

Note: Those wishing to speak before the School Board at the meeting. No additional speakers will be accepted at this meeting. While you are welcome to sign up for the next meeting. While you are welcome to sign up for the next meeting. While you are welcome to sign up for the next meeting. All those testifying will be limited to three minutes.

Public comment related to an action item on the agenda is welcome. Public comment on all other matters is not.

This meeting may be taped and televised by the Board.

AGENDA

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|----|--|---------|
| 1. | <u>STUDENT TESTIMONY</u> | 6:00 pm |
| 2. | <u>PUBLIC COMMENT</u> | 6:15 pm |
| 3. | <u>FIRST READING: RESERVE POLICY</u> | 6:35 pm |
| 4. | <u>UPDATE: SCHOOL STAFFING</u> | 7:00 pm |
| 5. | <u>RECONSIDERATION: NON-EXTENSIONS / NON-RENEWALS</u>
<i>action item</i> | 8:00 pm |
| 6. | <u>BUSINESS AGENDA</u> | 8:30 pm |
| 7. | <u>ADJOURN</u> | 8:45 pm |

Portland Public Schools Nondiscrimination Statement

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Portland Public School District 1st Reading

DATE: March 14, 2017

Public Comment for: REVISED POICY 8.10.025-P: CONTINGENCIES AND RESERVES POLICY

The Portland Public School District is providing Notice of Proposed Revised Policy and Public Comment to offer interested parties reasonable opportunity to submit data or comments on the proposed policies noted below.

Public comment may be submitted in writing directly to the district or through the district website noted below. Written comments must be submitted by 5:00pm on the Last Date for Comment listed below.

1st Reading by: Tom Koehler, Chair, Portland Public School Board
Summary: Revised Policy 8.10.025-P: Contingencies and Reserves Policy

Draft Policy Web Site: <http://www.pps.net/Page/1807>
(click on blue "draft policy" box)

Recommended for 1st Reading by: Board of Education
Policy Contact: Rosanne Powell, Board Office Manager
Last Date for Comment: April 4, 2017
Address: P.O. Box 3107, Portland, OR 97208-3107
Telephone: 503-916-3741
E-mail: schoolboard@pps.net

Last Date for Comment: April 4, 2017



Board of Education Informational Report

MEMORANDUM

Date: March 14, 2017
To: Members of the Board of Education
From: Yousef Awwad, Deputy Chief Executive Officer
Subject: **8.10.025-P Contingencies and Reserves Policy**

Current Board policy (established 4/8/02) states it is the goal of the Board to maintain an operating contingency in the general fund that is at a minimum of 3% of annual expenditures. Based on the FY2016/17 approved budget for School District 1J, uncommitted contingency is approximately \$15.2 million, including a \$1.5 million commitment to the reserve for self-insurance, or about 2.6% of total estimated annual expenditures. The Board is not within its policy guidelines.

The CBRC finds that an operating contingency in the general fund of 3% does not comply with recommended practices established by the Government Financial Officers Association [GFOA] and general accounting practices and recommends the Board establish and fund a 5% operating contingency by 2020. By 2025, the Board should increase the operating contingency to 10% to ensure the district can meet its commitments to the community, while aligning its budget principles to recommended practices to survive any financial instabilities

This policy revision was presented to the Business and Operations committee on November 7, 2016. The Business and Operations moved the policy to the Board for considerations.

COMMUNITY BUDGET REVIEW COMMITTEE
Contingency and Reserves Policy Recommendations for PPS Board of Education Revised
by Staff on 11-07-2016

Current Board policy (established 4/8/02) states it is the goal of the Board to maintain an operating contingency in the general fund that is at a minimum of 3% of annual expenditures. Based on the FY2016/17 approved budget for School District 1J, uncommitted contingency is approximately \$15.2 million, including a \$1.5 million commitment to the reserve for self-insurance, or about 2.6% of total estimated annual expenditures. The Board is not within its policy guidelines.

The CBRC finds that an operating contingency in the general fund of 3% does not comply with recommended practices established by the Government Financial Officers Association [GFOA] and general accounting practices and recommends the Board establish and fund a 5% operating contingency by 2020. By 2025, the Board should increase the operating contingency to 10% to ensure the district can meet its commitments to the community, while aligning its budget principles to recommended practices to survive any financial instabilities. The rationale for these recommendations is based on the following:

- x The vast majority (about 75%) of the district's funding comes from the state through the State School Fund. A significant portion of the state's revenue is based on income tax receipts. Income tax is a very volatile source of revenue and the state has experienced numerous budget shortfalls as a result of economic fluctuations. Significant swings in state revenue are likely to continue with major, negative impacts on PPS' budget.
- x The voters have very generously provided PPS with local option tax revenue to augment funds available to help pay teachers' salaries. The district has realized a reduction in anticipated tax revenues from this source over the last few years due to compression. Revenues are building but the local option tax source remains vulnerable to compression if home values should experience another major decline.
- x As a result of poor performance in the equity markets, and an unfavorable Oregon Supreme

COMMUNITY BUDGET REVIEW COMMITTEE
Contingency and Reserves Policy Recommendations for PPS Board of Education Revised
by Staff on 11-07-2016

8.10.025-P Contingencies and Reserves Portland Public Schools - REVISION

Reserve funds will be established and maintained to meet the district's commitment to providing a stable, excellent education for students throughout their career with Portland Public Schools. Reserve funds will address emergencies, a temporary revenue shortfall or provide stability during slow economic cycles.

(1) The Board resolves to establish a minimum **5%** unassigned contingency in the general fund by **June 30, 2020**.

(2) It is the goal of the Board to fund and maintain an unassigned contingency in the general fund of a minimum **10%** of annual expenditures by **June 30, 2025**. It is the policy of the Board to establish this contingency each fiscal year during the budget process.

(3) When funds become available such as at reconciliation of ending fund balance or a surplus of expected revenues, a minimum of 50% of available funds should be put into reserves to meet the short- and long-term goals.

(4) Unassigned contingency will be established pursuant to ORS 294.352. Subsequent intrafund transfers from contingency will be made in accordance with ORS 294.450. Requests for use of contingency amounts up to a combined total of 15% of the total appropriations authorized in the fund are within the authority of the Board to authorize. Transfers that exceed 15% may be made only after Board approval and adoption of a supplemental budget for that purpose.

(5) Uncommitted contingency funds may be used only for budgetary stabilization to respond to extreme events such as precipitous drops in st



Portland Public Schools
Head Start Program

Applegate Site

Commercial Ave., Portland, OR 97217

Phone: (503) 916-6294 Fax: (503) 916-2181

February 10, 2017

Ms. Shirley Wu

Child Nutrition Specialist
Oregon Department of Education
255 Capitol St. NE
Salem, OR 97310

Dear Ms. Wu,

Nutrition Programs
(503) 947-5902

257 Capitol SE, NE
Salem, OR 97310

Child

Report #

CACFP Administrative Review Report

Response due within 30 calendar days from the date of receipt of this

Sponsor: Portland SD – Head Start

Agreement #: 2616023

Review Date(s): February 7-8, 2017

Exit Conference Date: February 8, 2017

Sponsor Staff Interviewed: Jon Anderson, CACFP Coordinator

Dietitian

Leah VanWinkle, Head Start Registered

art

Fileen Isham, Co-Director PPS Head Sta

Lowry, Family Services Manager

Car

Child Nutrition Specialist

Reviewers: Shirley Wu, ODE C

Table 1: Administrative Review Summary

Priority or Significant	Section Reviewed	Corrective Actions Required? Y/N	Procedural Y/N	Clerical Y/N	Severe (Minor Significance or Critical)
	Section 1: Program Information	N			
	Section 4: Attendance Records	N			
	Section 5: Meal Counts	N			
	Section 6: Child Enrollment Forms				
	Section 7: Menu Records and Meal Pattern Requirements				
	Section 8: Financial				
	Section 9: Staff Training				
	Section 10: Multi-site Sponsors				
	Section 12: Civil Rights Compliance				

Administration N Section 15: Program

ans: Portane School District. This report includes findings and the specific corrective actions. Head Start must develop, submit and implement to bring you into compliance with Federal and State regulations and policies. Federal regulation(s) and USDA CACFP Center Manual Chapter(s) concerning each area of noncompliance are cited in the report.

u are required to: You are required to implement a corrective actions by no later than March 10, 2017, which is 30 days from the date this report is signed, unless otherwise noted, and

Wu, by Submit the written corrective action plan to ODE, CN, Attention: Jeffrey March 10, 2017, which is 30 days from the date this report is signed.

atisfactory and permanently Failure to provide a written corrective action plan that is satisfactory and permanently corrects deficiencies noted will result in

each Star is categorized as *seriously deficient* per Federal Regulation 226.6 (c).

After submission and approval of the required corrective action plan described in this

Portland School District – Head Start

Agreement No. 2616023

Administrative Review Report
Review Dates: February 7-8, 2017

Section 6: Child Enrollment Records

OR 226.15(e)2

Section

7 CF

Administrative Review Report - February 7-8, 2017 - Section 6: Child Enrollment Records

Findings

Enrollment records for participants at the Specialized Head Start site were not
completely completed or were missing. See Table 2 below. Errors were determined for
the following:

System may be taken down if the new version

5. Old versions of the And Justice for All
has been posted.

6. All the resources that are provided to the
families at their sites. The additional resources help participants develop a healthy
relationship with nutritious
foods by providing a supportive food environment.

6. ODE CNP commends PPS Head Start for
relationship with nutritious

7. In-person training on the new CACFP meal pattern during

7. ODE CNP will be holding

BOARD OF EDUCATION
SCHOOL DISTRICT NO. 1J, MULTNOMAH COUNTY, OREGON

INDEX TO THE AGENDA

March 14, 2017

Board
Action
Number

Personnel

The Interim Superintendent RECOMMENDS adoption of the following items:

Resolutions 5423 through 5427

RESOLUTION No. 5423

Notice of Non-Renewal

RECITAL

On the advice of the Chief Human Resources Officer, the Superintendent recommends that the contracts of the probationary teachers below not be renewed. This means that the educators listed below will not be re-employed.

RESOLUTION

The Board of Education accepts the Superintendent's recommendations and by this resolution hereby does not renew the contracts of the probationary teachers listed below, under ORS 342.835. The Human Resources Department is instructed to notify these personnel that their employment contracts are not renewed for the 2017-2018 school year and that their contracts will terminate June 2017.

/DVW 1DP)LUVW 1DPH
Samore	Brian

S.Murray

RESOLUTION No. 5424

Notice of Non-Renewal

RECITAL

On the advice of the Chief Human Resources Officer, the Superintendent recommends that the contracts of the probationary teachers below not be renewed. This means that the educators listed below will not be re-employed.

RESOLUTION

The Board of Education accepts the Superintendent's recommendations and by this resolution hereby does not renew the contracts of the probationary teachers listed below, under ORS 342.835. The Human Resources Department is instructed to notify these personnel that their employment contracts are not renewed for the 2017-2018 school year and that their contracts will terminate June 2017.

/DVW 1DP)LUVW 1DPH
Smith	Stuart

S.Murray

RESOLUTION No. 5427

Notice of Non-Renewal of a Probationary Administrator

RECITAL

On the advice of the Chief Human Resources Officer, the Superintendent recommends that the administrator listed below not be re-employed.

RESOLUTION

The Board of Education accepts the Superintendent's recommendation and by this resolution hereby does not renew the contract of the probationary administrator listed below. The Human Resources Department is instructed to notify this administrator that his/her employment is not renewed for the 2017-2018 school year and that their contract will terminate June 2017.

/DVW 1DP)LUVW 1DP	PH
Bertrand	Antony	

S.Murray

Other Matters Requiring Board Approval

The Interim Superintendent RECOMMENDS adoption of the following items:

Numbers 5428 through 5430

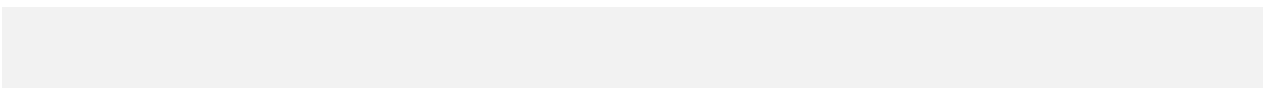
RESOLUTION No. 5428

Approval of Head Start Recommendations and Reports Process

RECITALS

RESOLUTION No. 5429

Board of Education
Staff Report to the Board



PROCESS / COMMUNITY ENGAGEMENT

Current BAC members reached out to the community and spoke to several potential replacements. The names of recommended candidates were then forwarded to PPS staff for review.

ALIGNMENT WITH EQUITY POLICY IMPLEMENTATION PLAN

BUDGET / RESOURCE IMPLICATIONS

None

NEXT STEPS / TIMELINE / COMMUNICATION PLAN

The Board will review the proposed new candidate vitae and provide direction regarding membership appointments and reappointments.

QUESTIONS FOR BOARD DISCUSSION

ATTACHMENTS

- A. Portland Public Schools Capital Construction Bond Citizen Accountability Committee Charter.
- B. Bios of Proposed Members to Capital Construction Bond Citizen Accountability Committee



Tenzin Choephel, Senior Management Auditor, Audit Services Division, City of Portland.

Tenzin Choephel is a senior management auditor with experience leading complex performance audits. Her past audits have included reviews of procurement activities at the state and local levels of government, including regional education service districts. Tenzin is a Certified Internal Auditor, and a board member for the Institute of Internal Auditor's Portland chapter. She has a master's degree in public administration from Portland State University and a bachelor's degree from Whitman College. Prior to her career in government, Tenzin held positions in the nonprofit sector at organizations of local and national scope. In graduate school, Tenzin researched public-nonprofit partnerships and supported programs that developed nonprofit leaders of color in Oregon. She currently serves on the board for the Immigrant and Refugee Community Organization.



Charlie Johnson, Business Manager/FST-Sheet Metal Local #16, Board Member-Oregon State Building Trades Council.

Charlie Johnson is the Business Manager and Financial Secretary Treasurer for the Sheet Metal Worker Local Union #16 representing nearly 2000 members. Charlie is also an Executive Board Member for the Oregon State Building Trades Council that represents approximately 30,000 union construction workers. Charlie has been very interested in education for many years, he has taught many different courses since the early 1990's and has a BA in Labor Education and History. Charlie has worked in a variety of capacities on small and large construction sites from Craftsperson to Project Superintendent.



Schools Capital Construction Bond Citizen
Accountability Committee Charter

Background:

Portland Public Schools (PPS) referred a Capital Construction Bond Measure for voter approval on the November 6, 2012 ballot. The Superintendent and School Board desire to establish a citizen accountability committee to assist in monitoring the planning and progress of the bond program.

Committee Charge:

In response to the construction bond funds, the PPS School Board will appoint a Citizen Accountability Committee to monitor the planning and progress of the bond program relative to voter approved workscope, schedule and budget objectives. The Superintendent has overall responsibility for performance of staff engaged in the implementation of the bond program.

The Committee will actively review the bond program, and provide advice to the Board on:

- x Whether the school district bond revenues are expended only for the purposes for which the bond was approved, and that bond revenues are not used for any purpose prohibited by law;
- x Alignment with the goals and principles of the Long Range Plan;
- x Alignment with the goals of the Business Equity Policy;
- x District standards and innovative practices for achieving lower maintenance and construction costs while improving operating efficiency and increasing building longevity;
- x Historic preservation and school renovation opportunities compatible with the architecture of surrounding Portland neighborhoods;
- x Potential capital partnerships for joint and shared use of PPS facilities;
- x Implementation of appropriate ways to address seismic issues;
- x Compliance with ADA; and
- x Communicating key information related to the bond to the School Board, public groups, organizations and stakeholders.

The Committee will receive and review copies of Bond Program performance and financial audits, and has the option to inspect school facilities and grounds related to bond activities to ensure Bond revenues are expended in compliance with state law and the ballot measure language.

The Committee will review quarterly reports placed by the District each year the bond proceeds are being spent in order to verify general compliance with the purposes set forth in the capital improvement program as approved by the voters

The Committee will perform other reasonable duties requested by the School Board or Superintendent.

Committee Membership:

The Committee shall consist of seven members. The Superintendent will make recommendations to the School Board for six committee members and a chairperson to the Board for appointment.

The Committee shall be comprised of a mix of individuals with a good reputation in the community for fairness and transparency and a majority of the committee will be people with a combination of experience in building design; construction; construction financing; public contracting, budgeting, and/or auditing.

a) The Committee members shall receive no direct or indirect compensation from the District for their services as members of the Committee.

b) The Committee members may not have an active or pending contract with the District, nor enter into a contract during their term on the Committee.

c) The Committee may not include any employee or official of the District, or any vendor, contractor or consultant of the District.

d) A Committee member serves to advise the Superintendent and School Board if a Committee member resigns, violates the Ethics Policy s, r(t)--9(em4(d)5(e

- a. Approval of construction contracts;
- b. Approval of construction change orders;
- c. Appropriation of construction funds;
- d. Handling of legal matters;
- e. Approval of construction plans and schedules;
- f. Approval of the sale of bonds;
- g. Priorities and order of construction for the bond projects;
- h. Selection of architects, engineers, construction managers, project managers, and such other professional service firms;
- i. The approval of the design for any project;
- j. The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the performance of the Bond Program;
- k. Setting or approving schedules of design and construction activities; or
- l.

