



## CLEVELAND HIGH SCHOOL

# COMPREHENSIVE PLANNING COMMITTEE (CPC) CHARTER

---

### **Cleveland Comprehensive Planning Committee Charter (Created 8-22-23)**

#### **Purpose and Role of the CPC**

The goal of the Cleveland High School Comprehensive Planning Committee is to develop an equitable and integrated comprehensive plan for a modernized Cleveland High School through authentic community engagement. It will include students, parents, teachers, alumni, administrators, PPS staff, partners, community representatives and a school board member.

This will be accomplished by a thoughtful process committed to engagement within the Cleveland community. The District's project team will work directly with the CPC to ensure that their concerns and aspirations are understood and considered.

The CPC collects and synthesizes community-wide input and collaborates around the evolving details of the project with other members in the Cleveland community. The CPC will be an instrumental part of a multifaceted planning and stakeholder engagement process which will include District and school staff, students, and community members all guided by the consultant design team. Project analysis will include various types of background documents, building, site, budget and regulatory requirements that must be used in evaluating design options. *While CPC members are not tasked with making final decisions, their input is crucial in creating a comprehensive plan that the entire community can be proud of.*

**NOTE:** The 2020 Bond Program does not include construction funding for Cleveland High School. Construction funding will need to come from a future PPS School Improvement Bond.

CPC members' role and responsibilities:

- Attend meetings to advise the project team on school community concerns, issues, goals and aspirations.
- Abide by the ethics and code of conduct for the CPC.
- Report to and bring feedback from groups and organizations CPC members represent.
- Advise on communication strategies to reach the entire school community for project process and public participation events.
- May assist the project team with public open houses.
- May assist with groundbreaking and grand opening events.

#### **Membership**

CPC members will be expected to serve for approximately 6 months throughout the



comprehensive planning phase. Additional opportunities for involvement may be available during subsequent design phases.

District Staff will select and appoint CPC members through an open application process. Additional applicants may be recruited to ensure balanced and full representation of the school community.

The CPC will nominate a **Chairperson** or **Co-Chairpersons** to assist in CPC meeting agendas, presentation review, and meeting protocol. *PPS staff/employees and Board members may not serve as Chairperson/Co-Chairpersons.*

The CPC should include at least one member from each of the following stakeholder groups: school parents, neighborhood parents, neighborhood associations, business associations, school program, potential site and/or capital partners, students, and teachers, in addition to a school board representative.

A member wishing to resign from the CPC shall do so in writing to the District's project manager; e-mail is acceptable.

If a member fails to attend two consecutive CPC meetings without reasonable excuse, or otherwise becomes unable to serve on the CPC, the District's project manager may declare the position on the CPC to be vacant and appoint another appropriate person to the CPC.

### **Project Team**

The project team will be composed of architects, engineers, planners, the Office of School Modernization (OSM) project managers and PPS staff. They will provide agendas, presentations and site considerations; the project team will also facilitate discussions, record input, develop analysis and options for CPC meetings.

The OSM project managers, as the District's primary points of contact for the project, will oversee CPC meetings and public participation events. All communications from CPC members outside of CPC meetings should be directed to the PPS project managers.

Project decision making will be the responsibility of the Office of School Modernization in collaboration with other District Leadership as required. ***CPC members perform in an advisory role only, and are not official District representatives.***

### **CPC Meeting Schedule & Format**

Estimated commitments include: Attending regular (approximately monthly) meetings during the late summer to early winter of the 2023-24 school year. Timing of these events will be aligned with the project schedule and other school and district stakeholder engagement events.



CPC meetings will take place at Cleveland High School. The specific room for the meetings is to be determined.

The full schedule for CPC Meetings is in development and will be announced after the committee has formed.

CPC meetings are open to the public and provide an opportunity for public comment at the end of the meetings; meeting materials and meeting notes will be posted online.

### **Public Comment at Meetings**

Opportunity for public comment will be provided at the end of each meeting. Public comment will be limited to 10 minutes with a maximum of 3 minutes of testimony per person. Those wishing to provide testimony to the CPC will need to sign up at the meeting. Testimony will occur in order of arrival. Comment cards will be provided at each meeting. The public is encouraged to provide written or email comments to the CPC. Email comments can be sent to [schoolmodernization@pps.net](mailto:schoolmodernization@pps.net).

### **CPC Ethics**

This ethics clause provides general operational guidelines for CPC members to follow in carrying out their roles. Not all ethical issues that CPC members face are covered below. However, this document captures some of the critical areas that help define ethical and professional conduct for CPC members.

- CPC members are volunteers and receive no direct or indirect compensation from the District for their services as members of the committee.
- CPC members may not have an active or pending contract with the District, nor enter into a contract during their term of service.
- The CPC may not include any vendor, contractor or consultant of the District.

### **CONFLICT OF INTEREST:**

A CPC member shall not make or influence a District decision related to:

- any contract funded by bond proceeds; or
- any construction project which will benefit the CPC member's outside employment, business, or provide a financial benefit to a family member, such as a spouse, child, parent or sibling.

### **OUTSIDE EMPLOYMENT:**

A CPC member shall not use his or her authority over a particular matter to negotiate future employment or contract with any person or organization that relates to:

- any contract funded by bond proceeds; or



- any construction project.

A CPC member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind.

For a period of one (1) year after leaving the CPC, a former CPC member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a CPC member, they participated in personally and substantially. Specifically, for a period of one (1) year after leaving the CPC, a former CPC member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to:

- bidding or proposing to provide services on projects funded by the bond proceeds; and/or
- any construction project funded by the District.

**COMMITMENT TO UPHOLD LAW:**

Each CPC member shall uphold the federal and Oregon Constitutions, the laws and regulations of the United States and the State of Oregon, and the policies, procedures, rules and regulations of the Portland Public School District.

**COMMITMENT TO THE PUBLIC:**

Each CPC member shall place the interests of the public above any personal or business interest of the member.