



GRANT HIGH SCHOOL DESIGN ADVISORY GROUP CHARTER

Mission

Portland Public Schools is committed to achieving quality work while completing construction projects on time and within budget. The use of this Design Advisory Group will be effective in ensuring that community voice as regards site-specific program needs are addressed and incorporated into the Grant High School (GHS) full modernization project.

Charge

The Design Advisory Group (DAG) will help Portland Public Schools ensure that stakeholder representatives of the Grant school community have the opportunity to participate in the planning and design of school improvements.

DAG members will be briefed by the District's GHS Project Director on the schedule and general scope of work set by the Board of Education. The DAG will review PPS' Long Range Facilities Plan, educational specifications, master plans, and schematic and design development drawings.

DAG members will help to:

- advise project management team on characteristics unique to the Grant school community.
- synthesize community-wide input to the design process.
- assist staff and community with tours, public design events, public conversations with the contractor, groundbreaking and ribbon cutting events.
- work together to learn about renovation and construction projects, and provide input into GHS full modernization planning and design.

While DAG members do not make decisions, speak on behalf of nor do they represent the District, DAG members will work with PPS and the project management team to provide input. DAG members will also help to organize and participate in community meetings during the master planning, schematic and design development processes, which may last up to 12 months.

Design Advisory Group Structure and Membership

The Design Advisory Group (DAG) is chartered for the Grant High School capital improvement project, and group members will be expected to serve for about 12 months.



The PPS Chief of School Modernization will select and appoint the DAG members through an open application process, in-consultation with the Superintendent of Schools.

A Chairperson will be designated by the District to assist in meeting protocol.

The DAG will meet regularly through the Master Planning and Schematic Design phases, and as needed through the Design Development Phase.

The DAG shall consist of fourteen members, representing the demographics of students served including gender, cultural and ethnic diversity, and geographic distribution and further to include representatives of/from:

- Grant High School principal (1)
- Grant students (3)
- Grant High School parents (2)
- Grant Cluster Parents (2)
- School community members (1)
- Alumni associations (1)
- Local business/neighborhood representatives (3)
- Board of Education liaison (1)

The meetings will be open to the public.

A member wishing to resign shall do so in writing directed to the Chief of School Modernization; such writing may be through electronic means.

DAG Meetings

- The DAG shall meet as scheduled by the District's Project Director to review the individual school status and related information, and to perform other duties as provided herein. The Project Director may request additional meetings as deemed necessary and appropriate.
- DAG meetings shall be held in a public setting with the public allowed to attend. 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.
- The DAG shall report to the Project Director for the Grant High School Capital Improvement Project.



Ethics & Expectations

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

- The DAG members are volunteers and receive no direct or indirect compensation from the District for their services as members of the DAG.
- The DAG members may not have an active or pending contract with the District, nor enter into a contract during their term of service.
- The DAG may not include any vendor, contractor or consultant of the District.
- A DAG member serves at the discretion of the Chief of School Modernization. If a DAG member resigns, violates the Ethics clauses contained herein, fails to attend two consecutive DAG meetings without reasonable excuse, or otherwise becomes unable to serve on the DAG, the PPS Chief of School Modernization may declare the position on the DAG to be vacant and appoint another qualified person to the DAG.

EXPECTATIONS: As a Committee member, you are expected to:

- Recognize that the chief function of PPS at all times is to serve the best interest of all its students.
- Affirm the dignity and worth of the public education services rendered by Portland Public Schools and maintain a constructive, creative and practical attitude toward PPS affairs and a deep sense of social responsibility as group members.
- Accept and support the work completed by previous committees where that work has a direct impact on the work of this group.
- Make every effort to attend all meetings, to arrive on time, and to be prepared.
- Advise the DAG's support staff in advance if you know you will be absent for a DAG meeting.
- Be respectful of all people at all times, regardless of whether you agree or disagree with their point of view.
- Take personal responsibility for encouraging respectful behavior among your fellow committee members.
- Refrain from criticizing board members, staff members, other committee members, or any citizen in public.



- Speak when recognized by the chairperson. Don't interrupt or engage in side conversations when another group member is speaking or a member of the design team is presenting. Expect that same courtesy.
- Be brief and to the point; don't posture or grandstand.
- Clearly explain how you came to your position on a subject and how it serves the public interest.
- Respect the different styles of fellow committee members.
- Be open to changing your mind based on new information.
- Understand that it is not necessary to weigh in on every question.
- Recognize that you are seen as Design Advisory Group members at all times during the process, no matter how you may see yourself. You are part of a team.
- Share credit generously and spread opportunities to get positive recognition for the entire group.
- Support the legitimacy of design outcomes achieved through a public process, even those you don't agree with. When a decision is made, move on.
- Refrain from activities which undermine public confidence.
- Be crystal clear in public about whether you are speaking as an individual and stating your personal opinion, or have been recognized by the DAG to speak on their behalf.
- Understand that every letter and/or e-mail to any district personnel or elected official is a public document, and can be asked for by members of the public and the media. Whenever you put anything in writing regarding the DAG's work, know that anyone has the right to ask for and receive what you are sending or receiving.
- Know that your DAG's work is of interest to the public. Media inquiries should be expected and discussion about how to respond to inquiries should be reviewed by the Project Director during your initial meeting. All inquiries and responses must be shared with the entire DAG and district support staff.

CONFLICT OF INTEREST: A DAG 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 DAG 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 DAG 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 DAG 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 DAG, a former DAG member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a DAG member, he or she participated in personally and substantially. Specifically, for a period of one (1) year after leaving the DAG, a former DAG 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 DAG 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 DAG member shall place the interests of the public above any personal or business interest of the member.