

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Conflict of Interest

7. **Complaints Against Employees**

Concerns that an employee is engaged in a District Action for which they have an actual conflict of interest shall be reported to the employee's supervisor (who should report it to Human Resources) or Human Resources. If the employee is the Superintendent, the concern shall be raised to the Board Chair.

8. Restrictions on Board Member Employment by District

Current Board members and those who have served as a Board member within the preceding 365 days may not apply for or accept any offer of employment from the District.

Ethics and Conflict of Interest Policy

8. Annual Training for Board Members and Senior District Leadership

Each year, Board members and senior District staff members shall complete a District-sponsored training on ethics, including conflicts of interest, public meetings laws, and public records laws. Each Board member and senior District staff shall certify in writing completion of the training.

Legal Reference: ORS [Chapter 244](#)

History: Adopted 2/20/2024





Ethics and Conflict of Interest Policy

1. Purpose

Board members and employees are expected to perform the District's business with integrity and accountability to the law and the community we serve; as responsible stewards of the District's resources; and without undue or the perception of undue influence in the performance of our jobs. Board members and employees have been entrusted with the important task of educating our community's children and should strive to live up to the highest ethical standards.

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Ethics and Conflict of Interest Policy

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Ethics and Conflict of Interest Policy

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Board Policy

5.10.066-P

Ethics and Conflict of Interest Policy

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1.20.010-P Board of Education

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1.20.010-P Board of Education

- (2) The Board may, for any reason it deems adequate, elect any members to serve as chair and vice chair; provided however, that in no case may a Board member serve as chair for more than four consecutive years.

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2020 Census Redistricting Study: Portland Public Schools

Date: 2022-03-14



PRC's mission is to be a world-class center of training and knowledge for solutions to problems in applied demography, including population estimates, projections, geospatial analysis, and census-taking.



Population Research Center

PORTLAND STATE UNIVERSITY

Population Research Center, College of Urban and Public Affairs, Portland State University
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Background

ORS 332.132 provides that, if a school district is zoned, it “shall divide the district into the necessary number of zones as nearly equal in population, as shown by the latest federal census, as practicable, taking into account attendance areas where possible.” Portland Public Schools (PPS) requested from the Population Research Center (PRC) a proposal for two scenarios for new boundaries for its board member electoral districts (“zones”) that meet these requirements. This summary report describes the data and methodology used to conduct the redistricting analysis, along with final results.

Data

ORS requires use of the latest federal census data, which motivated the use of the Public Law 94-171 Redistricting Data File from the 2020 Census, released during August, 2021.^[1] The redistricting analysis was conducted during census tabulation block level geography, which is the smallest geographic unit at which population and housing counts are available. Block boundaries for the 2020 Census were obtained from the US Census Bureau.^[2] Building footprints from the Oregon Department of Geology and Mineral Industries (DOGAMI) Statewide building footprints for Oregon (SFBO) dataset were also used to model spatial population distribution.^[3]

Methodology

PRC developed a Geographic Information System (GIS) workflow to accomplish the following tasks:

- Determine the current population of each board member zone and the total population of the district;
- Adjust boundaries of the current districts so as to make zones as equal in population as feasible, and such that the spread between the lowest and highest population zones is under 10 percent.

These goals were accomplished by adjusting boundaries inside the perimeter of the district by following existing geographic and political boundaries such as major roads, parks or public spaces, neighborhood association and coalition boundaries, city and UGB boundaries, and school attendance zones.

In some cases, census blocks do not align with the boundaries of PPS’s jurisdiction. When this occurred, the total population of a census block was allocated into building footprints within the block, in proportion to the square footage of the building footprints. Then, the population on either side of a line drawn through a block was included with the population of the other blocks wholly contained on either side (Figure 1). This methodology yields more accurate estimates of population than simpler methods.^[4]

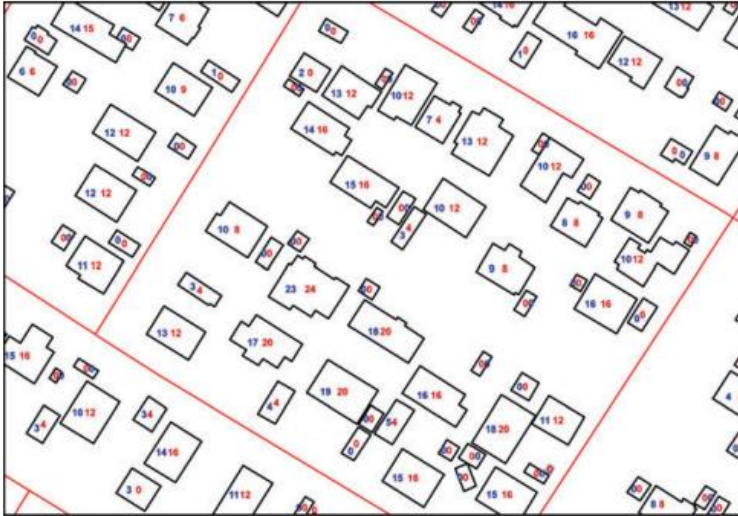


Figure 1: Example population estimation per building footprint within a block. Red boundaries indicate a census block. Black boundaries indicate a building. Numbers indicate an actual (if known) or estimated population per building within the block (summing to the block population as reported from the 2020 Census). Figure adapted from [4].

Results

In the current boundaries, the 2020 Census found that Zones 1 and especially 2,3 grew more quickly than average, and as a result would need to contract. Zones 4,5,6,7 grew less than average and would need to add population (Table 1). The total population of the PPS district is 519,967, translating to a target population (average) of 74,281 persons per district.

Table 1: Population of PPS Board Member Zones as of 2020 Census

Baseline: Current Zones	1	2	3	4	5	6	7
TOTAL Population	75,048	79,330	79,540	72,145	70,934	71,346	71,624
Deviation:	767	5,049	5,259	-2,136	-3,347	-2,935	-2,657
Percent	1.0%	6.8%	7.1%	-2.9%	-4.5%	-4.0%	-3.6%
Non-Hispanic, by race:							
White	58,295	56,596	57,356	44,825	50,907	48,637	48,353
Black	1,752	5,455	2,395	6,545	3,916	2,728	2,135
American Indian/Alaska Native (AIAN)	495	447	520	511	376	380	425
Asian	3,635	3,185	6,622	2,941	3,253	7,170	6,919
Native Hawaiian or Pacific Islander (NHPI)	183	185	155	672	153	316	342
Other	513	584	583	462	425	533	422
Two or more races, of which:	5,288	5,839	5,524	5,494	4,863	5,128	5,285
Black and White	689	803	724	1,079	841	681	752
AIAN and White	920	1,182	964	1,119	848	1,064	1,075
Asian and White	1,927	1,816	2,037	1,312	1,498	1,614	1,655
Other combinations	1,752	2,038	1,799	1,984	1,676	1,769	1,803
Hispanic:							
(Any race)	4,887	7,039	6,385	10,695	7,041	6,454	7,743

To generate the redistricting proposal, two alternatives were generated:

- Plan A attempts to preserve the current boundaries as much as possible.
 - Plan A.1 was the initial version presented on February 22, 2022, and
 - Plan A.2 was a new version presented on March 14, 2022, which modifies Zones 4 and 5 in order to keep the Cully neighborhood within one zone.
- Plan B reconfigures board member zones to accord to high school attendance zones.

After consideration at the February 22 meeting and a follow up work session on February 28, the PPS Board opted to pursue Plan A.2. Where changes to the current board member zones were needed, they were done in consideration of neighborhood association boundaries, and natural boundaries such as water or major roads. PRC determined that under both plans, the proposed zones did not cause any incumbent member of the board to reside in a different zone from the one in which they were elected.

Compared to baseline, the proposed boundaries have a maximum spread between largest and smallest districts of 0.9% (was: 11.6%).

Table 2: Population of PPS Board Member Zones under 2020 Census Redistricting Proposals

Plan A.2	1	2	3	4	5	6	7
TOTAL Population	73,994	74,373	74,142	74,632	74,131	74,631	74,064
Deviation:	-287	92	-139	351	-150	350	-217
Percent	-0.4%	0.1%	-0.2%	0.5%	-0.2%	0.5%	-0.3%
Non-Hispanic, by race:							
White	57,219	52,568	53,045	46,263	53,001	52,488	50,385
Black	1,767	5,492	2,324	7,046	3,722	2,500	2,075
American Indian/Alaska Native (AIAN)	476	433	512	533	436	334	430
Asian	3,693	3,001	6,387	2,937	3,920	6,573	7,214
Native Hawaiian or Pacific Islander (NHPI)	182	198	151	666	195	246	368
Other	490	537	560	497	441	553	444
Two or more races, of which	5,327	5,474	5,081	5,677	5,111	5,441	5,310
Black and White	694	793	674	1,122	868	686	732
AIAN and White	887	1,127	920	1,127	925	1,074	1,112
Asian and White	1,998	1,647	1,841	1,377	1,527	1,857	1,612
Other combinations	1,748	1,907	1,646	2,051	1,791	1,824	1,854
Hispanic:							
(Any race)	4,840	6,670	6,082	11,013	7,305	6,496	7,838

A basic map of the proposed zones under Plan A.2 is provided below (Figure 2). Additional maps are included as attachments with additional detail.

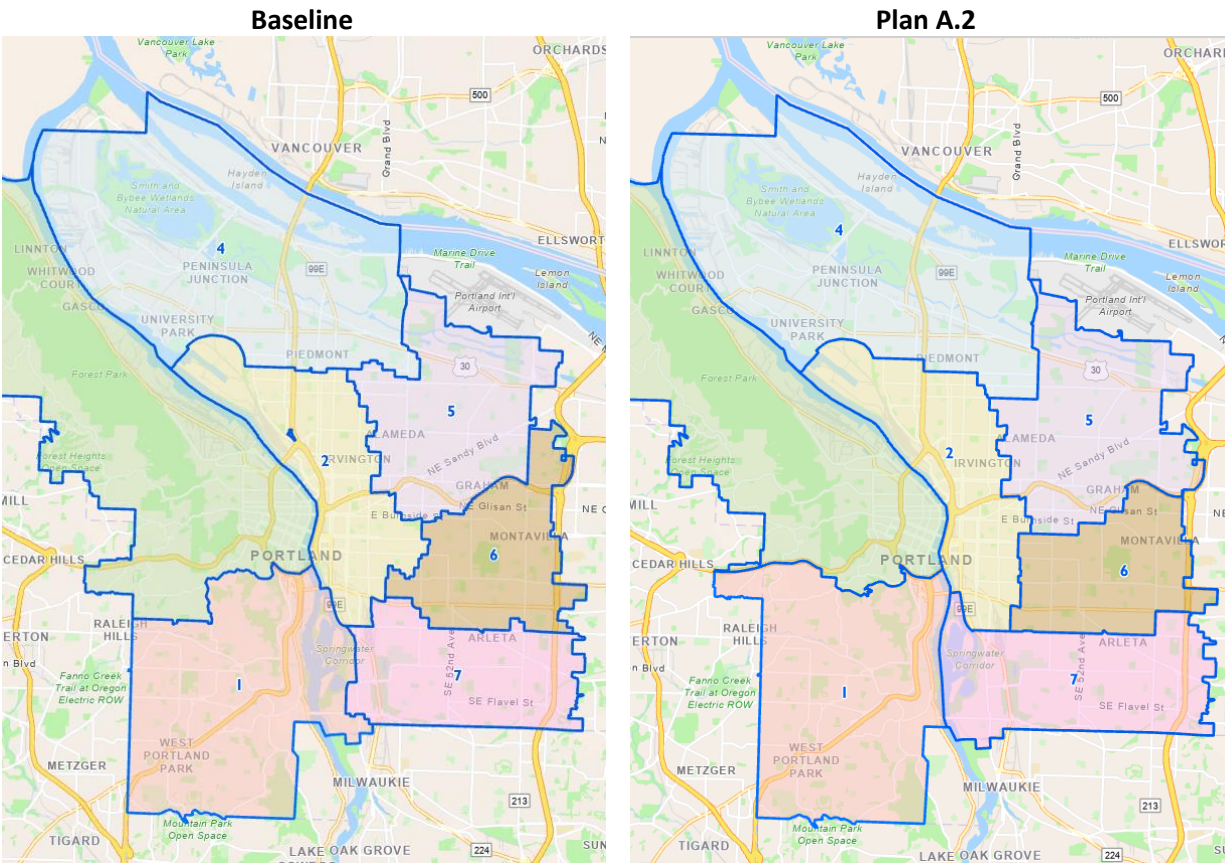


Figure 2: Proposed PPS Board Member Zones (see attachments for further detail).

Enclosures

1. GIS format (shapefile) boundaries
2. PDF format maps
3. 2020 Census PL94-171 data for census blocks in the State of Oregon are available in repackaged form at <https://pdx.edu/prc/census-data-oregon>

References

[1] U.S. Census Bureau. 2020 Census: P.L. 94-171 Redistricting Data File. August 16, 2021. URL: <https://www.census.gov/programs-surveys/decennial-census/about/rdo/summary-files.html>

[2] U.S. Census Bureau. 2020 Census: P.L. 94-171 Redistricting Data Shapefiles. January 25, 2021. URL: <https://www.census.gov/geographies/mapping-files/time-series/geo/tiger-line-file.2020.html>

[3] Williams, M. “Statewide building footprints for Oregon: Release 1.0 (SFBO-1)”. Oregon Department of Geology and Mineral Industries (DOGAMI), 2021. URL: <https://www.oregongeology.org/pubs/dds/p-SBFO-1.htm>

[4] Lwin, K and Murayama, Y. “A GIS Approach to Estimation of Building Population for Micro-spatial Analysis”. *Transactions in GIS*, 2009, 13(4): 401-414. doi: 10.1111/j.1467-9671.2009.01171.x