

**BOARD OF EDUCATION**

Portland Public Schools  
**REGULAR MEETING**  
September 27, 2016

**Board Auditorium**

Blanchard Education Service Center  
501 N. Dixon Street  
Portland, Oregon 97227

**Note:** Those wishing to speak before the School Board should sign the public comment sheet prior to the start of the meeting. No additional speakers will be accepted after the sign-in sheet is removed, but testifiers are welcome to sign up for the next meeting. While the School Board wants to hear from the public, comments must be limited to three minutes. All those testifying must abide by the Board's Rules of Conduct for Board meetings.

Public comment related to an action item on the agenda will be heard immediately following staff presentation on that issue. Public comment on all other matters will be heard during the "Public Comment" time.

*This meeting may be taped and televised by the media.*

**AGENDA**

1. **STUDENT TESTIMONY** 6:00 pm
2. **PUBLIC COMMENT** 6:15 pm
3. **STUDENT REPRESENTATIVE'S REPORT** 6:35 pm
4. **INTERIM SUPERINTENDENT'S REPORT** 6:45 pm
5. **UPDATE: HEALTH AND SAFETY** 7:05 pm
6. **UPDATE: ENROLLMENT AND FALL BALANCING** 7:35 pm
7. **SECOND READING: REVISED CIVIC USE OF BUILDINGS POLICY** 8:00 pm
8. **BORROWING FUNDS FOR ARCHITECT SELECTION, PRE-DESIGN PLANNING, AND ENVIRONMENTAL HEALTH AND SAFETY REQUEST FOR PROPOSAL AND ASSESSMENT** 8:15 pm  
*action item*
9. **REVISED FOLLOW-UP TO AUDIT ON ADMINISTRATIVE COMPENSATION** 9:00 pm  
*– action item*
10. **BUSINESS AGENDA** 9:30 pm
11. **ADJOURN** 9:45 pm

**Portland Public Schools Nondiscrimination Statement**

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

## *September 27, 2016*

### *Student Rep Report*

Hello everyone,

My name is Aliemah Bradley, I'm a senior at Jefferson High School. I currently act as the student body president, senior class president and president of our black student union. I am very excited about the work we as a board have already started and the work we will continue to do. I feel incredibly honored to be the student's voice up here, but my primary goal this year is to have more student voices reflected in the board decision making process. Through SuperSAC I hope to create an avenue for communication and feedback. Having a space where representatives from each high school can create a collective agenda to bring to the board; I hope to not only better communicate, but to effect change.

The recent student organized sit-in and protest were a call to action. Specifically, for the board to be more transparent with the community and students on their reasoning behind any given decision. With their call being to have a community meeting or face student protest being, in my opinion, lost in the fight about who is right and/or which ballot the bond should be on. I am very happy to say, the leaders of the movement from Lincoln and Benson, along with Me and our Interim superintendent, sat down with a list of suggestions generated by the student organizers for the board. I hope the board reviewed them with meaningful consideration. The report includes suggestions I think are critical for the inclusion of ALL students moving forward. For example it states "The Board and district should begin a form of communication with students that meets them where they are. This may include reaching out via social media, and/or sending brief reports after board meetings to schools to include in their respective school bulletins. These reports will explain the decisions made, and SuperSAC will be the body deciding what decisions and details are relevant to include." which I think would increase the number of students engaged on district level and on district wide issues. When SuperSAC begins its meetings next month, continuing the discussion about how to have true inclusion and what we as students want that to look like in the context of the board, will be our first priority. My hope is that this school year SuperSAC and the board have a purposeful and significant working relationship that yields amazing, student voices centered, equity based work.

With all of that being said my call to action for students is to come to SuperSAC meetings and represent your peers, and help shape OUR school district.

Preface (adapted from the joint Benson-Lincoln student leadership statement on the walk-out):

On Wednesday, September 7 at 9 am, over a thousand Lincoln students walked out of school. This was in protest of the School Board's September 6 decision to not schedule a Thursday morning meeting to hear more public comment regarding the timing of the proposed school bond. The proposed school bond — originally scheduled for the November 2016 ballot — was moved to the May 2017 ballot on July 25. This decision was made with no public or student comment beforehand. The student-run walkout started at Lincoln, made its way to Pioneer Square and City Hall, and finished at Benson High School, where protesters were met with a police line and a lockout inside the building. The protest was organized in twelve hours, in the aftermath of the School Board's decision on Tuesday night, September 6. Had the School Board agreed to schedule a community meeting for Thursday morning at any point before the protest started on 9 am Wednesday, the walkout would have been immediately cancelled.

Body:

In the aftermath of Lincoln's protest, the Benson lockout, and the Board's resistance to a public meeting on the bond decision — despite a split on the November bond proposal (4-4 counting the student representative's vote) — Lincoln and Benson student leadership met and outlined a number of broad goals and specific proposals for the Board and district. The intent of these goals and proposals is to ensure that the serious communication errors which led to all three of these events do not happen again. The goals and proposals were later reviewed in a meeting requested by the Board Chair between Interim Superintendent Bob McKean, Chief of Staff Amanda Whalen, Student Board Representative Aliemah Bradley, and Student Bond Advocate Michael Ioffe. We sincerely hope that these goals and proposals — which will be presented to the Board on Tuesday, September 27 — pave the way for a better, more effective, and more inclusive PPS.

1. Broad goals

- a. The Board and district should provide a venue for student and community input on all major decisions, especially those that impact students significantly.
- b. The Board and district should respectfully listen to and evaluate student and community input.
- c. The Board and district should ensure that lapses in communication — such as those that took place recently — don't happen again.
- d. The Board and district should take meaningful steps to build trust ahead of the May bond.
- e. The Board and district should take intentional steps to rebuild trust with the community and with PPS students through the following proposals. Not only will doing so serve the May bond, but it will also create a meaningful working relationship between the Board, the district, and their constituents.

2. Specific proposals

- a. The Board should send out an email with a summary of decisions made and actions taken after each meeting. The Board and district should also ensure that students are informed about Board decisions through in-class communication.
- b. The Board and district should create a community committee that advises the Board and district on communication and transparency.

- c. The Board and district should begin a form of communication with students that meets them where they are. This may include reaching out via social media, and/or sending brief reports after board meetings to schools for inclusion in their respective school bulletins. These reports will explain the decisions made, and the aforementioned communication committee will be the body deciding what decisions and details are relevant to include.
- d. The Board and district should ensure that there is district support of student free speech and student protests on a security and communication level. The Board and district should consider new protocols that promote student safety, strong communication (between district staff, faculty and students) and a student's right to free speech and protest.
- e. The Board and district should release an acknowledgement of communication errors throughout the November bond issue and throughout the Benson lockout situation.
- f. The Board and district should facilitate all-high school ASB leadership meetings, with agendas created by students. Board members should also actively engage in meaningful discussions on a regular basis with SuperSAC in the context of an agenda created by students.
- g. The opinion of students — whether it is presented through SuperSAC, student testimony, email communication, or ASB leadership — should be actively respected and considered in Board and district decision-making processes.
- h. The Board and district should always have public meetings when students or the community request them.
- i. The Board and district should create a new Bond Development Committee that includes members of former Bond Development Committees and students from Madison, Lincoln and Benson. That committee will hold regular meetings to determine May bond scope and details, and will also oversee public outreach and trust-building regarding the bond. The Board should hand over the management of the Bond to this committee, and should also allow this committee to have significant involvement in selection of political teams, endorsement interviews, and bond strategy.



# Board of Education Informational Report

## **MEMORANDUM**

**Date:** September 20, 2016

**To:** Members of the Board of Education

**From:** Antonio Lopez, Assistant Superintendent, Office of School Performance

**Subject:** Accounting of Set Aside FTE

The attached document is an accounting of Set Aside FTE that has been allocated between March 2016 to the present.

Date	Category	School Na	FTE	Reserve Title	Notes2
prior to proposed budget, gf add outside formula, p. 36 Budge	Protect Key Program L	Markham	0.13	GF adds outside formula	.13 for flat funding
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Chief Josep	0.15		.15 to meet core.
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Glencoe	0.26		.26 to balance
prior to proposed budget, gf add outside formula, p. 36 Budge	Cluster Bal. L	West Sylva	0.30		.30 FTE for additional career/AVID at WS.
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed A	Jefferson	1.00	Technical Adjustment	1.0 FTE from Middle College Coordinator
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Beach	1.31		1.31 needed to provide core, given terrible size (with immerison).
after proposed budget	Kindergarten Balancing L	King	1.00		Additional Immersion Kinder section
before July	Kindergarten Balancing L	Lewis	1.00	Kindergarten	Adjusting K using banked FTE due to # students already registered
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Winterhave	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Vestal	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Sunnyside	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Skyline	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Scott	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Sabin	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Roseway H	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Marysville	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Lent	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Lee	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Laurelhurst	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	King	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Irvington	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Hayhurst	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Harrison Pa	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Faubion	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Creston	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Creative Sci	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	César Cháve	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Bridger	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Boise-Eliot/	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Beverly Cle	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Astor	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Arleta	0.50		All K-8s receive 0.50 teacher for Art and career readiness
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Peninsula	1.97	DBRAC	almost 2.0 needed to provide core, given terrible size.
prior to proposed budget, gf add outside formula, p. 36 Budge	Protect Key Program L	Faubion	0.20		Antonio approved 0.20 FTE to Faubion for Spanish position shared with Woodlaw
prior to proposed budget, gf add outside formula, p. 36 Budge	Tech Corr. Arts	Office of Sc	0.25	over balance Arts	Arts -- Pioneer
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	West Sylva	0.20		AVID @ Middle Grades
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Sellwood	0.20		AVID @ Middle Grades
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Mt. Tabor	0.20		AVID @ Middle Grades
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Lane	0.20		AVID @ Middle Grades
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Jackson	0.20		AVID @ Middle Grades
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	hosford	0.20		AVID @ Middle Grades
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Gray	0.20		AVID @ Middle Grades
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	george	0.20		AVID @ Middle Grades
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	da Vinci	0.20		AVID @ Middle Grades
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Chief Josep	0.20		AVID @ Middle Grades
prior to proposed budget, gf add outside formula, p. 36 Budge	Superint. Proposed L	Beaumont	0.20		AVID @ Middle Grades









	17-Mar	Core Program Support	ainsworth	0.39		FTE to provide PE
	17-Mar	Core Program Support	Bridlemile	0.20		Enrichment to meet core
	17-Mar	Core Program Support	whitman	1.00		FTE needed to offer 9 (non-K) homerooms and minimal enrichment to meet core.
	17-Mar	Kindergarten Balancing L	lewis	-1.00		reducing K, banking FTE to see if students arrive.
	17-Mar	Core Program Support	Woodmere	0.30		to meet core per SH
	29-Mar	Core Program Support	Chapman	0.03		FTE to balance and keep bilingual EA.
	29-Mar	Core Program Support	MLC	2.38		Non-formula from 2015-16 rolled over plus .75 enrollment related FTE
	29-Mar	Core Program Support	Roseway H	1.00		35 kids in immersion need teachers
	29-Mar	Core Program Support	Marysville	0.50		world language
	30-Mar	Core Program Support	ACCESS	0.80		FTE for Math
	30-Mar	Core Program Support	Creative Sci	0.00		FTE needed to balance.
	4-Apr	Superint Program Invest L	César Cháv	0.60		Roosevelt Cluster music -- approved by Antonio Lopez
	4-Apr	Superint Program Invest L	George	0.50		Roosevelt Cluster music -- approved by Antonio Lopez
	4-Apr	Superint Program Invest L	Sitton	0.50		Roosevelt Cluster music -- approved by Antonio Lopez
	4-Apr	Core Program Support	Capitol hill	0.39		Core Program FTE
	8-Apr	Superint Program Invest L	Skyline	0.48		Per Antonio via Sasha. To Balance
	1-Apr	Cluster Bal. L	jefferson	-0.75		Convert Focus FTE into Admin to support Admin on part-time leave
	1-Apr	Cluster Bal. A	jefferson	0.50		Convert Focus FTE into Admin to support Admin on part-time leave
	13-Apr	Superint. Proposed A	Chief Josep	1.00	DBRAC	one-year planning AP for Ockley Green
	13-Apr	Superint. Proposed A	Office of Sc	-1.00	DBRAC	one-year planning AP for Ockley Green
	13-Apr	Core Program Support	Chief Josep	1.31		FTE to make the MS work.
	13-Apr	Core Program Support	Markham	0.50		.5 FTE to meet core and provide library
	14-Apr	Core Program, Plus	Rieke	0.50		Class size
	14-Apr	Core Program, Plus	Forest Park	1.00		Class size
	14-Apr	Core Program, Plus	Stephenson	1.00		Class size
	14-Apr	Core Program, Plus	West Sylva	0.50		Needed to match .5 FTE from Arabic Organization for Arabic Language program started at school
	14-Apr	Core Program, Plus	Maplewood	0.50		Class size
	14-Apr	Core Program, Plus	Vestal	0.50		Restorative Justice
	18-Apr	Core Program, Plus	Bridlemile	0.20		FTE for media specialist (one-time-only)
	27-Apr	Superint. Proposed A	Beach	1.00		Administrator -one-time for conversion and close to 500
	27-Apr	Superint. Proposed A	Chapman	1.00	DBRAC	Administrator for Ramona
	27-Apr	Superint. Proposed A	Hayhurst	1.00	DBRAC	Administrator for Odyssey
	27-Apr	Protect Key Program L	MLC	0.25		Community Agent and Career Coordinator
	27-Apr	Superint Program Invest L	Chapman	0.50	DBRAC	EA FTE to help with Ramona Recess
	27-Apr	Superint Program Invest L	Hayhurst	0.60	DBRAC	.5 Media Specialist and .1 Spanish
5/6/2016		Protect Key Program L	Chapman	0.25	DBRAC	Add 0.25 FTE to balance per Antonio
5/9/2016		Protect Key Program L	Rieke	0.15		Add 0.15 FTE to balance per Antonio
5/10/2016		Protect Key Program L	Scott	0.50		To retain a reading teacher
5/11/2016		Protect Key Program L	Hosford	0.03		Add 0.03 FTE to balance per Antonio
	12-May	Protect Key Program L	Creative Sci	0.30		Add 0.30 FTE to facilitate a placement
	17-May	Core Program Support	Arleta	0.50		world language per Antonio
	17-May	Core Program Support	King	0.50		Compacted Math per Antonio
	19-May	Kindergarten Balancing L	Roseway H	-1.00		Reducing K, lower neighborhood demand given possibility of MS conversion of Gregory Heights building in 2017.
	26-May	Superint Program Invest L	Chapman	0.88	DBRAC	EA FTE for Ramona
	26-May	Core Program Support	Lent	0.25		Compacted Math
			Office of Sc	0.50		SPED FTE to Support SWIFT program at Irvington
	26-May	Superint Program Invest L	Roseway H	0.66		EA FTE for 1st and 2nd Grade Vietnamese classrooms
	31-May	Superint Program Invest L	Roseway H	-0.66		Undoing EA FTE for 1st and 2nd Grade Vietnamese classrooms
	31-May	Superint Program Invest L	Roseway H	1.00		1.0 FTE for first grade Vietnamese Immersion.
	31-May	Tech Corr. Ratio - L	Jackson	1.25		30+ additional students through enrollment balancing

1-Jun	Core Program Support	Lewis	0.25		Math FTE for blended classroom
1-Jun	Superint Program Invest L	Peninsula	0.25		PE grant issue. needed .25 to match grant.
2-Jun	Core Program, Plus	Bridlemile	1.00		Class Size in 2nd grade Projected at 32
2-Jun	Core Program, Plus	Grout	1.00		Class Size in 3rd grade (if no blend) high
2-Jun	Core Program, Plus	Lee	1.00		Class Size in 4th grade projected at 32
2-Jun	Core Program, Plus	Maplewood	0.50		Class Size in 4th grade projected at 35 (no room for new Teacher -- EA)
2-Jun	Tech Corr. Ratio - L	Chief Josep	1.00		6th grade enrollment higher than expected, Teacher needed
2-Jun	Core Program, Plus	MLC	0.13		Core Program FTE
2-Jun	Core Program, Plus	Abernethy	0.10		PE FTE fraction ( not core)
2-Jun	Core Program, Plus	Beaumont	0.30		Art FTE fraction (not core)
10-Jun	Kindergarten Balancing L	Duniway	1.00		83 Kindergarteners but only three teachers -- adding a teacher.
16-Jun	Core Program, Plus	Gray	0.10		FTE to help with a Math teacher
16-Jun	Protect Key Program A	Bridger	1.00		additional Administrator per Antonio
23-Jun	Core Program, Plus	Beaumont	0.10		Add 0.10 FTE to balance for Art per Antonio
13-Jul	Core Program, Plus	Sellwood	0.50		Additional teacher FTE per Antonio
19-Jul	Core Program, Plus	Chief Josep	1.00		Higher 6th grade enrollment than expected, addtl per Antonio
21-Jul	Core Program, Plus	Hosford	-0.50		Pulling back 0.50 FTE as Hosford is down 30+ students from projection
15-Aug	Core Program, Plus	Creative Sci	0.06		Add 0.063 to 0.75 EA to retain a 0.875 paraeducator
15-Aug	Core Program Support	Vernon	0.25		Math coverage approved by Antonio Lopez
22-Aug	Protect Key Program L	Beach	0.50		EA for Beach, per Antonio Lopez
29-Jun	Protect Key Program L	chapman	0.08		per antonio. Via SS. Error from Prin with Foundation\$
11-Aug	Cluster Bal. L	César Cháv	-0.10		Reallocate to George per Molly Chun
11-Aug	Cluster Bal. L	George	0.10		Allocated from Cesar per Molly Chun
18-Aug	Cluster Bal. L	Buckman	0.05		Approved by AL. Directed by SP
30-Aug	Kindergarten Balancing L	Irvington	-1.00		Transfer out to Sunnyside
30-Aug	Kindergarten Balancing L	Sunnyside	1.00		Transfer in from Irvington
6-Sep	Fall Balancing L	Mt. Tabor	0.25		Approved by A. Lopez
6-Sep	Fall Balancing L	Grout	0.25		EA Approved by A. Lopez
7-Sep	Cluster Bal. L	Faubion	-0.02		Transfer to Sabin per A. Lopez
7-Sep	Cluster Bal. L	Sabin	0.02		Transfer from Faubio
7-Sep	Cluster Bal. L	Beverly Cle	-0.02		Transfer to Beaumont per A. Lopez
7-Sep	Cluster Bal. L	Beaumont	0.02		Transfer from Beverly Clearly
7-Sep	Cluster Bal. L	Sabin	0.08		Per A. Lopez
7-Sep	Cluster Bal. L	Beaumont	0.06		Per A. Lopez
8-Sep	Kindergarten Balancing L	Bridlemile	-1.00		Didn't meet KG numbers, pulling teacher vacancy.
8-Sep	Fall Balancing L	MARKHAM	1.00		35,36 in 4th grade adding FTE.
14-Sep	Fall Balancing L	Ainsworth	0.44		1st grade class size (2 sections)
14-Sep	Fall Balancing L	Woodstock	0.44		1st and 2nd grade class size
16-Sep	Fall Balancing L	Lane	0.50		ESL Spanish issue
16-Sep	Fall Balancing L	Ockley	1.00		Compacted Math issue for DLI students
Sep 19	Fall Balancing L	Mt. Tabor	0.07		Balance
9/19/16	Fall Balancing L	Llewellyn	0.44		Support for 1st grade class size and core program



# Board of Education Informational Report

## MEMORANDUM

**Date:** September 15, 2016

**To:** Members of the Board of Education

**From:** Antonio Lopez, Assistant Superintendent, Office of School Performance

**Subject:** Update on Fall Balancing

The staffing team has been monitoring class sizes across the district as part of Fall Balancing. The team examines changes in enrollment from Spring to Fall and allocates set aside FTE based in part on the below set of guidelines:

- Kindergarten: 26 students monitor, 27 assess possible support, i.e., EA, teacher.
- 1<sup>st</sup> – 3<sup>rd</sup> grades: 30 students monitor, 32 assess possible support, i.e. EA, teacher, grade reconfiguration
- 4<sup>th</sup> – 5<sup>th</sup> grades: 30 monitor, 35 assess possible support, i.e. EA, teacher, grade reconfiguration
- Blends of 1<sup>st</sup>/2<sup>nd</sup> and 2<sup>nd</sup>/3<sup>rd</sup>: 26 or less monitor.
- Blends of 3<sup>rd</sup>/4<sup>th</sup> and 4<sup>th</sup>/5<sup>th</sup>: 28 or less monitor.

In addition to class size, there are other factors at play when determining whether to allocate more staff. One factor is if a school has the ability to blend two grade levels to lower class sizes. These blends can present instructional challenges particularly in math, however, they allow schools to utilize their staffing more efficiently. For example, a school with lower class sizes in 4<sup>th</sup> grade can create a 4<sup>th</sup>/5<sup>th</sup> grade blended class allowing them to move a teacher to 1<sup>st</sup> grade to lower 1<sup>st</sup> grade class size. Another factor is space. When schools do not have additional classrooms, we may allocate educational assistants when they meet the above criteria.

Below are schools on the watch list. We would like to support schools with more staffing, particularly in the lower grades, but we only have 1 set aside FTE left after addressing issues in the Spring and earlier in August and September. As a result, I am forced to say no to current requests for staffing particularly when the school has the option to blend classes to bring down class size.

I also want to let you know that Suzanne Cohen, PAT President, and I are working together to share the process and to communicate the same message to our schools.

**Class Size Watch List Grades 1st - 5th**

School	Grade	Class size	# of sections	Title	Comments
Abernethy	1st	23.8 (31.66)	4 (3)	no	<b>Not reimbursing .85 to Foundation.</b> Foundation is asking for a reimbursement of .85 as they funded a 1 <sup>st</sup> grade position to lower class size. They could have blended a 4 <sup>th</sup> /5 <sup>th</sup> grade and moved the teacher to 1 <sup>st</sup> grade. Class sizes would have been 28 for the 4/5 blend and 30 for 2 sections of 4 <sup>th</sup> and 30 for the 2 sections of 5 <sup>th</sup> . The parenthesis under the class size column indicate what class sizes would have been in 1 <sup>st</sup> grade had Foundation not funded a position. Community is asking for reimbursement to fund other programs. They can also blend other grades such as 2 <sup>nd</sup> /3 <sup>rd</sup> to lower class sizes in 2 <sup>nd</sup> which the community is concerned about. Class sizes in 2 <sup>nd</sup> would go down from 28 to 26 and 3 <sup>rd</sup> would go up from 24 to 28.
Ainsworth	5	32	1 (neighborhood)	no	<b>Stays on watch list.</b> Possible solution is to add a Half-time EA. Adding a teacher would lower class size to 16. Only 1 Neighborhood class in 5 <sup>th</sup> grade. Cannot blend. 32 puts them on the watch list.
Alameda	4	30.5	4	no	<b>Not allocating a Classroom Teacher.</b> No additional classroom space to add an FTE. Can create a 1 <sup>st</sup> /2 <sup>nd</sup> blend to move a current 1 <sup>st</sup> or 2 <sup>nd</sup> grade teacher to 4 <sup>th</sup> grade. Class size in 1 <sup>st</sup> would go up to 27 and 2 <sup>nd</sup> would go up to 27. 4 <sup>th</sup> grade would go down 24.4. School is choosing to keep it as is with class sizes in 1 <sup>st</sup> at 23 and 2 <sup>nd</sup> at 2 and 4 <sup>th</sup> at 30.5.
B. Cleary	5	31.3	3	no	<b>Not allocating FTE.</b> No additional classroom space. Class size in four 1 <sup>st</sup> grade

					sections is 19. Could move a 1 <sup>st</sup> grade teacher to 5 <sup>th</sup> to lower class size in 5 <sup>th</sup> to 23.5 and raise size in 1 <sup>st</sup> to 25. School is choosing to keep it as is.
Chief Jo	4	30.5	2	no	<b>Not allocating FTE.</b> No additional classroom space. Could blend 2 <sup>nd</sup> /3 <sup>rd</sup> and move a teacher to 4 <sup>th</sup> . Class size in 2 <sup>nd</sup> and 3 <sup>rd</sup> would go from 22,23 to 27,28 and 4 <sup>th</sup> would go down to 20. School is choosing to keep it as is.
Llewellyn	1	30.7	3	no	<b>Not allocating FTE.</b> Foundation funded a position in 4 <sup>th</sup> grade to lower class size to 23. They could blend 4 <sup>th</sup> and 5 <sup>th</sup> grade classrooms to free up a teacher to teach in 1 <sup>st</sup> grade. Class size in 4 <sup>th</sup> /5 <sup>th</sup> would be 27 and 1 <sup>st</sup> would go down to 23. Could also create a 3 <sup>rd</sup> /4 <sup>th</sup> blend. Class sizes would be 26 for the blend, 29 for 3 <sup>rd</sup> grade and 29 for 4 <sup>th</sup> grade.
Maplewood	2, 4, 5	31, 33, 32	2 in each grade	no	<b>Not allocating FTE.</b> No additional classroom space. Addressed class size in Spring by allocating 2 EAs.
Rieke	4	31.5	2	no	<b>Not allocating FTE.</b> Foundation funded .85 to lower class size in 5 <sup>th</sup> grade to 26.7. Can create a 1 <sup>st</sup> /2 <sup>nd</sup> blend and move a teacher to 4 <sup>th</sup> grade. This would lower class size to 21 in 4 <sup>th</sup> and raise class sizes in 1 <sup>st</sup> grade to 25 from 19.3 and 2 <sup>nd</sup> grade to 25 from 21.7. School is choosing to keep it as is.
Woodstock	1,2,3,4	32,32,34,32,	1 each on neighborhood side	no	<b>Allocated 1 EA 9/14/16.</b> Monitoring class size.



**Watch List Kinder classes above 25**

School	Class Size	# of Sections	Immersion	Title	Comments
Atkinson	28 (Imm)	1	yes	no	Not allocating additional FTE to Focus Options because they let in students above the district 25 minimum.
Ainsworth	27.5 (nhood) 27.5 (Imm)	2 imm and 2 nhood	Yes (2)	no	Allocated 1 EA for Nhood 9/14/16. Focus option no. Foundation pays for 2 EAs, 1 for K-1 imm and 1 for K-1 nhood
Bridger	28 (26 imm)	1 nhood, 2 imm	Yes (2)	yes	Not allocating additional FTE. Already have full time EAs in each class because they are Title.
Beverly Cleary	26.8	4	no	no	Not allocating additional FTE. Could collapse a 1 <sup>st</sup> grade class and move to Kindergarten. This would lower class size in K to 20 and raise 1 <sup>st</sup> grade to 25. School is choosing to keep as is.
Harrison Park	26.3	3	no	yes	Not allocating additional FTE. Already have full time EAs in each class because they are Title.
Irvington	26	2	no	no	Still monitoring.
Markham	26.6	3	no	yes	Not allocating additional FTE. Already have full time EAs in each class because they are Title.
Sitton	27	1	no	yes	Not allocating additional FTE. Already have full time EAs in each class because they are Title.



# Board of Education Informational Report

## **MEMORANDUM**

**Date:** September 22, 2016

**To:** Portland Public Schools Board of Directors

**From:** Sara King, Director of Planning and Asset Management  
Courtney Wilton, Interim Executive Director Operations and Maintenance

**Subject:** **Civic Use of Buildings (CUB) – Revisions to the Policy 3.30.010-P, Administrative Directives 3.30.011-AD and 3.30.012-AD, and Increases in CUB Use Fees**

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Facilities and Asset Management staff have executed a work plan to review and update the Civic Use of Buildings (CUB) Policy 3.30.010-P, Administrative Directives 3.30.011-AD and 3.30.012-AD, and current fee structure. The plan included stakeholder meetings, a survey of the policies and fees structure of peer institutions, and a survey of past and current CUB permittees.

On August 18, 2016, staff presented to the Board Business and Operations Committee recommendations and proposed policy revisions. The proposed changes were unanimously approved and the matter was moved on to the Board for further review.

On September 6, 2016, staff presented the same recommendations and proposed revisions to the Board. After a period of questions and answers, the Board Chair advocated that the new policy be posted to the PPS website for public comment for a period of 21 days. No public comments have been received.

Attached is the staff report originally prepared and presented to the Board at the September 6<sup>th</sup> meeting. The report includes both clean and redlined copies of the following:

- Policy 3.30.010-P
- Administrative Directive 3.30.011-AD
- Administrative Directive 3.30.012-AD
- Proposed fee revision



# Board of Education

## Staff Report to the Board

**Board Meeting Date:** September 6, 2016

**Executive Committee Lead:** Yousef Awwad, CFO

**Department:** Facilities and Asset Management

**Presenter/Staff Lead:** Sara King, Director of Planning and Asset Management

**SUBJECT: Civic Use of Buildings (CUB) – Revisions to the Policy 3\_30\_010\_P, Administrative Directives 3\_30\_011\_AD and 3\_30\_012\_AD, and Increases in CUB Use Fees**

### BACKGROUND

Portland Public Schools (PPS) makes its facilities available for non-instructional community use before and after school and on weekends through its Civic Use of Buildings (CUB) program. This is an important service PPS provides the community and our facilities are greatly used.

In FY 2014-15 the non-instructional use of PPS facilities was approximately 2.2 million hours. Of those 2.2 million hours, 1.58 million hours were District use and 620 thousand hours were non-District use.

Over 1,000 different parties use PPS facilities annually, a majority of which pay no or reduced fees. The three largest non-district users In FY 2014-15 included:

- SUN School providers - 245,000 hours (pay no CUB use fee)
- Portland Parks & Recreation- 136,000 hours (pay no CUB use fee)
- Day Care providers – 103,000 hours (pay reduced CUB use fee)

In FY 2015-16 user fees totaled \$1,173,000.

Beginning in the summer of 2015, Facilities and Asset Management reviewed the policy (3\_30\_010\_P) and administrative directives (3\_30\_011\_AD and 3\_30\_012\_AD) that guide the CUB program. Staff also reviewed the schedule of fees the District currently charges for building and field use. These fees have not been reviewed in over ten years.

The approach to the project was as follows:

- Research and identify the best practices of 6-8 comparable markets
- Synthesize the 3-4 key examples of best practices
- Identify the best “prioritization of use” for the District
- Develop recommendations for changes to the current policy, ADs, and fee schedule
- Review recommendations against the PPS mission and equity goals
- Identify budget impacts of the recommended changes
- Present recommendations to the Board of Education for consideration

Based on research of best practices, the requested amendments achieve the following:

- Expand and clarify the existing priority of use guidelines;
- More broadly define the current policy (see Exhibit A);
- Expand the current ADs to provide clearer direction on the management of the Civic Use of Buildings permit process (see Exhibits B and C);
- Simplify and increase the District's current CUB fee structure to align more closely to peer schools and institutions and take into consideration the increases in facility operation costs over the last ten years.

Regarding fees, staff is proposing an increase in rental rates and other fees, but no increase in custodial fees. The fees are proposed to be increased for two reasons:

- Fees haven't been raised for over 10 years and have not kept pace with costs;
- Current rental rates are not aligned with those rental rates charged by peer organizations.

Fees are proposed to increase by approximately 20%, with the exception of classroom rental fees, which are proposed to increase by a greater amount to better align with peer organizations. See Exhibit D for a schedule of fee increases.

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## **BOARD COMMITTEE REVIEW (IF APPLICABLE)**

Business and Operations Committee unanimously approved on August 18, 2016.

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## **RELATED POLICIES / BOARD GOALS AND PRIORITIES**

The following Board policies and resolutions relate to this agreement:

Resolution 4608 - Long Range Facility Plan Guiding Principles - School facilities and grounds will be inclusive and central to the communities and neighborhoods they serve and open and accessible to all for community use.

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## **PROCESS / COMMUNITY ENGAGEMENT**

- 1) A stakeholder group consisting of PPS and Portland Parks and Recreation staff who guided and informed the process and assisted in developing recommendations for the Board of Education to consider. The stakeholders attended five meetings and provided review and input during a 12 month process. Invited stakeholders included:

- David Hobbs (FAM)
- Lorenzo Poe (Equity)
- John Payne (Security)
- Joe Creller (Risk),
- Andy Fridley (Facility Services)
- Pam Joyner (Principal MLC)
- Duyna Minoo (Sun Schools)
- Marshall Haskins (Athletics)
- Nancy Hauth (Early Childhood Programs)
- Erin Barnett (Communications)
- Sascha Perrins (P-12 Programs)
- Nicole Bassen (FAM Accounting)
- Rachel Cunningham (Legal)
- Cindy Duley (Budget Office)
- Shawn Rogers (PP&R)

- 2) At the beginning of the project, staff conducted a survey of CUB permittees to garner feedback about use priorities and proposed changes to fees. CUB staff have also been informing permittees of the possibility of use fee increases.
- 

### **ALIGNMENT WITH EQUITY POLICY IMPLEMENTATION PLAN**

- 1) The proposed changes in the CUB Policy and CUB fee structure should not impact the underserved community. This community is served, in large part, through the SUN program and PPS contracted daycare providers. SUN Providers do not pay CUB fees, and daycare provider fees will not be affected by the proposed changes. Custodial fees will not change.
  - 2) PPS staff who manage the SUN and Child Care services participated as project stakeholders and in the discussion of alignment with the equity policy.
- 

### **BUDGET / RESOURCE IMPLICATIONS**

The proposed fee increases are projected to provide an additional 20% (approximately \$234,600) in CUB revenue to the PPS general fund in FY 2017-2018. CUB fees are proposed to increase 3% annually thereafter. This 3% increase mirrors Portland Parks & Recreation's current annual fee increase.

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### **NEXT STEPS / TIMELINE / COMMUNICATION PLAN**

#### **Post Board Meeting:**

- Incorporate Board comments.

#### **If the amendments are adopted by the Board:**

- An email communication will be sent to the listserv of CUB users in October 2016;
  - The new fee structure will be posted on the CUB website and communicated to all users by CUB staff during the course of the coming year;
  - The new fee structure would be implemented July 1, 2017.
- 

### **QUESTIONS FOR BOARD DISCUSSION**

None

### **ATTACHMENTS:**

Exhibit A – Proposed Policy 3\_30\_010\_P (Redlined and Clean Copies)  
Exhibit B – Proposed Administrative Directive 3\_30\_011\_AD (Redlined and Clean Copies)  
Exhibit C – Proposed Administrative Directive 3\_30\_012\_AD (Redlined and Clean Copies)  
Exhibit D – Proposed Changes to CUB Fees  
Exhibit E – Proposed Resolution



### **3.30.010-P Community Use of School Buildings and Facilities (NEW)**

Portland Public Schools believes that the primary use of its buildings and facilities should be for the support of the District's mission and its commitment to academic excellence and personal success for all its students.

The District encourages the development of robust out-of-school-time programs for youth education, the mission of its schools, and the use of its buildings and facilities by these programs. Such out-of-school-time programs may be offered as a school program or by other organizations and community partners.

The public is welcome to use the District's buildings and facilities for short term use or rental if such use does not conflict with District or school use. The public shall be expected to reimburse the District for such use to ensure that funds intended for education are not used for other purposes and that the District receives fair value for the use of its buildings and facilities.

Authorization for use of District buildings and facilities shall not be considered as endorsement of or approval of the activity or organization or for the purposes it represents.

The Board directs the Superintendent to implement administrative directives that implement this policy through the Office of the Civic Use of Buildings (CUB), including procedures for reserving space in accordance with priority among users, rental rates, supervisory requirements, insurance, nondiscrimination, safety and security and other requirements as may be needed.

The Board further directs the Superintendent to provide information to the public regarding the CUB process in a manner that is equitable, accessible, and user-friendly.

Legal References: ORS 332.172

History: Adpt. 9/24/73; Amd. 8/12/74; Amd 7/1/75; Amd 7/1/76; Amd, 7/1/77; Amd 6/26/78; Amd. 8/28/79; Amd 4/12/82; Amd. 4/14/88; Amd 8/12/02, BA 2384; New Policy 8/xx/2016

### 3.30.010-P Community Use of School Buildings and Facilities

Portland Public Schools believes that the primary use of its buildings and facilities should be for the support of the District’s mission and its commitment to academic excellence and personal success for all its students.

The District encourages the development of robust out-of-school-time programs for youth education, the mission of its schools, and the use of its buildings and facilities by these programs. Such out-of-school-time programs may be offered as a school program or by other organizations and community partners.

The public is welcome to use the District’s buildings and facilities for short term use or rental if such use does not conflict with District or school use. The public shall be expected to reimburse the District for such use to ensure that funds intended for education are not used for other purposes and that the District receives fair value for the use of its buildings and facilities.

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The Board further directs the Superintendent to provide information to the public regarding the CUB process in a manner that is equitable, accessible, and user-friendly.

~~A central component of the mission of Portland Public Schools is to “support all students in achieving their very highest educational and personal potential. . . .” The district’s Strategic Plan presents a framework of core values, strategic objectives and strategies to guide the district’s efforts in fulfilling its mission.~~

~~The Board recognizes that the K-12 education system is an integral part of the greater community, and that the greater community provides the resources for that system including buildings and property. The Board encourages partnerships with community groups whose goals forward the mission of the district, and will strive for equity within the Civic Use of Buildings application and fee process to allow for~~

## EXHIBIT A

~~community use of district facilities.~~

~~While encouraging community use of district facilities, it is the responsibility of the Board and the district to assure that district resources are focused on student achievement and are not used to subsidize non-PPS activities through the absorption of expenses resulting from facility use by community groups and individuals.~~

~~It is the policy of the Portland Public School Board to:~~

- ~~(1) Provide for the short term or temporary use or rental of district facilities by individuals, groups and organizations when such use does not conflict with district programs, operations or activities.~~
- ~~(2) Assure resources provided to the district are focused on the education mission of the district by establishing fee schedules that offset costs and are fair and consistently applied.~~
- ~~(3) Give priority to facility uses that optimize student success.~~

### ~~I. Priority Use List~~

- ~~(1) District and schools.~~
- ~~(2) PTA/PTO.~~
- ~~(3) Approved child-care providers with a contract, Portland Parks and Recreation under a joint-use agreement, and partnerships with a cost-sharing agreement.~~
- ~~(4) Other users.~~

### ~~II. General Requirements~~

- ~~(1) The fee schedule shall assure that users of district facilities pay rental charges, administrative and equipment fees, any direct costs, and other surcharges in accordance with the appropriate schedule or approved agreement/contract.~~

### ~~3.30.010-P Community Use of School Buildings and Facilities~~

- ~~(2) All users shall meet the liability insurance and supervision provisions as established by the superintendent.~~
- ~~(3) The superintendent shall establish rent schedules and application procedures for each of the following categories of users:
  - ~~(a) For-Profit Rent Schedule. These rental fees shall represent an approximation of the amounts that would be charged in the private sector for use of similar facilities and would apply to private entities and for profit groups or individuals. Examples include, but are not limited to, private individuals, groups or businesses; fraternal, labor, non-school employee, professional, individuals or groups who charge fees or collect contributions for their own or political purposes.~~
  - ~~(b) Non-Profit Rent Schedule. These rental fees shall represent an approximation of charges by similar entities and apply to not-for-profit and community groups for use of equivalent facilities. Examples of groups to which this schedule would apply include, but are not limited to, community service organizations, neighborhood groups and non-district educational institutions.~~
  - ~~(c) Cost Sharing Rates
    - ~~(A) Cost sharing rates represent an approximation of average cost of the operation, maintenance, and overhead costs of district facilities. The cost sharing rate schedule shall state the methodology used to arrive at these rates.~~
    - ~~(B) Groups qualifying for this rate include, but are not limited to, approved child care providers with a contract, the City of Portland Bureau of Parks and Recreation Youth Programs via the joint use agreement, and Community School Programs and SUN schools under a cost-sharing agreement.~~
    - ~~(C) Applications for contracts, joint use agreements and cost sharing agreements using the cost sharing rate schedule shall apply for approval in accordance with administrative directive 3.30.012-AD~~
    - ~~(D) Groups and organizations with approved cost-sharing agreements, contracts, or joint use agreements shall be allowed a reduced rental charge that reflects the average cost as determined by the cost sharing rate schedule.~~
    - ~~(E) In some circumstances the cost related charges may be waived by an exchange of direct services to or provision of~~~~~~

### ~~3.30.010-P Community Use of School Buildings and Facilities~~

~~materials or supplies by the user for district students or staff. Such arrangements require district approval in accordance with 3.30.012-AD.~~

- ~~(F) The superintendent, or designee, shall have the authority to approve or disapprove all applications for cost-sharing agreements under this section, except as provided in (G).~~
- ~~(G) All cost-sharing applications that provide that the district subsidize an offset of \$25,000 or more annually shall be approved by the board.~~
- ~~(H) Prior to contract approval by the superintendent or Board, a funding plan to cover any subsidized cost of the partnership shall be identified.~~
- ~~(d) Direct Costs. All users are expected to pay for incremental costs imposed on the district through their use of district facilities regardless of their rent schedule. An example of such direct costs is the payment of overtime for custodial services for hours in which a facility would not normally be open for use.~~
- ~~(e) Waiver of Rental Charge. The following groups may use facilities rent free, but must offset direct costs when applicable:
  - ~~(A) Groups directly associated with the district. Examples include school clubs, PTA/PTO's, school employee organizations.~~
  - ~~(B) Non-profit and civic groups indirectly associated with the district that serve K-12 students without charge and hold meetings on school days prior to 6:00 p.m. Examples include youth groups such as the Boy Scouts, Girl Scouts, YMCA or similar clubs.~~~~

Legal References: ORS 332.172

History: Adpt. 9/24/73; Amd. 8/12/74; Amd 7/1/75; Amd 7/1/76; Amd, 7/1/77; Amd 6/26/78; Amd. 8/28/79; Amd 4/12/82; Amd. 4/14/88; Amd 8/12/02, BA 2384, [New Policy 8/xx/2016](#)





## Administrative Directive

3.30.011-AD

### 3.30.011-AD Community Use of School Buildings and Facilities – Short-term Use

#### I. Use of District Facilities

- a. District facilities are available for short-term use when such use does not conflict with District programs, operations, or activities and in accordance with the priority use list. Such use shall be arranged through the Civic Use of Building (CUB) department, and in accordance with this administrative directive.
- b. Administrative directive 3.30.012-AD shall be followed when the District enters into a contract or joint-use agreement and a cost –sharing partnership is present.
- c. School Principals or their designee shall review and approve short-term use to insure there are no conflicts with school use. The Senior Director of Facilities and Asset Management shall have final authority on the use of all District facilities.

#### II. Definitions

- a. “District facilities” include, but are not limited to: classrooms, gymnasiums, cafeterias, auditoriums, fields, and computer labs.

#### III. Priority of Use List

- a. District and schools.
- b. PTA/PTO/Booster Clubs.
- c. Users under Executed Special Agreements:
  - i. IGAs (i.e. Portland Parks and Recreation).
  - ii. Approved Child-Care Providers contracted by PPS (i.e. YMCA Care).
  - iii. Organizations with PPS partnership agreements (i.e. SUN Schools).
- d. Youth Activities for PPS students provided through Non Profit/Community Entitles.
- e. Youth Activities for PPS students provided through For Profit/Community Entitles.
- f. Other users.

## EXHIBIT B

### IV. Terms of Use

- a. Responsibility – Permittee agrees to supervise and accept responsibility for the activity and conduct of its participants and to abide by the terms and conditions listed on the CUB application.
- b. Compliance – Permittee must comply with all other District policies; health and safety regulations; and city, county and state regulations.
- c. Indemnification – Permittee agrees to assume liability for damages and injury that occur as a result of the use permitted.
- d. Insurance - Permittee may be required to provide proof of insurance naming the District as an additional insured or purchase insurance through the CUB office.
- e. Accessibility – Permittee shall be responsible for determining the accessibility of the building and the specific areas permitted, as not all areas of District facilities are accessible.
- f. Equipment and Storage - Permittee shall not deliver, store or build any equipment or storage containers on District facilities without obtaining written approval from the CUB office. The District reserves the right to remove, at permittee's cost, any unapproved equipment or storage containers on District facilities 30 days after written notice to permittee. The District may charge for such storage at its sole discretion.
- g. Non Transferability of Permit – Permittee may not sell, assign, or otherwise convey the permit.
- h. Limitation of Use – The following are NOT permitted in District facilities:
  - i. Alcohol, drugs, tobacco, gambling, and weapons.
  - ii. Outside food and beverages without special permission. Food and beverages strictly prohibited in auditoriums and computer labs.
  - iii. Advertising, sale of merchandise, and commercial enterprises.
  - iv. Public dances.
- i. Custodial Services – Unless a District site administrator, as defined below, is provided during the permitted period, District shall require District custodial services be provided for all permitted indoor use of the District facilities when a District custodian is not scheduled at the site. All costs associated with the District custodian requirement shall be borne by the permittee. Overtime rates shall apply.
- j. District Supervision – In the event that there is no District custodial designee assigned during the permitted period, a District site administrator must be present during the entire event and shall take responsibility for securing and cleaning the facility.
- k. Security – The District reserves the right to require 3<sup>rd</sup> party security be present during a permitted event. The Director of District Security Services shall

## EXHIBIT B

determine the circumstances when such 3<sup>rd</sup> party security shall be required. All costs associated with the security shall be borne by the permittee.

- l. Nutritional Services – District Nutritional Services reserves the right to allow use of District kitchen equipment. If District kitchen equipment is used, an invoice for such use will be issued to the permittee directly from the office of Nutritional Services.
- m. Blanket Permits – The District shall not issue blanket permits for weekend use.
- n. Enforcement – District site administrator and/or custodial staff have the authority to enforce compliance to the Terms of Use.
- o. Violation of Terms – Violation of the Terms of Use shall be cause for cancellation of the permit and possible restriction of future use of District facilities.

### **V. Application Process**

- a. A CUB application shall be submitted to the CUB office via the online application process.
- b. The person making the application shall be at least 18 years of age and agrees, by signature, to all terms and conditions set forth in the application.
- c. All portions of the application shall be completed according to the written instruction.
- d. Applications shall be submitted at least 20 days prior to the requested use to allow for processing.

### **VI. Approval Process**

- a. CUB applications are forwarded to the District site administrator of the facility requested. Approval is based on:
  - i. Availability of the space requested and the priority list.
  - ii. Appropriateness of the activity for the space requested.
- b. The application is then forwarded electronically by the site administrator to the CUB office for final approval, scheduling, invoicing, and the issuance of the use permit.

### **VII. Invoicing**

- a. The applicant will receive an invoice if fees are assessed. A use permit will be issued upon receipt of payment.

### **VIII. Fees**

- a. A nonrefundable application fee is required for non-District activities.
- b. Usage fees will be assessed according to the current fee schedule, which shall be escalated annually by three percent (3%).
- c. No volume or in-kind discounts shall be provided.

## EXHIBIT B

- d. Fees are invoiced upon approval of use by the site administrator of the requested facility.
- e. Payment is due upon receipt of the invoice in order to confirm the permit.
- f. Payment is made directly to CUB office by credit card, check, cash, or money order.
- g. Use fee categories are:
  - i. For-Profit
  - ii. Non-Profit
  - iii. Cost-Sharing Rates (see 3.30.012-AD)
  - iv. Additional fees (i.e. security, custodian, storage, etc.)
  - v. Application, change, and cancelation fees

### IX. Use Permit

- a. Upon payment of the invoice, a CUB permit will be issued to the applicant and to the site administrator and custodian of the permitted facility. **The permit must be presented to the site administrator or custodian upon arrival.**
- b. Changes to any portion of the permit must be approved by the site administrator of the permitted facility. In addition to any applicable use fees, the following provisions apply:
  - i. One change shall be allowed free of charge. Thereafter, a change fee is assessed to alter the permit.
  - ii. A corrected CUB permit must be issued.

### X. Cancellations

- a. Cancellation by a permittee.
  - i. If a permit is canceled more than 2 weeks before the event, a cancellation fee will be retained.
  - ii. If a permit is canceled less than 2 weeks before the event, 50% of the use fee will be retained.
  - iii. If a permit is canceled less than 24 hours before the event 100% of rental fee will be retained.
- b. Cancellation by the District may be necessary due to unforeseen circumstances and require:
  - i. A good faith effort by the District to provide a 5 day notice to the permittee.
  - ii. Activities to be relocated to an appropriate site whenever possible.
  - iii. In the event an activity cannot be relocated 100% of the portion of the rental fee associated with the cancelation shall be refunded.

EXHIBIT B

Policy Implemented:  
3.30.010/ History: Adpt.  
8/12/02,  
Revised: 8//XX/16

**For official use only**

**Approved:**

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**08/XX/2016**

Superintendent

Date

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**3.30.011-AD Community Use of School Buildings and Facilities – Short-term Use**

**I. Use of District Facilities**

- (1) District facilities are available for short-term use when such use does not conflict with district programs, operations, or activities and in accordance with the priority use list. Such use shall be arranged through the Civic Use of Buildings ([CUB](#)) department, and in accordance with this administrative directive.
- (2) Administrative directive 3.30.012-AD shall be followed when the district enters into a contract or joint-use agreement and a cost-sharing partnership is present.

(3) School Principals or their designee shall review and approve short-term use to insure there are no conflicts with school use. The Senior Director of Facilities and Asset Management shall have final authority on the use of all District facilities.

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**II. Definitions**

- (1) "District facilities" include, but are not limited to: classrooms, gymnasiums, cafeterias, auditoriums, fields, computer labs.

**III. Priority Use List:**

- (1) ~~(4)~~ District and schools.
- (2) PTA/PTO/Booster Clubs.
- (3) Users Under Executed Special Agreement.
  - (a) IGAs (i.e. Portland Parks and Recreation).
  - (b) Approved Child-Care Providers contracted by PPS (i.e. YMCA Care).
  - (c) Organizations with PPS partnership agreements (i.e. SUN School).
- (4) Youth Activities for PPS students provided through Non Profit/Community Entities.
- (5) Youth Activities for PPS students provided through For Profit/Community Entities.
- (6) Other users.

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EXHIBIT B

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IV. District and schools.

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~~(2) PTA/PTO.~~

~~(3) Approved child care providers with a contract, Portland Parks and Recreation under a joint-use agreement, and partnerships with a cost-sharing contract.~~

~~(4) Outside user groups and other partnerships.~~

Terms of Use

~~(1) Supervision Responsibility – applicant Permittee agrees to supervise and accept responsibility for activity and conduct of participants and to abide by the conditions of use listed on the CUB application.~~

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(2) Compliance – Permittee must comply with all other district policies; health and safety regulations; and city, county and state regulations.

(3) Indemnification Liability - applicant Permittee agrees, by signature, to assume liability for damages and injury that occur as a result of the use permitted.

(4) Insurance – Permittee may be required to provide proof of insurance, naming the District as an additional insured or purchase insurance through the CUB office.

(5) Accessibility – It is the responsibility of the a Permittee applicant/ permit holder shall to be responsible for determining accessibility the accessibility of the building and the specific areas requested, as not all areas of District facilities are for use since not all areas of all buildings are accessible accessible.

(6) Equipment and Storage - Permittee shall not deliver, store or build any equipment or storage containers on District premises without obtaining written approval. District reserves the right to remove, at permittee's cost, any non-approved equipment or storage containers after 30 days after written notification to permittee. The District may charge for such storage at its sole discretion.

(7) Non Transferability of Permit – Permittee may not sell, assign, or otherwise convey the permit.

(8) Limitations of Use – The following are NOT permitted in District facilities:

- (a) Alcohol, drugs, tobacco, gambling and weapons.
- (b) Food and beverages without special permission. No food and beverages allowed in auditoriums or computer labs.
- (c) Advertising, sale of merchandise, and commercial enterprises.
- (d) Public dances.

(9) Custodial Services – Unless District Supervision, as defined below, District shall require District custodial services be provided for all permitted indoor use of District facilities when a District custodian is not scheduled at the site.

(10) District Supervision - In the event that there is no District custodial designee assigned during the permitted period, a District site administrator must be present during the entire event and shall take responsibility and liability for securing and cleaning the facility.

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EXHIBIT B

(11) Security – District reserves the right to require 3rd party security be present during a permitted event. The Director of District Security Services shall determine the circumstances when such 3<sup>rd</sup> party security shall be required. All costs associated with the security shall be borne by the permittee.

~~An inquiry to the facility ensures accurate information about specific space accessibility.~~

(12) Nutritional Services - District Nutritional Services reserves the right to allow use of District kitchen equipment. If District kitchen equipment is used, an invoice for such use will be issued to the permittee directly from the office of Nutritional Services.

(13) Blanket Permits – District shall not issue blanket permits for weekend use.

~~(4) Safety awareness is the responsibility of the permit holder~~

~~(a) Emergency exits and fire extinguishers~~

~~(b) Exits must not be blocked~~

~~(c) Capacity limits must be adhered to~~

~~(d) Extension cords must not pose a threat~~

~~(5) Limitations – the following are not permitted in district facilities or on school grounds~~

~~(a) Alcohol, drugs, tobacco, gambling and weapons.~~

~~(b) Food and beverages are not allowed in gyms, auditoriums or computer labs.~~

~~(c) Advertising, sale of merchandise, and commercial enterprises are not allowed in district facilities.~~

~~(d) Public dances.~~

~~(6) Compliance must be maintained with all other district policies; health and safety regulations; and city, county and state regulations.~~

~~(14) (7) Enforcement-The District building site administrator and/or custodial staff have the authority to enforce compliance according to the terms of use.~~

~~(15) (8) Violations of building Terms – Violation of the Terms of Use procedure will be subject cause for cancellation of the use permit and possible restriction of future use of District facilities.~~

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IV. Application Process

EXHIBIT B

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(1) A CUB application shall be submitted ~~at the school/facility requested~~ to the CUB Office via the online application process. ~~(2) CUB applications are available at:~~

~~(a) School building offices~~

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~~(b) CUB office (501 North Dixon)~~

~~(c) PPS Web site, [www.pps.k12.or.us/district/depts/cub](http://www.pps.k12.or.us/district/depts/cub)~~

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~~(3)~~ The person making application shall be at least 18 years of age and agrees, by signature, to all conditions set forth ~~on in the page one and two of~~ ~~the~~ application

~~(4)~~ All portions of the application shall be completed according to the written ~~directions~~ instructions.

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## 3.30.011- AD

~~(5)4~~ Applications shall be submitted at least 20 days prior to the requested use ~~to allow to~~ allow for processing.

~~(6) The nonrefundable application fee shall accompany the CUB application~~

### V. Approval Process

(1) CUB applications are ~~submitted forwarded via on-line process~~ to the District building site administrator of facility requested. Approval is based on:

- (a) Availability of the space requested and priority list.
- (b) Appropriateness of the activity for the space requested.

~~(2) The application is then forwarded electronically by the administrator to~~ the CUB office for:

~~(a) final approval. Final approval~~

~~(b) S scheduling, invoicing and the~~

~~(c) The applicant will receive a use permit if no fees are due issuance of the use permit.~~

### VI. Invoicing

(1) The applicant will receive an invoice if fees are assessed. A use permit will be issued upon receipt of payment.

### VII. Fees

(1) A nonrefundable application fee is required ~~for non-District activities. For non-District activities, and must accompany the application. Fee is invoiced upon approval of use from the requested facility.~~

(2) Usage fees ~~will be reviewed annually and~~ will be assessed according to the current fee schedule, ~~which shall be escalated annually by three percent (3%).~~

~~(3) No volume or in-kind discounts shall be provided. that applies to the user group~~

~~(4) Fees are invoiced upon approval of use from the requested facility. Payment is due upon receipt of invoice to confirm facility reservation. Payment is made directly to Civic Use of buildings by VISA credit card, check, cash, or money order.~~

(5) Use Fees Categories

~~(a) (a) For-Profit~~

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### 3.30.011- AD

~~(b) (b) Non-Profit~~

~~(c) (e) Cost-Sharing Rates (see 3.30.012-AD) (e) Direct Costs~~

~~(d) (Additional fees (i.e. security, custodian, storage, nutritional services)~~

~~e) Waiver of Rental Charges,~~

~~(e) (f) Change fees and cancelation fees~~

~~-Additional charges~~

~~(3) Fee is invoiced upon approval of use from the requested facility.~~

~~Inquiries about fees can be directed to the CUB office — 503-916-3268 or 503-916-3156.~~

~~(4) An invoice will be sent to the applicant. Charges will correspond with hours of use for space, equipment, related staff services, including but not limited to:~~

~~(a) Custodial~~

~~(b) faculty representative (high school auditorium)~~

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## 3.30.011- AD

~~(c) nutrition services (if kitchen equipment is used) CUB office does not invoice for Nutrition Svcs. That is handled directly thru that office. CUB sends a copy of all permits that have kitchen use to Nutrition Svcs.~~

~~(5) Payment is due upon receipt of invoice to confirm facility reservation. Payment is made directly to Civic Use of buildings by VISA, check, cash, or money order.~~

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### VIII. Use Permit

- (1) Upon payment of the invoice, a CUB permit will be issued to the applicant and to the administrator and custodian of the facility requested. **The permit must be presented to the building custodian or site administrator upon arrival.**
- (2) Changes to any portion of the permit must be approved by the administrator of the facility. ~~In addition to any applicable use fees with~~ the following provisions apply:
  - (a) ~~One change shall be allowed free of charge. Thereafter, A a \$15.00 f fee is required to change a permit in addition to any applicable rental and staff fees. Not current practice based on Director request. That Director is no longer with the District~~
  - (b) A corrected CUB permit is issued.
- (3) Activities must terminate in time to clear building by time stated on the permit to avoid additional charges.

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### IX. Cancellations

- (1) Activity cancellation by a permit holder requires:
  - (a) 10 business days notice.
  - (b) ~~\$50.00A processing-cancellation~~ fee will be retained.
  - (c) ~~If the permit is canceled \$50.00 plus 10% of rental fee retained if cancellation is less than 10 days before the event. a cancelation fee plus 10% of rental fee retained.~~
  - (d) 100% ~~or of the userental~~ fee is retained if cancellation notification is less than 24 hours.
- (2) Cancellation by the Portland School District may be necessary due to unforeseen circumstances and require:
  - (a) ~~District will make a good faith effort to provide a A minimum of 55 days noticedays' notice will be given~~ to the permit holder.
  - (b) Activities will be relocated to an appropriate site whenever possible.
  - (c) In the event an activity cannot be relocated 100% of the rental fee will be refunded.

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### X. Terms of Use

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### 3.30.011- AD

~~(1) Supervision — applicant agrees to supervise and accept responsibility for activity and conduct of participants and to abide by the conditions of use listed on CUB application.~~

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## Administrative Directive

3.30.012-AD

### 3.30.012-AD Community Use of School Buildings and Facilities – Shared Cost Agreements

#### I. Use of District Facilities

- a. This administrative directive shall be followed when the District enters into a contract, joint use agreement or cost sharing agreement.
- b. District facilities are available for a cost sharing agreement when such use does not conflict with District programs, operations or activities, is in accordance with the priority use list, and optimizes the use of District facilities for student success.
- c. The Senior Director of Facilities and Asset Management shall have final authority on the use of all District facilities.

#### II. Definitions

- a. “District facilities” include, but are not limited to: classrooms, gymnasiums, cafeterias, auditoriums, fields, and computer labs.
- b. “Cost sharing agreement” is defined as a contractual relationship that the District enters into with a public or private entity in which the District applies a cost sharing rate.
- c. “Cost sharing rate” is a rate that represents an approximation of the average cost of the operation, maintenance and overhead costs of District facilities. The District may allow a waiver of the cost sharing rate to be offset with service or supplies when those services or supplies substantially benefit the District, students or teachers and directly support the District’s goals in student achievement.

#### III. Priority of Use List

- a. District and schools.
- b. PTA/PTO/Booster Clubs.
- c. Users under Executed Special Agreements:
  - i. IGAs (i.e. Portland Parks and Recreation).
  - ii. Approved Child-Care Providers contracted by PPS (i.e. YMCA Care).
  - iii. Organizations with PPS partnership agreements (i.e. SUN Schools).
- d. Youth Activities for PPS students provided through Non Profit/Community Entitles.

## EXHIBIT C

- e. Youth Activities for PPS students provided through For Profit/Community Entitles.
- f. Other users.

### **IV. Cost Sharing Application Process**

- a. Public or private entities wanting to enter into a contract, joint use agreement or cost sharing agreement with the District shall apply by completing the appropriate process through the District's Partnership Office. The Senior Director of Facilities and Asset Management or their designee shall be included in all processes to assess impacts and costs associated with the use of District facilities.
- b. All contracts must be executed at least 120 days prior to the proposed date of occupancy.

### **V. Cost Sharing Review Process**

- a. The Superintendent shall task the Senior Director of Facilities and Asset Management with creating a committee process to consider applications using cost sharing rates and to assure they comply with the CUB policy and this administrative directive. The committee shall include one member each from Education Operations, the Partnership Office, Facilities and Asset Management, the Finance Office, and one CUB staff member appointed by the Senior Director of Facilities and Asset Management.
- b. The committee shall meet when necessary to consider applications using cost sharing rates and to comply with the CUB policy and this administrative directive.
- c. The Partnership Office shall:
  - i. Provide the applicant with the status of the application within 30 days of the receipt of the application.
  - ii. Notify the applicant if the committee requests additional documentation or attendance of the applicant at a committee meeting.
  - iii. Provide an opportunity for the site administrator of the impacted site or department to review the application and provide input prior to the committee's decision.

### **VI. Cost Sharing Approval Process**

- a. The Superintendent or their designee shall have the authority to approve or deny all applications using the cost sharing rate schedule except as provided below.
- b. The board shall approve all cost sharing applications whereby the District subsidizes an offset of \$50,000 or more annually.

## EXHIBIT C

- c. Prior to contract approval by the Superintendent or Board, a funding plan to cover any subsidized cost of the agreement shall be identified.

### **VII. Application Process**

- a. A CUB application shall be submitted to the CUB office via the online application process.
- b. The person making the application shall be at least 18 years of age and agrees, by signature, to all conditions set forth in the application.
- c. All portions of the application shall be completed according to the written instruction.
- d. Applications shall be submitted at least 20 days prior to the requested use to allow for processing.

### **VIII. Invoicing**

- a. Upon approval and final determination of terms and rates, cost share users will be invoiced in accordance with the terms of the contract, joint use agreement, or cost sharing agreement.
- b. Use of the District facilities utilizing the cost sharing rate schedule shall not begin until the contract or agreement has been signed by all parties. If use of a facility begins prior to signing, the user shall pay according to the CUB non-profit and other fee schedules.

### **IX. Minimal Contract Terms**

- a. Approved cost sharing contracts and agreements shall include at minimum the following terms:
  - i. A description of any and all fees and costs that will be paid or waived and details of the benefit gained by the District, students or teachers by offsetting fee.
  - ii. **All terms and conditions included in administrative directive 3.30.011-AD.**

Policy Implemented:

3.30.010-P History:

8/12/02

Revised: 8/xx/16

EXHIBIT C

**For official use only**

**Approved:**

Superintendent

Date

## EXHIBIT C



### Administrative Directive

3.30.012-AD

#### 3.30.012-AD Community Use of School Buildings and Facilities – Shared Cost Agreements

##### I. Use of District Facilities

- (1) This administrative directive shall be followed when the district enters into a contract, joint use agreement or cost sharing agreement using the cost sharing rate schedule (see 3.30.010-P (II)(3)(c)).
- (2) District facilities are available for a cost sharing agreement when such use does not conflict with district programs ~~or~~ operations or activities, is in accordance with the priority use list, and optimizes the use of district facilities for student success.

(3) The Senior Director of Facilities and Asset Management shall have final authority on the use of all District facilities.

##### II. Definitions

- (1) “District facilities” include, but are not limited to: classrooms, gymnasiums, cafeterias, auditoriums, fields, libraries, and computer labs.
- (2) “Cost sharing agreement” is defined as a contractual relationship that the ~~district~~ District enters into with a public or private entity in which the ~~district~~ District applies a cost sharing rate.
- (3) “Cost Sharing Rate” is a rate that represents an approximation of the average cost of the operation, maintenance and overhead costs of district facilities. The district may allow a waiver of the cost sharing rate to be offset with services or supplies when those services or supplies substantially benefit the district, students or teachers. ~~In addition, the benefits offered must and~~ directly support the ~~district's~~ District's goals in student achievement.

##### III. Priority Use List:

- (1) District and schools.
- (2) PTA/PTO/Booster Clubs.
- (3) Users Under Executed Special Agreement
  - a. IGAs (i.e. Portland Parks and Recreation)
  - b. Approved Child-Care Providers contracted by PPS (i.e. YMCA Care)
  - c. Organizations with PPS partnership agreements (i.e. SUN School)

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## EXHIBIT C

(4) Youth Activities for PPS students provided through Non Profit/Community Entities

(5) Youth Activities for PPS students provided through For Profit/Community Entities

(6) Other users.

### **III. Priority Use List**

~~(1) District and schools.~~

~~(2) PTA/PTO.~~

~~(3) Approved child care providers with a contract, Portland Parks and Recreation under a joint use agreement, and partnerships with a cost sharing agreement.~~

~~(4) Other users.~~

### **IV. Cost Sharing Application Process**

(1) Public or private entities wanting to enter into a cost sharing contract, joint use agreement or cost sharing agreement with the ~~district~~ District shall apply by completing the appropriate ~~PPS application form~~ process through the district's Partnership Office. The Senior Director of Facilities and Asset Management or their designee shall be included in all processes to access impacts and costs associated with the use of District facilities.

**Comment [KC1]:** Andre Jackson. Is it appropriate to be in this doc?



- (2) ~~The completed application form~~All contracts must be executed shall be forwarded to the district's Partnership Office at least 60-120 days prior to the proposed date of occupancy. Forms may be obtained at the PPS-CUB Office or on the district website.

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**V. Cost Sharing Review Process**

- (1) The Superintendent shall ~~task the Senior Director of Facilities and Asset Management with creating a committee process to consider applications using the cost sharing rates and to assure they comply with (V)(3) Community Use of Facilities Committee.~~ The committee shall consist of process shall include one member each from education operations, the partnership office, facilities, the finance office, and one ~~other-CUB~~ staff member appointed by the Superintendent Senior Director of Facilities and Asset Management.
- (2) The ~~Community Use of Facilities Cc~~ committee shall meet when necessary to consider applications using the cost sharing rates and to comply with (V)(3)
- (3) The Partnership Office shall:
- (a) Provide the applicant with the status of the application within 30 days of the receipt of the application.
  - (b) Notify the applicant if the committee requests additional documentation or an appearance at a committee meeting by the applicant.
  - (c) Provide an opportunity for the administrator of the affected site or department to review the application and provide input prior to the committee's decision.

**VI. Cost Sharing Approval Process**

- (1) The Superintendent, or designee, shall have the authority to approve or disapprove all applications using the cost sharing rate schedule except as provided in (2).
- (2) The board shall approve all cost sharing applications that provide that the district subsidizes an offset of ~~\$2550~~,000 or more annually.
- (3) Prior to contract approval by the Superintendent or Board, a funding plan to cover any subsidized cost of the agreement shall be identified.

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**VII.**

**IV. Permit Application Process**

- (1) A CUB application shall be submitted to the CUB Office via the online application process.
- (2) The person making application shall be at least 18 years of age and agrees, by signature, to all conditions set forth in the application
- (3) All portions of the application shall be completed according to the written instructions.
- (4) Applications shall be submitted at least 20 days prior to the requested use to allow for processing

**Invoicing**

- (1) Upon approval and final determination of terms and rates, cost sharing rate users will be invoiced in accordance with the terms of the contract, joint use agreement or cost sharing agreement.
- (2) Use of district facilities utilizing the cost sharing rate schedule shall not begin until the contract or agreement has been signed by all parties. If use of a facility does begin prior to signing, the user shall pay according to the non-profit rate schedule in addition to any direct costs.

**VIII. Minimal Contract Terms**

Approved cost sharing contracts and agreements shall include at a minimum the following terms:

- (1) A description of any and all fees and costs that will be paid or waived and details of the benefit gained by the district, students or teachers by offsetting the fees.
- (2) All contract terms included in 3.30.011-AD.

**3.30.012-AD**

(1) ~~A description of any and all fees and costs that will be paid or waived and details of the benefit gained by the district, students or teachers by offsetting the fees.~~

(2) ~~All other contract terms included in 3.30.011-AD (X)(1)-(9)~~

Policy Implemented: 3.30.010-P

History: 8/12/02

Revised: 8/xx/16

For official use only

Approved:

\_\_\_\_\_  
Superintendent Date

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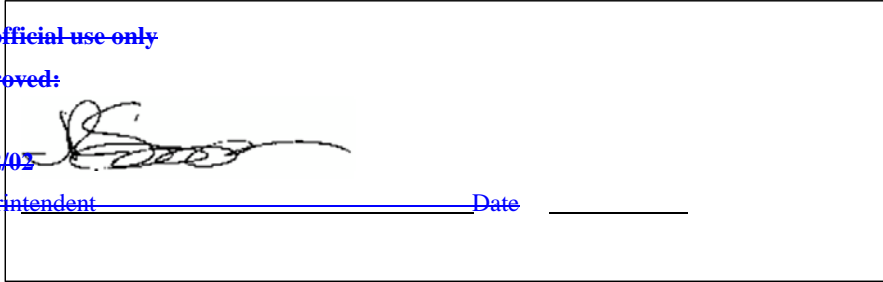
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## CIVIC USE OF BUILDINGS FEE REVISIONS (PROPOSED)

### Recommendation:

1. Increase all rental fees, except the classroom rental fee, by 20%. Please note that if the current rental fee had been adjusted year over year for the past ten years by either 2% or the consumer price index the adjusted fee would be greater than recommended increases below.
2. Increase the classroom fee from \$10/hour to \$15.00/hour for elementary and middle school classroom use (50% increase) and from \$10/hour to \$25.00/hour for high school classroom use (150% increase). This increase brings the class room rental fees into closer alignment with other school districts.
3. Maintain current custodial fees and add a new fee for insurance coverage for organizations that do not otherwise carry insurance to cover permitted activities. The cost of the coverage will be determined on a case by case basis.
4. Implement fee changes as of July 1, 2017 and increase rental fees by 3% annually thereafter.

<b>FINAL Recommendation (effective July 1, 2017 with a 3% annual increase)*</b>				
<b>Recommended Fees</b>	<b>Current Non Profit</b>	<b>Recommended Non Profit</b>	<b>Current For Profit</b>	<b>Recommended Profit</b>
Cafeteria ES/MS	\$ 22.50	\$ 27.00	\$ 40.00	\$ 48.00
Cafeteria HS	\$ 55.00	\$ 66.00	\$ 75.00	\$ 90.00
Gym ES/MS	\$ 30.00	\$ 36.00	\$ 50.00	\$ 60.00
Gym HS	\$ 65.00	\$ 78.00	\$ 85.00	\$ 102.00
Lab ES/MS	\$ 50.00	\$ 60.00	\$ 50.00	\$ 60.00
Lab HS	\$ 50.00	\$ 60.00	\$ 50.00	\$ 60.00
Auditorium ES/MS	\$ 40.00	\$ 48.00	\$ 60.00	\$ 72.00
Auditorium HS	\$ 75.00	\$ 90.00	\$ 95.00	\$ 114.00
Classroom ES/MS	\$ 10.00	\$ 15.00	\$ 15.00	\$ 25.00
Classroom HS	\$ 10.00	\$ 25.00	\$ 15.00	\$ 35.00
Grass Fields ES/MS	\$ 15.00	\$ 18.00	\$ 20.00	\$ 24.00
Turf Fields ES/MS	\$ 25.00	\$ 30.00	\$ 25.00	\$ 30.00
Turf Fields HS	\$ 75.00	\$ 90.00	\$ 125.00	\$ 150.00
Custodian	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00
Custodian - OT	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00
Insurance Coverage If Needed (New Fee)	none	TBD	none	TBD

## EXHIBIT D

### **Additional Changes:**

1. Volume discounts are eliminated.
2. Fee reductions in exchange for services are eliminated.
3. Application fee is increased from \$15 to \$25 (one change per permit allowed).
4. Change fee increased from \$20 to \$25.
5. Cancellation fees changed as follow:
  - a) Cancelation at least two weeks prior to the permitted event \$50.
  - b) Cancelation less than two weeks prior to the permitted event 50% of rental fee.
  - c) Cancelation occurs within 24 hours of the permitted event 100% of rental fee.

## EXHIBIT E

### RESOLUTION No. XXXX

#### Amend Community Use of School Buildings and Facilities Policy.

#### RECITAL

- A. The 2012 Board-adopted Long Range Facility Plan states that “school facilities and grounds will be inclusive and central to the communities and neighborhoods they serve and open and accessible to all for community use;”
- B. Portland Public Schools (PPS), through its Civic Use of Buildings program, makes its facilities and grounds available for the community when not in instructional use and the community has utilized approximately 2,200,000 hours of facility and ground use in FY 2014-2015;
- C. The Community Use of School Buildings Policy outlines the direction, priority of uses and general requirements for a program that manages the non-instructional use of PPS facilities and grounds and this policy and related administrative directives have not been amended since 2002;
- D. PPS charges registration, room and custodial fees for selected community use of its facilities and grounds but has not revised its fees in at least 10 years;
- E. PPS has reviewed peer school and parks districts for general requirements and fee parity for community use of facilities and grounds.

#### RESOLUTION

- 1. Policy 3.30.010-P is amended to reiterate PPS' commitment to providing facilities and grounds to the public during non-instructional hours for community use and to direct the Superintendent to implement ADs with specific procedures
- 2. Administrative Directives 3.30.011 AD and 3.30.012 – AD are amended to govern procedures and rules for reserving spaces, including requirements for security, insurance, custodian coverage, priority use, rental rates, subletting restrictions and district decision-making authority.

*Y. Awwad/S. King*



# Board of Education

## Staff Report to the Board

---

**Board Meeting Date:**

September 27, 2016

**Executive Committee Lead:**

Yousef Awwad, Chief Financial Officer

**Department:**

Finance Department

**Presenter/Staff Lead:**

Jerry Vincent, Chief of School Modernization  
Courtney Wilton, Interim Executive Director  
of Operations

**SUBJECT:** Staff Recommendation for authorizing a full faith and credit obligation in the amount of \$10,000,000 to finance Architectural and Engineering Pre-design Diligence for Benson, Lincoln, Madison, and Kellogg, an analysis and costing of districtwide environmental health and safety needs, a comprehensive facility condition assessment, an Americans with Disabilities Act (ADA) Transition Plan Update and environmental health and safety repairs.

### I. BACKGROUND – ARCHITECTURAL, ENGINEERING PRE-DESIGN DILIGENCE AND HEALTH & SAFETY

As part of the 2012 Bond scope, the Office of School Modernization (OSM) staff supervised Master Plans for the Benson, Lincoln and Madison high schools for a future bond. The Request For Proposal [RFP] process for Architectural Services was conducted, interviews performed, and three firms were selected. Master Plan Committees (MPCs) were formulated and a total of nine meetings were held for Benson and Lincoln, and eight meetings were held for Madison. The MPC's concluded and the architects compiled program documentation, renderings/sketches and a Conceptual Construction Budget for each. The OSM staff then added the Program Costs along with costs based on lessons learned from the previous three high school projects, to each Conceptual Construction Budget.

Once tabulated, the aggregate cost of the three projects was cost prohibitive based on the growing list of other district needs, including environmental health and safety measures, that likely need to be included in the new bond proposal. The Board Bond Improvement Committee recommended that staff and the architects examine each of the projects for possible phasing and/or cost control/containment measures. Additionally the district will borrow funds to cover health and safety non-capital projects that the bonds cannot pay for.

The challenge with carrying out the Board Bond Improvement Committee's request to re-examine the scope of the projects was that these projects were approved for architectural master planning only, with very little engineering, testing, or building envelope details amassed to determine how or what changes could be made.

In 2012, Franklin, Roosevelt and Grant high schools were already slated for renovation/additions in the Bond, and so the architectural process for those schools included the selection of the architect for all phases of design, engineering, and construction. Because the firms were on board for the whole process, the community Design Advisory Groups (DAGs) were able to discuss cost impacts/priorities in greater depth than the MPCs because the architects and engineers could provide a schematic design level of detail along with cost estimates, instead of just Conceptual Budgets.

Staff is recommending that the Board authorize funds so that staff can proceed with the selection process for the Architect Of Record (AOR) for Benson, Lincoln and Madison at this time. In doing so, the District is: A) Producing a level of diligence that will provide better project budgets/options for staff, as well as re-engage the MPCs for community input and prioritization. B) Demonstrating its commitment to move all three schools forward for the next bond measure. C) Accelerating the project time lines for the overall delivery of these projects to be ready for a May 2017 successful bond.

## **II. BACKGROUND – ARCHITECTURAL AND ENGINEERING PRE-DESIGN DILIGENCE FOR KELLOGG**

As part of the diligence for relieving overcrowding and transitioning to middle schools, the Facilities and Asset Management (FAM) department conducted an assessment of the currently closed Kellogg school site. FAM selected an architectural firm to assess the school and determine an estimated cost for renovating the school to an acceptable level of functioning systems and operations.

When the architectural firm assessed Kellogg, the environmental health and safety assessment was not part of their scope of work, and therefore, not reflected in the cost to renovate. The Office of School Modernization (OSM) department has also received actual costs depicting the cost to fully renovate (which includes all EHS concerns), compared with raising the structure and building new.

In the August 18, 2016 Board of Education Business and Operations Committee meeting, staff proposed a new build for Kellogg in lieu of renovation. The Board Committee directed staff to bring a resolution to the full Board authorizing the replacement of Kellogg once analysis of the costs to rebuild vs. renovate were complete along with the advantages and disadvantages of each approach

The Architectural and Engineering Pre-design diligence would allow OSM/FAM to complete this due diligence.

The Kellogg site, whether renovated or a new build, is a project that needs a successful passage of a bond measure in order to go forward.

Staff is recommending that the Board authorize resources to proceed with the selection process for the Architect Of Record (AOR) for Kellogg at this time.

## **III. BACKGROUND – ANALYSIS AND COSTING OF DISTRICTWIDE HEALTH AND SAFETY NEEDS AND FACILITY CONDITION ASSESSMENT**

The District is in the process of analyzing and estimating the cost of its most significant environmental health and safety needs. The analysis will, to a large degree, use existing information or information to be received in near term from independent third parties. In January, 2017, staff should have a detail of the estimated districtwide cost by risk area along with the combined total. In addition, the district needs a full assessment of all of its facilities. Facility condition assessment (FCA) is an industry term that describes the



process of a qualified group of trained industry professionals performing an analysis of the condition of a facility or group of facilities that may vary in terms of age, design, construction methods, and materials. Such an assessment will include environmental health and safety concerns at all school sites in addition to deferred maintenance. The Facilities and Asset Management (FAM) department has neither the staff, budget, nor expertise in some areas, to conduct these assessments. Furthermore, the Office of School Modernization (OSM) requires this assessment in order to accurately determine the scope and dollar amount of Environmental Health and Safety (EHS) projects for the upcoming May 2017 Bond, as well as subsequent bond measures.

In the August 18, 2016 Board of Education Business and Operations Committee meeting, staff proposed that this process go forward. The Board Committee directed staff to bring a resolution to the full Board authorizing that the environmental health and safety (EHS) costing and facility condition assessment be approved.

#### **IV. BACKGROUND – AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN UPDATE**

The Americans with Disabilities Act (ADA) was passed into law on July 26, 1990. The District had an assessment completed in 1994. Updates occurred to that assessment in 2009 and 2013. However, the estimated costs from the 2009 assessment are now inaccurate and need updating. Furthermore, the assessment does not reflect the substantial amount of ADA improvements to Franklin, Roosevelt, Faubion, or the Summer Improvement Projects (IP) since 2012 – 2016. Lastly, the ADA requires a Transition Plan that prioritizes the assessment, determines the scope of dollars for each item, and an action plan (time frame) in which the improvements will be accomplished. The Transition Plan is generally taken to the Board Of Education for review/discussion, approval, and enforcement. In addition to the Facilities and Asset Management (FAM) department, the Office of School Modernization (OSM) requests that this document be updated in order for an accurate account of projects/priorities/dollars to be budgeted for the upcoming May 2017 Bond.

In the August 18, 2016 Board of Education Business and Operations Committee meeting, staff proposed that this process go forward. The Board Committee directed staff to bring a resolution to the full Board authorizing that the Americans with Disabilities Act (ADA) be updated and a current Transition Plan be compiled. It should then be brought to the Board Of Education for review/discussion, approval, and enforcement.

#### **V. BACKGROUND – HEALTH AND SAFETY REPAIRS**

Any financing proceeds not expended on the above stated purposes will be used to make environmental health and safety repairs including improvements to the district's plumbing and / or lead paint remediation.

## VI. RESOLUTION

The costs for the above work is approximately \$4M:

- Pre-design diligence for three high schools: \$1.2 M (\$400K each)
- Update of district-wide ADA assessment: \$100K
- Environmental Health and Safety Needs Assessment Costing: \$400K
- Comprehensive district-wide condition assessment: \$1.5M
- Environmental health and safety enhancements including plumbing improvements and lead paint remediation: \$600K

Staff is bringing forward a resolution for bond issuance of up to \$10M so that the District has the flexibility to address any unexpected costs without having to re-engage bond counsel and accrue costs related to issuing further bonds.

Staff will not expand the scope listed above or expend additional resources than the \$4M without Board of Education approval.

## **RELATED POLICIES / BOARD GOALS AND PRIORITIES**

1. On July 21, 2008, by way of Resolution No. 3938, the Board authorized short-term borrowing approaches to finance capital construction and major renovation projects that can be reimbursed from general obligation bonds the District expects to submit to its voters in the future.
2. On May 29, 2012, by way of Resolution No. 4608, the Portland Public Schools (“District”) Board of Education (“Board”) adopted the Superintendent’s recommended update of the PPS Long Range Facility Plan (“Plan”). The Plan included forecasted expenditures for capital construction, major (capital) renovation, and information technology projects.

## **ATTACHMENTS**

- A. Resolution No. XXXX: Authorization a full faith and credit obligation in the amount of \$10,000,000 to Finance Architectural and Engineering Pre-design Diligence for Benson, Lincoln, Madison and Kellogg, Environmental Health and Safety Assessment (EHS) - Districtwide, and Americans with Disabilities Act (ADA) Assessment/Transition Plan Update.



# Board of Education Informational Report

## **MEMORANDUM**

**Date:** September 22, 2016

**To:** Members of the Board of Education

**From:** Sean Murray, Chief Human Resources Officer

**Subject:** Revision to Follow-up to Audit on Administrative Compensation Resolution

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On August 4, 2016, the Board of Education passed a resolution that was a follow-up to the Audit on Administrative Compensation. This resolution detailed the circumstances where the Superintendent could adjust salaries for current employees.

The Business and Operations Committee has started discussions regarding the compensation philosophy and new salary schedule. In the meantime, the attached resolution provides the Superintendent with additional authority to make a salary offer that is outside of the current Senior Leadership salary schedule in order to recruit an employee at market (Resolved paragraph 3). There are currently a number of vacancies at the Senior Leadership level and PPS needs to be competing at market for candidates.

The rest of the resolution remains the same.



# Board of Education

## Staff Report to the Board

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**Board Meeting Date:** September 27, 2016 **Executive Committee Lead:** Yousef Awwad

**Department:** Facilities and Asset Management **Presenter/Staff Lead:** David Hobbs

**SUBJECT: Amendment to Contract No. ENG 63178 with CH2M Hill Engineers Inc.**

### BACKGROUND

On June 22, 2016 the District entered into a contract with CH2M Hill Engineers for an Operations and Maintenance Assessment and gap analysis of water systems. This contract was authorized under an Emergency Declaration declared May 27, 2016 in accordance with PPS Contracting Rules 46-0110 (28) and 47-0180 (Emergency Procurements).

The initial work under the contract ("Phase 1" work) included an assessment of current practices and gap analysis of water distribution and operational practices primarily focused on kitchens used for food preparation, but also including a basic inventory of fixtures used for drinking.

The District now wishes to amend the contract to add the Phase 2 work described below. This amendment exceeds the 125% cumulative amendment cap in PPS 48-0320. An exception to the amendment cap is permitted when the amendment "is presented to the School Board as part of the Board's business consent agenda and the Board approves the Amendment based upon the circumstances of the particular contract."

### AMENDMENT SCOPE

The proposed amendment to the contract adds \$561,085 for Phase 2 work which includes the following scope of work:

- Develop cold water plumbing profiles, improvement recommendations, cost estimates, and a capital improvement program addressing water quality improvements
- Evaluate the water quality component of the PPS asset management plan
- Identify best practices for managing water quality in the PPS drinking water systems
- Develop standard operating procedures for managing water quality in PPS drinking water systems
- Review the current training program for staff managing water distribution systems including recommendations for additional training that focuses on water quality maintenance and protection
- Recommend performance metrics PPS can use to evaluate management of drinking water systems
- Develop an implementation plan

## **RECOMMENDATION**

Staff recommends that the Board approve Amendment 1 to the contract with CH2M Hill Engineers, Inc. to build on the work completed in Phase I and move rapidly through an assessment of drinking water systems in an effort to expedite reopening safe drinking water fixtures throughout the District. The total contract value including this amendment is less than the original proposal from CH2M Hill.

BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 1J, MULTNOMAH COUNTY, OREGON

INDEX TO THE AGENDA

September 27, 2016

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Purchases, Bids, Contracts

The Interim Superintendent RECOMMENDS adoption of the following items:

Resolutions 5335 and 5336



**RESOLUTION No. 5335**

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 agreements in a form approved by General Counsel for the District.

**NEW REVENUE CONTRACTS**

<b>Contractor</b>	<b>Contract Term</b>	<b>Contract Type</b>	<b>Description of Services</b>	<b>Contract Amount</b>	<b>Responsible Administrator, Funding Source</b>
United Way of Columbia-Willamette	7/1/2016 through 7/20/2017	Revenue R 63622	Preschool Promise grant to support two PreK classrooms at Faubion@Tubman.	\$520,000	H. Adair Fund 205 Grant G1588

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

<b>Contractor</b>	<b>Contract Term</b>	<b>Contract Type</b>	<b>Description of Services</b>	<b>Contract Amount</b>	<b>Responsible Administrator, Funding Source</b>
North Clackamas School District	7/1/2016 through 6/30/2017	Intergovernmental Agreement-Revenue IGA/R 63383	Columbia Regional Program will provide classroom services to deaf and hard of hearing regionally eligible children.	\$232,625	H. Adair Fund 299 Dept. 5422 Grant S0031

**AMENDMENTS TO EXISTING REVENUE CONTRACTS**

No Amendments to Existing Revenue Contracts

*Y. Awwad*

**RESOLUTION No. 5336**

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 agreements in a form approved by General Counsel for the District.

**NEW CONTRACTS**

<b>Contractor</b>	<b>Contract Term</b>	<b>Contract Type</b>	<b>Description of Services</b>	<b>Contract Amount</b>	<b>Responsible Administrator, Funding Source</b>
Blackboard, Inc.	10/1/2016 through 6/30/2018	Software and Related Services SW 63206	Provide web-site hosting and support to the District, Virtual Scholars, and Columbia Regional Programming.  Software and Hardware Maintenance PPS 47-0288(11)	\$210,000	J. Klein Fund 101 Dept. 5581
Unite Oregon (formerly Center for Intercultural Organizing)	10/1/2016 through 9/30/2018	Personal Services PS 63648	Provide increased infrastructure and staff support for family capacity building around college readiness; organize, facilitate, and implement the parent leadership program; conduct community-based research with families.  Direct Negotiation PPS 46-0525(4)	\$200,000	A. Lopez Fund 205 Dept. 5438 Grant G1188

**NEW INTERGOVERNMENTAL AGREEMENTS (“IGAs”)**

<b>Contractor</b>	<b>Contract Term</b>	<b>Contract Type</b>	<b>Description of Services</b>	<b>Contract Amount</b>	<b>Responsible Administrator, Funding Source</b>
David Douglas School District	7/1/2016 through 6/30/2017	Intergovernmental Agreement IGA 63619	Columbia Regional will provide the funding for Contractor to obtain Autism Spectrum Disorder program support and supplementary aides and services including coaching, professional development, technical assistance and consulting for school personnel	\$200,400	H. Adair Fund 205 Dept. 5433 Grant G1630

**AMENDMENTS TO EXISTING CONTRACTS**

<b>Contractor</b>	<b>Contract Amendment Term</b>	<b>Contract Type</b>	<b>Description of Services</b>	<b>Amendment Amount, Contract Total</b>	<b>Responsible Administrator, Funding Source</b>
CH2M Hill Engineers, Inc.	9/28/2016 through 6/30/2017	Engineering Services ENG 63178 Amendment 1	Districtwide assessment of operations and maintenance water distribution system. Phase 2. Emergency Declaration PPS-46-0110 (28)	\$561,085 \$811,085	Y. Awwad Fund 191 Dept. 5591 Project F1203

*Y. Awwad*

Other Matters Requiring Board Approval

The Interim Superintendent RECOMMENDS adoption of the following items:

Resolutions 5337 through 5340

**RESOLUTION No. 5337**

Amend Community Use of School Buildings and Facilities Policy.

**RECITAL**

- A. The 2012 Board-adopted Long Range Facility Plan states that “school facilities and grounds will be inclusive and central to the communities and neighborhoods they serve and open and accessible to all for community use;”
- B. Portland Public Schools (PPS), through its Civic Use of Buildings program, makes its facilities and grounds available for the community when not in instructional use and the community has utilized approximately 2,200,000 hours of facility and ground use in FY 2014-2015;
- C. The Community Use of School Buildings Policy outlines the direction, priority of uses and general requirements for a program that manages the non-instructional use of PPS facilities and grounds and this policy and related administrative directives have not been amended since 2002;
- D. PPS charges registration, room and custodial fees for selected community use of its facilities and grounds but has not revised its fees in at least 10 years;
- E. PPS has reviewed peer school and parks districts for general requirements and fee parity for community use of facilities and grounds.

**RESOLUTION**

- 1. Policy 3.30.010-P is amended to reiterate PPS’ commitment to providing facilities and grounds to the public during non-instructional hours for community use and to direct the Superintendent to implement ADs with specific procedures
- 2. Administrative Directives 3.30.011 AD and 3.30.012 – AD are amended to govern procedures and rules for reserving spaces, including requirements for security, insurance, custodian coverage, priority use, rental rates, subletting restrictions and district decision-making authority.

*Y. Awwad / S. King*

**RESOLUTION No. 5338**

Resolution Calling for Publication of Notice and  
Authorizing Full Faith and Credit Bonds

**RECITALS**

- A. Portland Public Schools, Multnomah County, Oregon also known as Multnomah County School District 1J (the “District”) is authorized to issue revenue bonds for a public purpose by ORS 287A.150 and related provisions of ORS 287A (collectively, the “Act”), which state that those bonds may be payable from all or any portion of the “revenue” of the District, as defined in ORS 287A.001(17); and,
- B. ORS 287A.001(17) defines “revenue” to mean all fees, tolls, excise taxes, assessments, property taxes and other taxes, rates, charges, rentals and other income or receipts derived by a public body or to which a public body is entitled; and,
- C. The District desires to issue revenue bonds under the Act that are secured by all lawfully available funds of the District and a pledge of the District’s full faith and credit and taxing power, as permitted by ORS 287A.315, to finance up to \$10 million for projects that improve schools or remediate environmental, health or safety concerns, including architectural and engineering pre-design related to work at Benson, Lincoln, Madison and Kellogg, Environmental Health and Safety (EHS) Assessments – Districtwide, Americans with Disabilities Act (ADA) Transition Plan updates, and other projects that remediate environmental, health or safety concerns (collectively, the “Projects”); and,
- D. ORS 287A.150 and related provisions of the Act permit the District to authorize revenue bonds by publishing a notice describing the revenue bonds. Unless at least five percent of the District’s electors sign and file a petition to refer the bonds to an election within sixty days after the notice is published, the District may issue the revenue bonds described in the notice; and,
- E. The District is permitted to refund outstanding borrowings under ORS 287A.360-380; and,
- F. The District’s Board of Education (the “Board”) adopts this resolution to authorize the revenue bonds described in the notice that is attached to this resolution as Exhibit A, to authorize refunding revenue bonds, and to delegate to the District staff the authority to sell and issue those bonds.

**RESOLUTION**

Section 1. Revenue Bonds Authorized under the Act. The District hereby authorizes the issuance of a principal amount of revenue bonds that is sufficient to provide net proceeds of up to \$10 million to pay for costs of the Projects, plus additional amounts that are required to pay costs related to the bonds. The District estimates that the total principal amount of revenue bonds required for this purpose will not exceed \$10.3 million. The revenue bonds authorized by this section shall be issued and sold in accordance with the Act and Section 2 of this resolution

- A. The bonds authorized by this 0 shall be payable from all lawfully available funds of the District and shall be secured by the District’s full faith and credit and taxing power within the limitations of Article XI, Sections 11 and 11b of the Oregon Constitution as permitted by ORS 287A.315.
- B. No bonds authorized by this 0 may be sold and no purchase agreement for any of those bonds may be executed until at least sixty (60) days after publication of the Notice of Revenue Bond Authorization, which is attached to this resolution as Exhibit A (the “Notice”). The Notice shall specify the

last date on which petitions may be submitted, and shall be published in at least one newspaper of general circulation in the District in the same manner as are other public notices of the District. If petitions for an election, containing valid signatures of not less than five percent (5%) of the District's electors, are received within the time indicated in the Notice, the question of issuing the bonds authorized by this 0 shall be placed on the ballot at the next lawfully available election date. If such petitions are received, the bonds authorized by this 0 shall not be sold until the question of issuing the bonds is approved by a majority of the electors of the District who vote on that question.

Section 2. Delegation. When the District is authorized to sell the bonds described in Section 1 of this resolution, the District may also sell those bonds pursuant to this Section 2. The Chief Financial Officer or his designee (each of whom is referred to in this resolution as a "District Official") may, on behalf of the District and without further action by the Board:

- A. Issue the revenue bonds authorized by 0 of this resolution and bonds to refund the revenue bonds authorized by Section 1 of this resolution (collectively, the "Bonds") in one or more series, which may be sold at different times.
- B. Structure each series of Bonds as financing agreements, notes, or bonds.
- C. Subject to the limits in this resolution, establish the final principal amounts, maturity schedules, interest rates, redemption terms, payment terms and dates, and other terms for each series of the Bonds.
- D. Select one or more commercial banks or other investors and negotiate the sale of any series of the Bonds with those commercial banks or investors.
- E. Finalize the terms of, execute, and deliver bond declarations, financing agreements, bond purchase agreements or other documents that describe the terms of each series of the Bonds. The documents may also contain covenants for the benefit of the owners.
- F. Issue any qualifying series of Bonds as "tax-exempt bonds" bearing interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended, (the "Code") and enter into covenants for the benefit of the owners of those series to maintain the excludability of interest on those series from gross income under the Code.
- G. Issue any series of Bonds as "taxable bonds" bearing interest that is includable in gross income under the Code.
- H. Designate any series of Bonds as a qualified tax-exempt obligation pursuant to Section 265(b)(3) of the Code, if applicable.
- I. Execute any documents and take any other action in connection with the Bonds that the District Official finds will be advantageous to the District.

*Y. Awwad*

**Exhibit A**  
**Notice of Bond Authorization**

NOTICE IS HEREBY GIVEN that the Board of Portland Public Schools, Multnomah, Clackamas and Washington Counties, Oregon also known as Multnomah County School District 1J (the "District") adopted Resolution No. 5338 on September 27, 2016, authorizing the issuance of bonds in one or more series to finance up to \$10 million for projects that improve schools or remediate environmental, health or safety concerns, including architectural and engineering pre-design related to work at Benson, Lincoln, Madison and Kellogg, Environmental Health and Safety (EHS) Assessments – Districtwide, Americans with Disabilities Act (ADA) Transition Plan updates, and other projects that remediate environmental, health or safety concerns (collectively, the "Projects").

The bonds will be secured by all lawfully available funds of the District and a pledge of the District's full faith and credit and taxing power, as permitted by ORS 287A.315. The bonds will not be general obligations of the District, and neither the authorization nor issuance of the bonds described in this notice will authorize the District to levy any taxes.

The bonds will be issued in an estimated aggregate principal amount of not more than \$10.3 million. Bond proceeds may be used solely to finance the Projects and to pay costs of issuance.

If written petitions requesting an election on the issuance of the bonds, signed by not less than five percent (5%) of District's electors, are filed with the Superintendent's Office at District's offices on or before [insert date that is 60 days after the notice publication date], the question of issuing the bonds shall be placed on the ballot at the next lawfully available election date.

District's offices are located at 501 N. Dixon Street, Portland, Oregon 97227, and a copy of the resolution authorizing the bonds is available from the Superintendent's Office at that address. The bonds will be issued and sold under ORS 287A.150 and related statutes; this Notice is published pursuant to ORS 287A.150(4).



## REVISED Follow Up to Audit on Administrative Compensation

### RECITALS

- A. On July 28, 2015 the Board of Education passed RESOLUTION No. 5126 calling for an audit of administrative compensation to determine whether PPS has adequate processes and procedures on place to guide the Superintendent in determining compensation for all employees and to review whether the processes and procedures are being followed.
- B. As part of the original resolution, the Superintendent was “to freeze any further ‘market adjustments’ until the Board has had a chance to review the information and an independent auditor’s analysis is completed and the Board has set parameters for any future increases.”
- C. Talbot, Korvola and Warwick completed two phases of this compensation audit and presented them to the Audit Committee in February 2016 and July 2016.
- D. At its meeting on August 4, 2016, the Board of Education outlined the following exceptions where the Superintendent can adjust non-represented employee salaries:
  - a. To counter an offer for an employee who is being recruited by another organization
  - b. To correct incorrect salary placements at time of hire
  - c. To address promotional opportunities that align with market
  - d. To equalize salaries of existing employees with placement of new employees’ salaries in the same classification based on market

### RESOLUTION

1. Until the compensation philosophy and new salary schedule are adopted by the Board of Education, the Superintendent may authorize Senior Leadership salaries outside of the current salary schedule in order to make offers aligned with market to recruit the best employees to the District.
2. All other salary adjustments and placements beyond the salary range of the classification will require board approval.

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**RESOLUTION 5340**

Minutes

The following minutes are offered for adoption:  
September 6 and September 19, 2016