



**PORTLAND SCHOOL DISTRICT 1J
BOARD OF EDUCATION
PUBLIC MEETING NOTICE**

The Board of Directors of Portland Public Schools will hold a Work Session on the following date:

Date: Tuesday, July 25, 2017
**Time: Immediately Following the Regular Board Meeting
(approximately 8:00pm)**
**Location: Board Auditorium
501 N. Dixon Street
Portland, Oregon 97227**

The purpose of the Work Session is to discuss Board Communications Protocols.

The Public is welcome to attend.

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.

This notice is provided in accordance with the
Oregon Public Meetings Law
Board Support Services
July 21, 2017

Chinese

學校翻譯委會

這通告有關波特蘭公立學校教育委員會.若閣下需要有關議會資料內容翻譯或通譯. 請聯絡以下的語言聯絡人員:

Russian

Это сообщение для проведения открытых совещаний Руководящего Совета Портленского государственного школьного округа. Если вам нужно, чтобы эта информация была переведена на ваш родной язык или вы хотите пригласить переводчика на это совещание, пожалуйста, позвоните:

Somali

Hadii aad u baahantahay turjubaan, ama in la'guu turjubaano waxyaabaha looga hadlaayo kulanka dadweynaha iyo gudiga sare ee iskoolada Portland, fadlan la xariir:

Spanish

Aviso para la reunión pública de la Mesa Directiva del Distrito Escolar de Portland. La reunión se llevará a cabo en un lugar accesible para personas con discapacidad. Las personas que asistirán a esta reunión y necesiten interpretación favor de comunicarse por lo menos con 48 horas de anterioridad a fecha de la reunión, para poder hacer los arreglos necesarios. Personas que desean testificar ante la Mesa Directiva deben apuntarse en la lista para los comentarios públicos antes de que inicie la reunión.

Vietnamese

Lời Phủ Nhận Của Ban Điều Hành Giáo Dục

Đây là thông cáo về buổi họp công cộng của Ban Điều Hành Giáo Dục Sở Học Chánh Portland. Nếu quý vị cần thông dịch những tin tức này, hoặc cần thông dịch viên trong buổi họp, xin liên lạc:

Interpretation & Translation Services
(503) 916-3427

Portland Public Schools Board Communications Protocols

Board Communications Generally

The PPS Board of Directors and the District administration are committed to transparency and open dialogue as critical components of improving performance and building and sustaining trust with employees, students, families, and the larger community.

The official position of the Board will be determined by a majority vote, and the Board chair will communicate the official position of the Board to the Superintendent of schools. In all instances, Board member communications, as representatives of the Board, should be within the context of making a constructive contribution to the school district, its employees, its students, and their families.

Communications Among Board Members

Each Board member shall focus on building trust and enabling open communications between and among one another, the Board and the Superintendent, and the community. Each Board member should understand the significance of a respectful, productive working relationship with their fellow Board members and the Superintendent and that he/she should model effective communications for the students he/she serves.

Board leadership and all members will share district business and school information with each other in a timely manner to ensure that all members are able to perform their oversight duties effectively. Board committees are expected to report on their work to the full Board on a regular basis. Members who participate in professional development, serve on external committees, boards, or task forces are expected to share their learning with their Board colleagues.

All communications among Board members must conform with the law governing public meetings. Board members should avoid using emails, phone calls, and other means of communication to engage in activities that could be construed as Board decision-making. Board members shall receive training in these regulations on an annual basis from the district's General Counsel or his/her designee to ensure compliance.

Communications To and From the Board

Board members shall make every effort to communicate openly and transparently with members of the community. Email, regular district newsletters, Board member-maintained websites, and other media can all be effective tools for informing the public about the work and positions of the Board.

The Board may provide for a period of public comment at the regular meeting of the Board and at other times deemed appropriate by the chair. Following the Board's policy, the chair shall set the amount of time for speakers and the length of time shall be enforced at the chair's discretion. Whenever possible, notice of changes in the length of time should be announced in advance of the meeting. General public comment periods at Board meetings is unrestricted as to topic so long as the general rules of conduct are complied with. Public comment periods associated with resolutions or agenda items are limited to the specific agenda item(s) under discussion.

The Board Chair will introduce public comment periods with a statement explaining time limits and behavioral expectations. Comment periods are not opportunities for the public to make personal attacks against Board members, staff, or community members. The Board Chair reserves the right to interrupt commenters who engage in attacks against individuals. A district representative as assigned by the superintendent will be present during the general public comment period at Board meetings. The Chair may acknowledge comments or refer an issue to a committee. Board members and district representative will not respond to public comments in the moment, but a district representative will follow-up on complaints or issues as appropriate. The district representative will track the nature of complaints or issues and any actions taken subsequent to testimony, including these in a regular report to the Board.

In order to make board meetings more accessible, the board may request interpreters in the five supported languages be present at Board meetings to assist community members in making public comment and following agenda items.

Board members recognize that all of their communications including email, text, social media activity and conversations with individuals in the community about Portland Public Schools may be considered official public business and, accordingly, subject to public records laws. Board members should not utilize social media to engage in running debate with other Board members, constituents, district leadership, staff, or interested others. Likewise, Board members should not use social media as a forum to disseminate information better suited for a meeting of the school board.

An important role of the School Board is to serve as a bridge between the District and the community. Communications with constituents can be invaluable in maintaining a two-way flow of information, providing input from the community on issues before the Board, and identifying problems in existing systems or procedures that require attention. Board members should make every effort to engage in active listening, but should refrain from making any commitments on behalf of the Board or District for future actions in the absence of official Board or administrative decision. Complaints or concerns from individuals about specific issues in schools received by Board members should be forwarded to the Superintendent for appropriate redress. Board members shall be informed in a timely manner of actions taken to resolve the constituent issue.

Board Communications to Staff

The Board will utilize the Superintendent's input and the professional expertise of the district staff as necessary for the operation of effective schools. The Board will look to the Superintendent to make recommendations, proposals, and/or suggestions on matters that come before the Board.

All official communications, policies, and requests for information from Board members will be communicated through the Superintendent and tracked by the Board Secretary. Unless the requested information is publicly or readily available, the Chair and the Superintendent will determine the reasonableness of the request at the regular agenda setting meetings or earlier if possible. If deemed reasonable, the Chair will inform the full Board and include information from the Superintendent regarding the expected amount of time necessary to complete the task. Once completed, the Superintendent will inform the Chair who will then deliver the information to the full Board by way of the Chair's report at the next meeting of the Board or through published communications to the Board. The Superintendent shall fulfill the request as quickly and efficiently as possible in a manner that creates

minimal disruption to normal district business processes and return the desired information to both the chair and the member making the request.

Staff Communications to Board (except for Board Presentations Authorized by the Superintendent)

Staff members are encouraged to engage with their elected officials. However, it is not best practice for Board members to conduct investigations. It is important that Board members clarify that they do not have supervisory, operational, or administrative authority over staff and individual Board members cannot make unilateral decisions or resolve issues of employment, program implementation, teaching practice, facility usage, or other operational issues. Board members should pass information and concerns on to the Superintendent. The Superintendent's office will work directly with staff to help resolve concerns and answer inquiries. The Superintendent's office will ensure that the Board member who forwarded the information is kept abreast of developments and resolutions in a timely manner. It is also expected that when staff is communicating policy or operational information that they do so through the superintendent or copy the superintendent on the communications.

The Superintendent shall ensure that no employee who reports an issue in good faith will be subjected to retaliation in any form.

Visiting Schools

Board members are encouraged to know as much as is practicable about the students they serve and the schools they attend. Individual Board members interested in visiting schools, attending meetings on or off-campus, attending teacher professional development sessions, or attending off-campus school events in an official capacity will make arrangements for such visits through the principals of the various schools. Such visits shall be regarded as expressions of interest in school affairs. Board members do not have supervisory or administrative authority. Their visits should not be considered as "evaluative." Board members planning to visit schools in their official capacity should notify the principal, with a copy to the OSP senior director, in advance of the visit. Cursory visits such as picking up or dropping off a child, attending an athletic event, or watching a play or concert shall not require advance notice to the director. If, in the course of a cursory visit, interactions with constituents or staff become relevant to pending or potential Board actions, the Board member shall alert the Superintendent and the Board chair at the earliest practicable opportunity.

Communicating With Media Outlets

The Board Chair is the designated spokesperson for the Board and is the primary point of contact to communicate the Board's position(s) to media outlets on all issues. The Chair may delegate other Board members as the primary point of contact for particular issues.

Board members should expect to be contacted by the media. In all communications, Board members should clarify that they are speaking as individuals unless they have been designated by the Chair to speak on behalf of the Board. Individual Board members should feel free to speak openly to the media when the contact is initiated to clarify or add context to their own public statements or correct the record. Board members should refrain from commenting on the operation of the school system and instead refer questions to the Superintendent's office.

Board members are encouraged to contact the district communications office when contacted by the media to gain broader context to the issues being asked about. The communications office is available to support board members with the media and facilitate requests in response and proactively seek opportunities for the Board and District.

No Board member shall comment on any open investigations, since any statements provided could thwart the investigatory process and/or incur district liability. To ensure the integrity of the ongoing investigation, including investigations involving district staff or students by outside agencies (i.e. law enforcement), all requests should be referred to the Superintendent. Likewise, Board members should never release any information that could reveal another's identity or otherwise violate state and/or federal laws that protect students and staff. Accordingly, all Board members should receive training from the General Counsel or his/her designee on laws and regulations governing confidentiality. Board members should also have access to media training and periodic consultation with the communications office.

As citizens and elected leaders of the community, Board members retain their free speech rights, but are expected to craft messages that support the collective wisdom and decision-making process of the Board as a whole. Unanimity of opinion is not required, but Board members are expected to act in keeping with the concept of good governance. Under no circumstances should the media be used by a Board member or the district staff to undermine or disrespect a Board member or district staff.

Neither Board members nor the Superintendent should be surprised by media coverage. Board members shall be notified of controversial issues by the Superintendent or other Board members as early as possible, but in all cases prior to the issue's appearance in the media.

Communicating in Social Situations

In all instances, Board member communications, as representatives of the Board, should be within the context of making a constructive contribution to the school district, its employees, its students, and their families.