



JEFFERSON HIGH SCHOOL

MASTER PLANNING COMMITTEE CHARTER

Purpose and Role

The goal of the Master Planning Committee (MPC) is to develop a comprehensive, equitable, integrated and visionary high school campus design. This will be accomplished by a thoughtful process committed to engagement within the Jefferson community. The District's project team will work directly with the MPC to ensure that their concerns and aspirations are understood and considered.

The MPC will be an instrumental part of a multifaceted planning & stakeholder engagement process which will include District & school staff, students, community members 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. Jefferson High School, located in the North Portland Albina neighborhood, is a densely developed site that has historically served as one of the anchors of the Black community in Portland and was historically considered Portland's Black high school. An equitable engagement and planning process for this project will require MPC members to consider the complex history of the greater Portland neighborhood community in which Jefferson High School lives as well as how Jefferson's continued legacy as Portland's historically black high school affects that process.

MPC members' role and responsibilities:

- Attend meetings to advise the project team on school community concerns, issues, goals and aspirations.
- Abide by code of conduct for the MPC.
- Report to and bring feedback from groups and organizations MPC members represent.
- Advise on effective 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.

Project Scope

Following the passage of the 2020 Bond, Portland Public Schools (PPS) is moving forward with the planning, design and construction of a new Jefferson High School.

The MPC will consist of parents, teachers, students, and community stakeholders who work together to help provide feedback for the development of the conceptual master plans. MPC members synthesize community-wide input and share the evolving details of the project to others in the community. While MPC members do not make decisions, their input is crucial in creating a design that the entire community can be proud of.



Membership

MPC members will be expected to serve for up to **18** months throughout the master planning, schematic design and design development phases. Additional opportunities for involvement may be available during subsequent to design phases.

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

The MPC will nominate a **Chairperson** or **Co-Chairpersons** to assist in MPC meeting agenda & presentation review, steering planning meetings and meeting protocol. *PPS staff/employees and Board members may not serve as Chairperson/Co-Chairpersons.*

The MPC 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 MPC shall do so in writing to the District's project manager; e-mail is acceptable.

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

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 MPC meetings.

The OSM project managers, as the District's primary points of contact for the project, will oversee MPC meetings and public participation events. All communications from MPC members outside of MPC 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. MPC members perform in an advisory role only, and are not official District representatives.

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schoolmodernization@pps.net



MPC Meeting Schedule & Format

- Estimated commitments include: **Monthly** meetings during the 2021-22 & 2022-23 school years. Timing of these events will be aligned with overall project schedule and other school and district stakeholder engagement.
- See attached MPC Meeting Schedule.

MPC meetings locations are included in the attached MPC Meeting Schedule.

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

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 MPC 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 comments to the MPC.



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