



BENSON HIGH SCHOOL CAMPUS MASTER PLANNING COMMITTEE CHARTER

Mission

To aid in developing comprehensive, equitable, integrated and visionary high school campus master plans with authentic school community engagement.

Purpose

The Master Planning Committee (MPC), for the Benson High School Campus, will be involved in the master planning process; the Committee's concerns and aspirations will be understood and considered and will influence the master plan alternatives developed. The Committee will be part of a collaborative process including school staff, the general public, the consultant design team and project staff.

The Committee will:

- Represent their stakeholder groups by bringing their constituents' ideas to the committee work-sessions and regularly communicating back to their stakeholders about the work-sessions and process
- Review background documents including the Long Range Facilities Plan, Education Facilities Vision and relevant Education Specifications.
- Review school, site, cost and jurisdictional factors which must be considered in determining master plan options.
- Help develop effective communication strategies to reach entire school community for public participation events.
- Contribute to master plan visioning, guiding principles and programming.
- Assist with public workshops and open house events.
- Regularly attend work-sessions during the programming and master planning processes.

The master planning process will conclude with Board of Education presentation and approval.

Membership

The Master Planning Committee members will be expected to serve for up to 6 months throughout the master planning process. If funding is secured for modernization of the Benson campus, Committee members will be encouraged to continue serving on the Benson Campus Advisory Committee during the project's schematic design phase.

Benson High School and District Staff will select and appoint the Master Planning Committee members through an open application process, in consultation with the Superintendent, to ensure an accurate and diverse representation of the school community.



The Committee will nominate a *Chairperson* to assist in agenda review and planning and work-session timekeeping. *PPS staff/employees and Board members will not serve as Chairperson.*

The Committee will consist of up to 16 members, including at least one member representing each of the following stakeholder groups: parents, high school cluster parents, neighborhood association, business association, school program, potential site and/or capital partners, alumni, booster, students, teachers, City of Portland's neighborhood district liaison program, Parks and Recreation in addition to the school principal and school board representative. Committee size may be expanded to accommodate additional programs.

Work-session frequency and location

- Estimated commitments include: 6 work-sessions, 2 public master planning workshops and 1 public open house during the 2015-2016 school year.
- Work-sessions will be held every 2-4 weeks (session schedule will be determined by a number of factors, including applicants' availability)
- Committee work-session shall be held at Benson High School Campus unless noted otherwise.

Public Participation

- Master Planning workshops and open houses will be open to the wider school and district community as well as the general public. Everyone is encouraged to attend these events.
- Committee work-sessions are open to the general public, and provide an opportunity for public comment; meeting materials, meeting minutes and public comment will be posted online for public review.

Seating will be provided for public and non-committee observation. Public and non-committee attendees of the work-sessions should not interfere nor communicate directly with committee members during the work-sessions.

Opportunity for public comment will be provided at the conclusion of each work-session. 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 Committee will need to sign up with staff supporting the Committee. Testimony will occur in order of arrival. Comment cards will be provided at each work-session. The public is encouraged to provide written comment to the Committee at any time.

Master Planning Consultant Design Team and PPS Staff Support

The project master planning design team, comprised of architects, engineers and planners, as well as, the Office of School Modernization (OSM) project manager and department staff will provide agendas, presentations and site considerations; facilitate discussions, record input, develop options and solutions for the Committee work-sessions and public events. The OSM project manager, as the District's primary representative and contact for the project, oversees the Committee work-sessions and public participation events.