

Operating Procedures
Portland Public Schools
Superintendent's Advisory Committee on Enrollment and Transfer

Approved by Committee: 6/2/09
Approved by Superintendent: 8/29/09

Article 1 – Name

The name of this advisory committee is the Superintendent's Advisory Committee on Enrollment and Transfer (SACET).

Article II – Purpose

The purpose of the committee's work is to:

- Advise the Superintendent on enrollment and transfer issues as she/he seeks to improve equity, program access and educational achievement for all students.
- Offer informed perspectives on the school district-wide impact of enrollment and transfer issues, based on shared information about enrollment and transfer policies and practices.
- Identify issues of concern and respond to the priorities determined by the Superintendent.

The committee's work is shaped in part by two Board priorities to:

- Provide a quality school near every student's home and an appropriate learning environment for all students, including those with special needs, within their home cluster.
- Provide other educational options by offering students and their families meaningful choices that meet the different learning needs and educational interests of all students; promote equity and diversity in the admission of students to educational options through an open, fair and accessible process; minimize barriers to participation in educational options; and acknowledge that students and their families are the primary decision-makers about their choice of options.

(Board Policies 6.10.022P and 4.10.051-P)

Article III - Membership

The Superintendent selects and appoints members to the SACET which shall be comprised of a range of 10 to 14 members. Members are appointed for a two year term and may reapply to serve additional terms. Terms of office will be staggered, with up to seven SACET members rotating off annually.

Members will represent the demographics of the students served by the district including gender, cultural and ethnic diversity, geographic, and grade level stratification.

A member wishing to resign from the committee shall do so in writing directed to the Superintendent and the chairs of the committee. Such writing may be through electronic means.

Article IV – Meetings

The Committee shall meet approximately monthly. The meeting days and times will be determined by the Committee. Members shall receive the agenda, any information necessary to act on agenda items, and the minutes of the previous meetings at least a week in advance of each regularly scheduled meeting. Members are expected to be prepared for meetings, attend all committee meetings and participate actively in additional work between meetings.

Article V – Decision Making

The Committee will conduct its business via consensus, with consensus defined as levels of support being between 3-5, as indicated on the scale below.

1	2	3	4	5
Oppose	Have questions, cannot support	Neutral – can live with it	Some questions, can support	Fully support

Sam Kaner

If consensus is not reached, the range of opinions will be noted in written SACET reports and will include brief statements about the diverse views.

Article VI – Committee Leadership

The Committee shall elect Co-Chairs annually at the October meeting. Co-chairs are voting members of the Committee.

The Co-Chairs, in consultation with the Committee staff person and Superintendent’s office shall set the agenda for each committee meeting. Members may request additional items to the agenda provided this request reach the committee leadership at least one week in advance. New items not covered in the agenda may be proposed by members and may be considered at the conclusion of the regular meeting.

Staff will work in partnership with the Co-Chairs to support the work of the Committee, serve as the committee’s secretary, and function as liaison to the Superintendent.

Article VII – Subcommittees

The Committee may establish work groups for limited terms as needed to carry out activities approved by the Committee.

Article VIII - Deliverables

There are two primary deliverables from the SACET work:

1. Written reports
2. In-person meetings with the Superintendent or her/his designee

The scale of the written report will vary according to the size and complexity of the project/issue.

A written report on SACET's work will be prepared and an in-person meeting with the Superintendent will occur at least annually.

Article IX – Communication

The Committee staff person shall maintain an internal SACET website where all committee materials will be posted.

Approved minutes and all reports submitted to the Superintendent shall be posted on the PPS public website.

Information requested by individual SACET members will be provided if readily available to staff. If the materials are not easily accessible (e.g. reports that require more than one hour of staff time to generate), staff will provide an explanation of the effort required to complete the request, with alternative options, if possible, at the next scheduled meeting. The committee as a whole will decide whether to proceed with the request.

Article X - Representation

Unless previously designated by the committee as formal SACET representatives, SACET members will participate as individuals in events such as community or school meetings and in correspondence regarding SACET matters.

Article XI - Public Comment

SACET meetings will be open to the public. Comment cards will be available at each meeting on which the public may record their questions and concerns. Comments will be transcribed and incorporated into the meeting minutes.

Article XII – Amendments

These Operating Procedures may be amended at any time by an affirmative vote of four-fifth of the members of the Committee, provided that the amendments are compatible with the responsibilities assigned to the committee by the Superintendent. Before such amendments are incorporated into these Operating Procedures, they must be approved by the Superintendent.