




PPS Student Transportation Update


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Board Finance, Audit and Operations (FAO) Committee Meeting
February 20, 2018



TransPar Group of Companies

 <ul style="list-style-type: none"> Advisory Services School Bus Consulting Ops Assessment In/Out Sourcing Routing/Scheduling Bell Time Assessment 	 <ul style="list-style-type: none"> Management Services Contractor Management Bus Driver Staffing Safety & Training Serv. Routing Services Mentoring Services 	 <ul style="list-style-type: none"> Acquisition & Leasing Risk Management Maintenance Fleet Assessment Fleet Planning Subrogation
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 <p>SCHOOL BUS CONSULTANTS</p> <p>Transportation Improvement Plan Portland Public Schools November 1st, 2017</p> <p><small>PROUD PARTNER WITH THE TRANSPAR GROUP OF COMPANIES</small></p> <p><small>(888) 518-3377 www.transpargroup.com</small></p>	<p>Table of Contents</p> <p>Executive Summary 1</p> <p>Introduction and Background 3</p> <p>Report Organization 4</p> <p>Summary Findings & Recommendations 5</p> <p>Phases One & Two: Assessment & Planning 6</p> <p>Key Issue: Persistent Shortage of Drivers 8</p> <p>Key Issue: Last Route Planning Focus 15</p> <p>Capacity Diminished by Loss of Focus 15</p> <p>Capacity Diminished by Loss of Resources 19</p> <p>Key Issue: Misaligned & Under-Resourced 22</p> <p>Remaining Aspects of the Operation 28</p> <p>Organization and Staffing 28</p> <p>Policy and Procedures 37</p> <p>Human Resources 40</p> <p>Customer Service 42</p> <p>Safety 44</p> <p>Cost Control 45</p> <p>Operations 46</p> <p>Fleet Management and Maintenance 47</p> <p>Routing and Scheduling 48</p> <p>Routing Functions and Practices 48</p> <p>Route Planning Practices 57</p> <p>Type-10 Vehicles 62</p> <p>Outsourced Type 10 Service 63</p> <p>Snow Routes 65</p> <p>Field Trips 66</p> <p>Calendars 67</p> <p>Concurrent Projects 68</p> <p>Staff and Management Focus 70</p> <p>Staff, Roles and Responsibilities 72</p> <p>Technology 74</p> <p>Use of Information Systems 76</p> <p>Phase Three: Management and Operational Implementation Support 78</p> <p>Appendix A: Action Plan Summary 79</p> <p>Portland Public Schools - Transportation Improvement Plan</p>
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SBC Scope of Work

This report was a result of the District's formal request to

- Phase 1 - Provide an assessment of the effectiveness and efficiency of its student transportation operation
- Phase 2 - Develop an improvement plan and provide leadership commensurate for its successful implementation.

More specifically:

- Establish a clear understanding of the status of existing operations.
- Present a well-defined and articulated plan that establishes tasks and timelines.
- Provide an appropriate array of management and technical expertise to ensure the reform initiative is executed.

Report Findings

- 2016/2017 School Year – Crisis Point for Transportation
 - Three key issues served as the catalyst:
 1. Persistent shortage of qualified school bus drivers
 2. Organizational loss of focus on the significance of planning
 3. Misaligned and under-applied organizational resources
- Complex backdrop to the underlying problem
 - Transportation not organized for success – systemic issue
 - Mixed service model lacking strong coordination and responsibility
 - Growing pressures and amplified constraints
 - Shrinking budgets deferred investment in technology and planning
 - Increasing traffic congestion and low unemployment hamper efforts

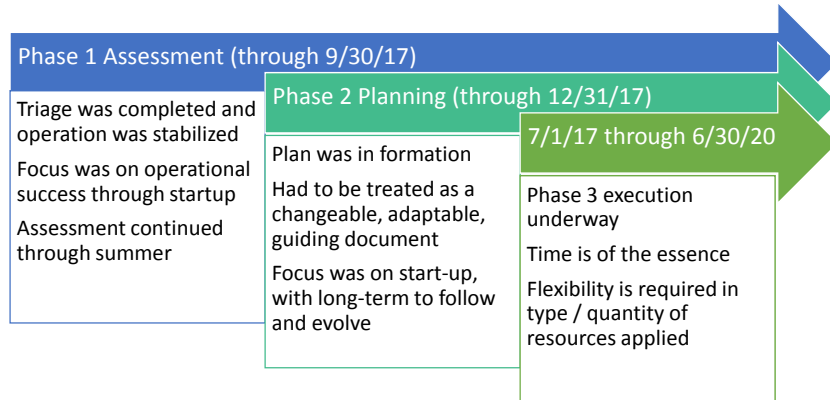


Report Recommendations

- PPS must commit to lengthy timeline for change
 - Complex problems require strategic, phased solutions
 - Crucial improvements must be sequenced over a 3-year timeline
- Front-loaded effort on appropriately prioritized corrective actions
 - Address driver shortage – increase urgency / focus, improve wages / benefits
 - Reemphasize the importance of planning and investment – incremental approach
 - Increase resources and improve their tactical applications (organization)
- Establish long-term vision for service provision and service model
 - Complex determination; must first address more pressing challenges
 - Most short-to-medium term solutions are service-model neutral
- Success can be achieved and a new, greatly improved, steady-state can be realized.



Report Timelines

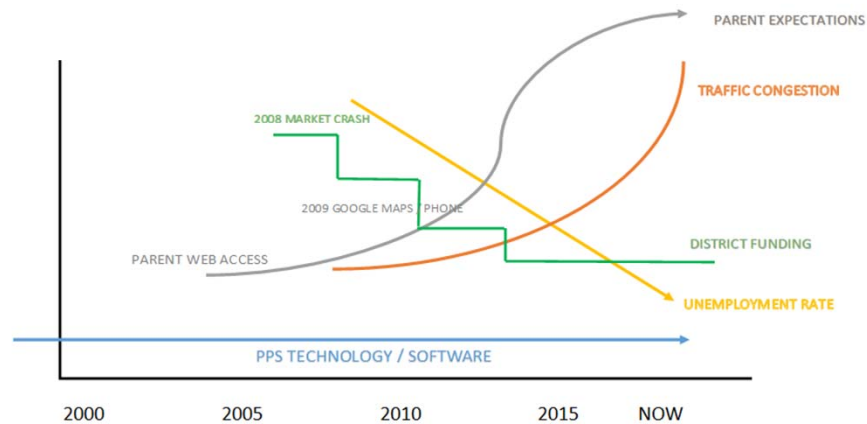


TRANSPAR

Portland Public Schools

Moving Forward

Operating Challenges



Accomplishments

- July 1st, 2017, TransPar began our engagement with PPS, staffing two positions; Transportation Director and Operations Analyst
- Established daily "stand and deliver" meetings with PPS and First Student to discuss the challenges/successes of the day
- Installed and implemented our Incident Management System (IMS), a Complaint & Accident tracking software
- Expanded the Call Center
- Increased available tools to Call Center personnel
- PPS added vehicles to the fleet in order to absorb more routes
- Ramped up PPS driver recruitment efforts (currently fully staffed)
- PPS acted swiftly on our recommendation and increased driver wages to be more competitive in the market

Accomplishments (continued)

- Routing Software RFP awarded
- Filled remaining vacant routing positions
- Filled most remaining vacant staff positions

Work-in-Progress

- Implementation of two radio channels and modifications to work environment
- Working to fill remaining vacant office staff positions
- Working with district personnel on identifying satellite location(s) to stage buses for improved geographic coverage
- With budget approval working to create permanent Call Center positions
- With budget approval increase key personnel to:
 - Additional Road Supervisor (from 1 to 2)
 - Supervisor of Alternate Transportation (Taxi, Tri-met, etc.)
 - Additional Dispatch/Radio Personnel (from 2 to 3)
 - Re-alignment of key duties (Trip coordination, Routing assignments, C/S)

Work-in-Progress (RouteYield™)

TransPar Group, Inc. performed a RouteYield™ routing efficiency evaluation on the data collected from the PPS school bus drivers. This data included bus run departure time, arrival time, rider counts and schools served.

RouteYield™ aides Transportation, TransPar and other interested parties in quantifying, digesting and analyzing what a district's buses do on a typical school day. RouteYield™ provided actual times and actual rider counts, whereas the routing system contains computer generated times and assigned rider counts (eligible riders). Accordingly, the RouteYield™ results are often quite different than what was planned to occur within the routing system.

Barriers to Efficiency (RouteYield™)

System constraints such as;

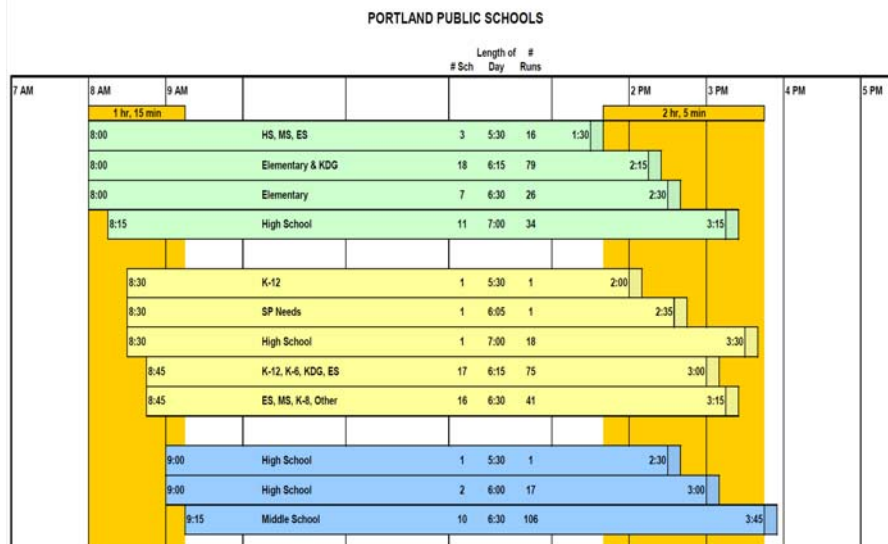
- Routing software challenges (remedy coming)
- Bus run distribution unbalanced
- Length of day is unbalanced
- 30-45 minute gap between bell time tiers is not sufficient
- Program versus geographic-based schools
- Geography of PPS Boundary creates challenges (i.e. rivers, bridges, etc.)



Bell Time Challenges (RouteYield™)

- PPS's transportation efficiencies are directly impacted by the school instructional day bell time schedule. The following exhibit shows the array of various school bell times by school, or by school type. The current structure does not align well in either the morning or afternoon such that a school bus can reasonably perform three bus runs, spaced 40-50 minutes apart.
- Additionally, PPS's school bell time schedules do not allow for many daily bus runs to be "mirrored", such that the same bus serves the same schools in the same order in the morning, then again in the afternoon. Thus, route compression opportunities must be pursued by bus run rather than by bus. Targeting bus runs creates many more run reduction targets than in a mirrored system, however having to target bus runs causes more difficulty in compressing a bus. In other words, both the morning and afternoon activity need to be diligently reviewed to keep the lowest possible number of buses in service.

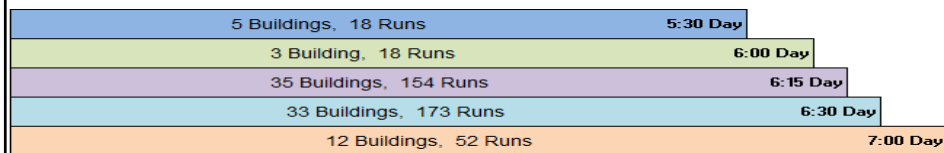
Bell Time Grid (RouteYield™)



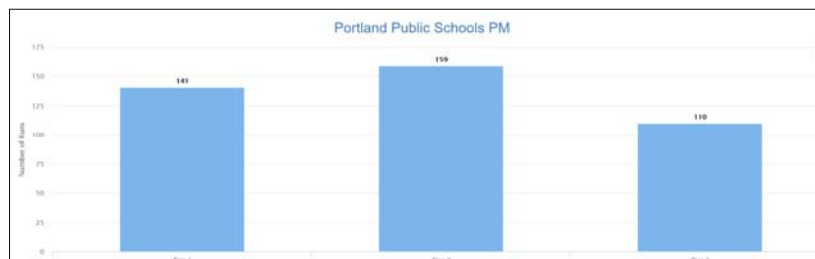
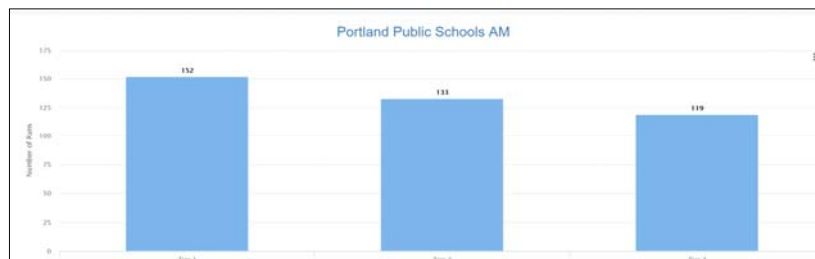
Bell Time Challenges (RouteYield™)

- Minimal window to deliver students to/from schools
 - 30-45 Minutes Between Bells
 - Varying Lengths of Day (5.5-7.0 Hours)

Length Day	# Runs
5:30	18
6:00	17
6:05	1
6:15	154
6:30	173
7:00	52



Run Distribution (RouteYield™)



Time & Capacity (RouteYield™)

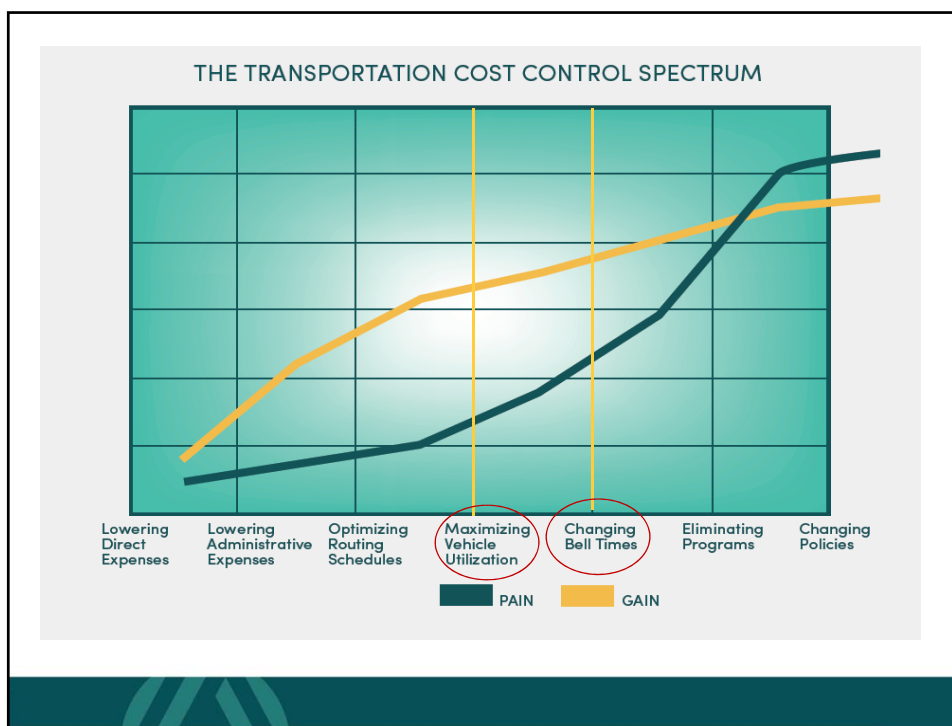
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Work-in-Progress (RouteYield™)

PM





Budget Impacts

Function:	Staffing Matrix	Max Standards	Actual Portland	Recommended	Assume Additional Lots
Bus Terminals		254	Combined Route Buses		
Terminal Operations	1:125	2.0	2.5	2.5	3.5
Operations		78	PPS Route Buses		
Terminal Manager	1:150	0.5	1.0	1.0	1.0
Assistant Terminal Manager	1:200	0.4	0.0	0.0	1.0
Dispatcher (Customer Service)*	1:50	5.1	3.0	4.0	4.0
Transportation/Payroll/Billing Clerk	1:50-150	0.5	0.0	0.0	0.0
Extra Trip Clerk*	1:50-150	1.7	0.0	1.0	1.0
Maintenance (add spares to ratios) White Fleet Included		100.0	Yellow Fleet & White Fleet		
Service Manager	1:300	0.3	1.0	1.0	1.0
Shop Foreman	1:100-150	0.7	0.0	0.0	0.0
Lead Mechanic	1:50-100	1.0	1.0	1.0	1.0
Mechanic	1:25-40	2.5	4.0	4.0	4.0
Parts Procurement	1:150-300	0.3	0.0	0.0	0.0
Shop Admin	1:150-300	0.3	0.0	0.0	1.0
Safety/Training/Recruiting		100.0	PPS Employees		
Manager	1:150-500	0.2	0.0	1.0	1.0
S&T Supervisor	1:150	0.7	2.0	1.0	1.0
Road/Field Supervisor*	1:50-100	2.5	1.0	3.0	2.0
Trainers (part time, also drivers)	1:50	2.0	2.0	2.0	3.0
Routing/Planning		254.0	Combined Route Buses		
Route Planning Manager	1:100*	1.0	1.0	1.0	1.0
Regular Transportation Router	1:50-150	1.7	3.0	2.0	2.0
Special Education Router	1:25-100	2.5	3.0	3.0	3.0
Map Specialist	1:100-500	0.5	0.0	0.0	0.0
Routing Analysts***	1:100*	1.0	1.0	1.0	1.0
Executive and Non-Standard Positions					
Senior Director***	Best Practice	1.0	1.0	1.0	1.0
Assistant Director	Best Practice	1.0	1.0	1.0	1.0
Fiscal Clerk	Best Practice	1.0	1.0	1.0	1.0
Admin Assistant	Best Practice	1.0	1.0	1.0	1.0
Communications Manager	Best Practice	1.0	1.0	1.0	1.0
Customer Service Supervisor	Best Practice	1.0	0.0	1.0	1.0
Customer Service Agents**	Best Practice	3.0	1.0	3.0	3.0
Total Staff		34.5	29.0	35.0	37.0

** Customer Service Agents represent the daily force, startup size is based on experience

*** TransPar position

Budget Impacts

Actions that will increase budget requirements:

- Increase driver count
- Permanent Call Center personnel
- With budget approval increase key personnel to:
 - Increase Customer Service (from 1 to 4)
 - Additional Road Supervisors (from 1 to 3)
 - Supervisor of Alternate Transportation (Taxi, Tri-met, etc.)
 - Additional Dispatch/Radio Personnel (from 2 to 3)
 - Re-alignment of key duties (Trip coordination, Routing assignments, C/S)
- Driver wage increases (currently in discussions)
- First Student extension year increase (offset increased wage 12+%)
- Defunding of Tri-Met (\$500+k)

Actions that will decrease budget requirements:

- Cut routes, more efficient routing; TransPar's RouteYield™ just completed
- Hold overtime cost

Budget Impact Scenarios

- Additional \$2 million in transportation budget (9% budget increase) would unfortunately not enable the department to expand on the recommendations outlined in SBC Report, it would however, allow for planned software installation, and most likely improve driver recruitment with anticipated labor increases, planned contractor increases.
- Additional \$2.75 million in transportation budget (13% budget increase) would enable the department to expand on the recommendations outlined in SBC Report, allowing for expanded Customer Service capacity, additional Field Supervision, additional key staff increases, software installation, improve driver recruitment and retention, planned contractor increases.
- Additional \$3 million in transportation budget (14% budget increase) would enable the department to expand on the outline above and allow the start of returning Special Needs Routes to PPS control (10 Buses)

Most offset by FS
reduction

Budget Impact Scenarios

Long term goal of returning Special Needs runs to PPS Control. Currently 60 buses are covered by First Student. Returning these runs to PPS, allows First Student to focus on General Ed runs, and PPS can focus on Special Needs runs. It also helps with recruiting at First Student by reducing demand, while it does increase demand on PPS, the District has had proven success in recruiting drivers for smaller buses.

There are three approaches being considered, 1) purchase/lease 60 buses and make the leap in one year, not the most favorable. 2) purchase/lease spread over a three year period. 3) purchase/lease 10 buses per year over a six year period. The current mindset is leaning to purchase/lease spread over a three year period, beginning in the 2018/19 school year.

Budget Impact Scenarios

Snapshot of returning Special Needs to PPS

Transition Timeline

School Year 2018/19	10 Buses
School Year 2019/20	20 Buses
School Year 2020/21	25 Buses

Approximate Cost to Purchase

New School Cost: \$77K/Bus

Used School Cost: \$43K/Bus

Approximate Cost to Operate

Today's annual cost to operate a bus is approximately \$83,400/bus, all in

Looking Forward

- Immediate need to resolve First Student extension
- Implement new transportation software and tools
- Work with Budget and HR to re-organize and staff the department effectively
- Work with Special Needs Department to improve coordinate/Trans. Services
- Continue to implement "Best Practices"
- Continue to implement measures that establish Transportation as a proactive department
- Continue updating Job Descriptions
- Work to build a long range strategy to pull routes back in-house



Finance, Audit, Operations (FAO) Committee

February 20, 2018

QUESTIONS?



Board of Education Informational Report

MEMORANDUM

Date: February 20, 2017

To: Finance, Audit and Operations Committee

From: Whitney Ellersick, MS, RDN, Sr. Director, Nutrition Services

Purpose: Inform Board of impact of Oregon HB 3454 - Student Meal Accounts

History:

- As of July 1, 2017, Oregon introduced a new House Bill 3454, known as "Lunch Shaming Bill."
- Due to generous donations, PPS started the school year with no student meal debt.
- School meal debt is projected to be at least \$300,000 by the end of the 2018-19 school year
- Statewide issue, not just PPS
- COSA and OSBA aware and working with Oregon School Nutrition Association on proposed changes to language in the HB

Impact to PPS – Bad meal account debt is to be covered by general fund per USDA regulations

Proposal: Move school lunch debt to student body account with all other school fees.

Need: "Bad school meal debt" must be funded by the general fund; include in the general fund budget for each school year.

Additional Request: While the majority of the school meal debt is attributed to first meal sales, a la carte sales for milk and additional meals are further impacting this. The Nutrition Services department needs support or feedback for a la carte policy (milk and additional meal policy). While the HB does address reimbursable (first meals), it is perceived as being "feed kids at all costs." PPS has been hesitant to change its sales or policies around a la carte items like milk and additional meals without further input from the Board and/or community.

The Nutrition Services department would like to move forward with eliminating this practice

- Aligns with green initiatives (concerns for milk cartons in waste; Alameda sells 1600-1800 milks per month)
- Further supports our work in equity; a la carte sales create a system of those who can afford to pay for food and those who cannot



Board of Education Informational Report

MEMORANDUM

Date: February 20, 2017

To: Finance, Audit and Operations Committee

From: Whitney Ellersick, MS, RDN, Sr. Director, Nutrition Services

Subject: 2018-19 Community Eligibility Provision (CEP) and Fresh Fruit and Vegetable Program Grant Predictions

Purpose: Inform the FAO Board subcommittee of predicted changes for the 2018-19 school year. Request recommendations and direction for meal programs and services offered at PPS locations.

Special Considerations

This information is preliminary and predictions based on current data and information available. Due to regulations, Community Eligibility Provision (CEP) calculations cannot be officially performed until April. The information and recommendations provided in this document are not final.

Background

The Community Eligibility Provision (CEP) is a meal service option administered by the US Department of Agriculture (USDA) that provides schools in high-poverty areas a means of providing free breakfast and lunch to all enrolled students in a school regardless of income status. Families in these schools are not required to complete Free-Reduced Meal Applications. Instead, CEP allows districts to use information from the direct certification system, which largely uses SNAP data to determine a school's eligibility, rather than individual student's eligibility, for reimbursement (revenue) with schools eligible for CEP.

For example, if the data shows that 90% of the students are eligible for free meals, the district receives \$3.25 reimbursement (free rate) and \$0.33 (paid rate) for the remaining 10% of the students per lunch. The district must be able to cover the expenses for the 10% of those meals with other funds.

CEP is among many reforms mandated by the Healthy, Hunger-Free Kids Act of 2010. The Act phased in the streamlined process over three years. Oregon schools were first eligible for CEP in the 2014-2015 School Year. At that time Portland Public Schools applied and was approved to implement CEP in 25 schools. The overall free reimbursement rate for those 25 schools was 98%. In the 2017-18 school year, 12 schools were transitioned off CEP and returned to the

traditional meal application process due to declining direct certification numbers and the department's inability to maintain or cover expenses with a lower claiming rate.

Due to grade changes at King, Boise Eliot-Humboldt, Scott and Pioneer, and Rigler to shift to being an all dual immersion school with neighborhood kids to attend Scott, the schools eligible and approved for the USDA Community Eligibility Provision (CEP), had to be reassessed as mandated by the program.

Overall free and reduced eligibility for the district is down dramatically, compared to 4 years ago. The current free and reduced percentage for the district is 32.98%. Please note that the district is reporting 37.1% as of October 1 for Title 1 purposes.

The current 13 CEP sites are:

Alliance	Lent
Boise-Eliot/Humboldt	Pioneer
Cesar Chavez	Rigler
George	Rosa Parks
Harrison Park	Scott
King	Sitton
	Woodmere

In order for the department to breakeven, the claiming rate needs to remain as close to 95% as possible. For 2017-18, the claiming rate for CEP sites is 95.23%. In 2016-17, the claiming rate was 86.4% with 25 schools which resulted in almost \$1.2 million loss in revenue to the department.

Factors that shorten the timeline or impact eligibility, election and approval for CEP:

- Boundary changes
- School grade changes
- Dual language immersion

Predicted changes to CEP sites based on current DC data (predicted CEP schools in 2018-19):

School	DC	Total Enrollment	1.6 Factor
King	201	383	84.0%
Pioneer	82	156	84.1%
Boise-Eliot/Humboldt	285	498	91.6%
Sitton	206	348	94.7%
George	259	420	98.7%
Rosa Parks	211	273	123.7%
	1244	2078	95.78%

Solutions or alternative options for sites transitioning off CEP

Alliance at Meek: Proposing Provision 2 breakfast and lunch for Alliance due to nature of the program and community

- 2018-19 Base year
 - Families submit meal applications
 - Students choosing school breakfast and lunch would be tracked by roster or ID number during the meal service
 - Those participating throughout the 2018-19 school year would determine the claiming rate for our department in the future approved years (percent of free, reduced and paid reimbursement rates applied to daily meals served at the location).

All sites not elected for CEP in 2018-19 will be selected for Provision 2 breakfast

1. Cesar Chavez
2. Harrison Park
3. Lent
4. Rigler
5. Scott
6. Woodmere

2018-19 Base year

- Families submit meal applications
- Students choosing school breakfast and lunch would be tracked by roster or ID number during the meal service
- Those participating throughout the 2018-19 school year would determine the claiming rate for our department in the future approved years (percent of free, reduced and paid reimbursement rates applied to daily meals served at the location).

Additional sites and proposed revisions:

- Youth Progress – recently 100% DC
- Community Transition Program – Exploring Provision 2 Breakfast and Lunch for the program

Initial Communication Plan

Families cannot be notified of this change until after the last day of school. Once families are notified of the change in CEP status, it begins the 30 day timeline for families to submit a meal application with a prior year eligibility.

1. FAO Board Committee
2. Senior Directors
3. Meet individually with principals
4. Meet as a group with Senior Directors and Principals
5. Individual community messages – verbal and written

Fresh Fruit and Vegetable Program Grant

The Fresh Fruit and Vegetable Program (FFVP) is a United States Department of Agriculture (USDA) funded grant opportunity that provides fresh fruits and vegetables to students in elementary and middle schools where over 50% of students are eligible for free or reduced-price meals. The purpose of the program is to increase the variety and frequency of fruits and vegetables that children eat and to positively influence their life-long eating habits. We are serving additional fresh fruits and vegetables through the FFVP at 23 schools during the 2017-18 school year

Every year, the Nutrition Services department has applied for these grants for all eligible sites. Historically, funds have been awarded to schools with >75% free and reduced eligibility due to limited funds from USDA; not all eligible sites are awarded these yearlong grants.

2017-18 FFVP schools

Boise Eliot/Humboldt	César Chávez	Faubion
George	Grout	Harrison Park
James John	Kelly	King
Lane	Lee	Lent
Marysville	Peninsula	Pioneer Programs
Rigler	Rosa Parks	Scott
Sitton	Vestal	Whitman
Woodlawn	Woodmere	

Due to changing free and reduced eligibility within Portland and Multnomah county, there is concern about the status of this grant for future years, specifically at the following sites:

- Faubion
- Grout
- James John
- Kelly
- Lane
- Lee
- Marysville
- Peninsula
- Vestal
- Whitman
- Woodlawn

While these sites remain eligible for the grant (over 50% free and reduced), they have dropped to 70% or lower. There is still no information available about the status of these grants but stakeholders should be aware of this concern. Grant award notifications are typically made available in the summer, just before Fall 2018.

Technical Fixes to House Bill 3454

Ordered by the House June 7
Including House Amendments dated June 7

Sponsored by Representatives MCLANE, CLEM; Representatives HUFFMAN, SMITH DB

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

Describes actions school districts are required to take or are prohibited from taking regarding students who are unable to pay for meals.

Declares emergency, effective July 1, 2017.

A BILL FOR AN ACT

Relating to school meals; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) A school district that makes meals accessible to students at school sites under the United States Department of Agriculture's National School Lunch Program or School Breakfast Program:

(a) Must provide a United States Department of Agriculture meal to a student who requests the meal:

(A) Unless the student's parent or guardian has provided permission to the school district to withhold a meal from the student; and

(B) Regardless of whether the student has money to pay for the meal or owes money for meals; and

(b) May not require that a student throw away a meal after the meal has been served because of the student's inability to pay for the meal or because money is owed for meals.

(2) A school district shall notify a parent or guardian of the negative balance of a student's school meal account no later than 10 days after the pupil's school meal account has reached a negative balance. Before sending this notification to the parent or guardian, the school district shall exhaust all options and methods to directly certify the student for free meals.

If the school district is not able to directly certify the student, the school district shall provide the parent or guardian with a paper copy of, or an electronic link to, a meal application with the notification and contact the parent or guardian to encourage application submission.

(c) If the student is not eligible or the parent or guardian does not fill out an application, make reasonable efforts to contact the parent or guardian and to offer assistance filling out an application, if appropriate.

(3) A school district may not:

(a) Publicly identify or stigmatize a student who cannot pay for a meal or who owes

NOTE: Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in **boldfaced** type.

1 money for a meal by requiring that the student wear a wristband, hand stamp or other
2 identifying marker; or

3 (b) Require a student who cannot pay for a meal or who owes money for a meal to do
4 chores or other work to pay for meals, unless all other students do similar chores or work
5 regardless of whether money is owed for meals.

6 (4)(a) A school district shall direct communications about delinquent or past due
7 amounts by a student for-meals to the student's parent or guardian and not to the student,
8 unless directly requested.

9 (b) Nothing in this subsection prohibits a school district from sending home a letter with
10 a student addressed to the parent or guardian of the student.

11 (5) A school district may not require a parent or guardian to pay fees or costs from
12 collection agencies hired to collect moneys owed for meals.

13 (6) Parent(s)/Guardian(s) are responsible for meal charges accrued on behalf of their
14 students(s) when not eligible and approved to receive free or reduced-priced meals through the
15 National School Lunch Program.

16 (7) Nothing in this section is intendent to allow for the indefinite accrual of unpaid school
meal fees.

17 SECTION 2. Section 1 of this 2017 Act first applies to the 2017-2018 school year.

18 SECTION 3. This 2017 Act being necessary for the immediate preservation of the public
19 peace, health and safety, an emergency is declared to exist, and this 2017 Act takes effect
15 July 1, 2017.
16



Board of Education Informational Report

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The current 13 CEP sites are:

Alliance	Lent
Boise-Eliot/Humboldt	Pioneer
Cesar Chavez	Rigler
George	Rosa Parks
Harrison Park	Scott
King	Sitton
	Woodmere

In order for the department to breakeven, the claiming rate needs to remain as close to 95% as possible. For 2017-18, the claiming rate for CEP sites is 95.23%. In 2016-17, the claiming rate was 86.4% with 25 schools which resulted in almost \$1.2 million loss in revenue to the department.

Factors that shorten the timeline or impact eligibility, election and approval for CEP:

- Boundary changes
- School grade changes
- Dual language immersion

Predicted changes to CEP sites based on current DC data (predicted CEP schools in 2018-19):

School	DC	Total Enrollment	1.6 Factor
King	201	383	84.0%
Pioneer	82	156	84.1%
Boise-Eliot/Humboldt	285	498	91.6%
Sitton	206	348	94.7%
George	259	420	98.7%
Rosa Parks	211	273	123.7%
	1244	2078	95.78%

Solutions or alternative options for sites transitioning off CEP

Proposing Provision 2 breakfast and lunch for Alliance due to nature of the program and community

- 2018-19 Base year
 - Families submit meal applications
 - Students choosing school breakfast and lunch would be tracked by roster or ID number during the meal service
 - Those participating throughout the 2018-19 school year would determine the claiming rate for our department in the future approved years (percent of free, reduced and paid reimbursement rates applied to daily meals served at the location).

All sites not elected for CEP in 2018-19 will be selected for Provision 2 breakfast

1. Cesar Chavez
2. Harrison Park
3. Lent
4. Rigler
5. Scott
6. Woodmere

2018-19 Base year

- Families submit meal applications
- Students choosing school breakfast and lunch would be tracked by roster or ID number during the meal service
- Those participating throughout the 2018-19 school year would determine the claiming rate for our department in the future approved years (percent of free, reduced and paid reimbursement rates applied to daily meals served at the location).

Additional sites:

- Youth Progress – recently 100% DC
- CTP – Exploring Provision 2 Breakfast and Lunch for the program

Communication Plan

Families cannot be notified of this change until after the last day of school. Once families are notified of the change in CEP status, it begins the 30 day timeline for families to submit a meal application with a prior year eligibility.

1. FAO Board Committee
2. Senior Directors
3. Meet individually with principals
4. Meet as a group with Senior Directors and Principals
5. Individual community messages – verbal and written

Fresh Fruit and Vegetable Program Grant

Every year, the Nutrition Services department has applied for these grants for all eligible sites (>50% free and reduced). Historically, funds have been awarded to schools with >75% free and reduced eligibility.

Currently at 23 schools

Has been implemented as a daily fresh fruit or vegetable tasting each day (or as many days as possible).



Board of Education Informational Report

MEMORANDUM

Date: February 20, 2017

To: Finance, Audit and Operations Committee

From: Whitney Ellersick, MS, RDN, Sr. Director, Nutrition Services

Purpose: Inform Board of impact of Oregon HB 3454 - Student Meal Accounts,

History:

- As of July 1, 2017, Oregon introduced a new House Bill 3454, known as "Lunch Shaming Bill."
- Due to generous donations, PPS started the school year with no student meal debt.
- Current debt (as of February 13) = \$ 157,489
 - Projected to be about \$300,000 by the end of the 2018-19 school year
- Statewide issue, not just PPS
- COSA and OSBA aware and working with Oregon School Nutrition Association on proposed changes to language in the HB

Impact to PPS – Bad meal account debt is to be covered by general fund per USDA regulations

Proposal: Move school lunch debt to student body account with all other school fees.

Need: "Bad school meal debt" must be funded by the general fund; include in the general fund budget for each school year.

Additional Request: While the majority of the school meal debt is attributed to first meal sales, a la carte sales for milk and additional meals are further impacting this. The Nutrition Services department needs support or feedback for a la carte policy (milk and additional meal policy). While the HB does address reimbursable (first meals), it is perceived as being "feed kids at all costs." PPS has been hesitant to change its sales or policies around a la carte items like milk and additional meals without further input from the Board and/or community.

The Nutrition Services department would like to move forward with eliminating this practice

- Aligns with green initiatives (concerns for milk cartons in waste; Alameda sells 1600-1800 milks per month)
- Further supports our work in equity; a la carte sales create a system of those who can afford to pay for food and those who cannot

Technical Fixes to House Bill 3454

Ordered by the House June 7
Including House Amendments dated June 7

Sponsored by Representatives MCLANE, CLEM; Representatives HUFFMAN, SMITH DB

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

Describes actions school districts are required to take or are prohibited from taking regarding students who are unable to pay for meals.

Declares emergency, effective July 1, 2017.

A BILL FOR AN ACT

Relating to school meals; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) A school district that makes meals accessible to students at school sites under the United States Department of Agriculture's National School Lunch Program or School Breakfast Program:

(a) Must provide a United States Department of Agriculture meal to a student who requests the meal;

(A) Unless the student's parent or guardian has provided permission to the school district to withhold a meal from the student; and

(B) Regardless of whether the student has money to pay for the meal or owes money for meals; and

(b) May not require that a student throw away a meal after the meal has been served because of the student's inability to pay for the meal or because money is owed for meals.

(2) A school district shall notify a parent or guardian of the negative balance of a student's school meal account no later than 10 days after the pupil's school meal account has reached a negative balance. Before sending this notification to the parent or guardian, the school district shall exhaust all options and methods to directly certify the student for free meals.

If the school district is not able to directly certify the student, the school district shall provide the parent or guardian with a paper copy of, or an electronic link to, a meal application with the notification and contact the parent or guardian to encourage application submission.

(c) If the student is not eligible or the parent or guardian does not fill out an application, make reasonable efforts to contact the parent or guardian and to offer assistance filling out an application, if appropriate.

(3) A school district may not:

(a) Publicly identify or stigmatize a student who cannot pay for a meal or who owes

NOTE: Matter in boldfaced type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted. New sections are in boldfaced type.

1 money for a meal by requiring that the student wear a wristband, hand stamp or other
2 identifying marker; or

3 (b) Require a student who cannot pay for a meal or who owes money for a meal to do
4 chores or other work to pay for meals, unless all other students do similar chores or work
5 regardless of whether money is owed for meals.

6 (4)(a) A school district shall direct communications about delinquent or past due
7 amounts by a student for-meals to the student's parent or guardian and not to the student,
8 unless directly requested.

9 (b) Nothing in this subsection prohibits a school district from sending home a letter with
10 a student addressed to the parent or guardian of the student.

11 (5) A school district may not require a parent or guardian to pay fees or costs from
12 collection agencies hired to collect moneys owed for meals.

13 (6) Parent(s)/Guardian(s) are responsible for meal charges accrued on behalf of their
14 students(s) when not eligible and approved to receive free or reduced-priced meals through the
15 National School Lunch Program.

16 (7) Nothing in this section is intended to allow for the indefinite accrual of unpaid school
meal fees.

17 SECTION 2. Section 1 of this 2017 Act first applies to the 2017-2018 school year.

18 SECTION 3. This 2017 Act being necessary for the immediate preservation of the public
19 peace, health and safety, an emergency is declared to exist, and this 2017 Act takes effect
15 July 1, 2017.
16