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Board Meeting Date
February 3, 201

Department:
Office of School

Agenda Action:
Resolution

SUBJ

BACKGROUND

Development of the two phases. Phase Board adoption of development of distri configurations (Corr document presentec high schools in PPS.

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Career Preparation
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the comprehensive high school program. The career preparation/CTE portion of the area program lists a non-exhaustive array of spaces that schools can choose from to meet their specific program needs. The planning and design of these spaces is typically performed at the individual school level, therefore room data sheets for these spaces are not included in the Ed Spec.

Auxiliary Gymnasium

The designation of the auxiliary gym remains as optional. Designation of auxiliary gyms as “optional” in the area program of the Ed Spec was done to provide flexibility for overall program development for comprehensive high schools. The required main gym will include two regulation courts and related seating. This gym can also be converted to seat the entire student body for special events. Currently, both Franklin and Roosevelt High School Master Plans include an auxiliary gym. Schematic design is currently in process and will be finalized through public and staff processes by April for Board review and approval.

Preferred Program

As staff noted in the presentation on January 21st, the Comprehensive High School Ed Specs strive to balance the aspirations of the PPS

RELATED POLICIES / BOARD GOALS AND PRIORITIES

The following Board policies informed and directed the development of Education Specifications:

1. Policy 8.80.010-P “High Performance Facility Design”
 2. Resolution No. 4624 (July 9, 2012) Development of a General Obligation Bond Ballot Measure and Explanatory Statement for the November 6, 2012 Election
 3. Resolution No. 4608 (May 29, 2012) Resolution to Adopt the Superintendent’s Recommended Update of the PPS Long Range Facilities Plan
 4. Resolution No. 4800 (September 9, 2013) Resolution to Adopt the Educational Facility Vision as part of the District-wide Educational Specifications
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PROCESS / COMMUNITY ENGAGEMENT

Phase II of the Ed Spec process was designed as a focus group model to work with teachers, administrators and community partners from each of the PPS school configurations. High school teachers participating in the highly successful ModLE learning symposium in February 2012 were invited to take part in the three focus group meetings on comprehensive high schools. Teachers were also invited by their principals and colleagues to be part of the conversations. Notes from these meetings can be found in Appendix C of the Comprehensive High School Ed Spec.

Leadership from the Office of Schools and District Operations provided additional feedback on the initial drafts of the comprehensive high school area program and Ed Specs.

ALIGNMENT WITH EQUITY POLICY IMPLEMENTATION PLAN

The various community involvement efforts beginning in 2007 and continuing up to the successful passage of the Capital Bond in the Fall of 2012 served to engage a diverse cross-section of the community and to identify goals and priorities that have been consistent over time. The Education Facilities Vision process in 2012/13 engaged segments of the community that to date have been under-represented as well as those that are representative of PPS’s existing and emerging constituencies in community conversations.

Development of the comprehensive high school Ed Spec began by incorporating the themes of the Education Facilities Vision process (2013) with the requirements of the High School System Design process (2010). Teachers, administrators, and community partners were asked to refine the vision themes into specific spaces needed to deliver modern program requirements in district comprehensive high schools.

BUDGET / RESOURCE IMPLICATIONS

Phase II of the Ed Spec project is 43% or \$108,902 of \$250,750 budget for the project. All meetings with teaching staff and school administrators are complete.

The Ed Spec is meant to provide guidance to design teams in master planning processes in site specific situations. Specific program requirements at individual schools in conjunction with capital budgets and construction pricing will ultimately determine the scope of what gets built at each school.

NEXT STEPS / TIMELINE / COMMUNICATION PLAN

The Ed Specs for the remaining school configurations (middle school, PreK-8, and Pre K-5) will be brought forward to the Board later this winter.

ATTACHMENTS

Attachment 1 – Resolution

Attachment 2 – Proposed modifications to the January 21, 2014 Draft Comprehensive High School Education Specifications

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MEMORANDUM

Date: January 2, 2014
To: Sue Ann Higgins, Chief Academic Officer
From: Judy Brennan, Enrollment Director
Subject : 2014 Interdistrict transfer status report and recommendations

In 2011 and 2013, the Oregon Legislature passed new laws regarding student transfers across district lines. Of particular note:

- x Each year by February 1, districts must announce whether they will participate in an open enrollment lottery that allows students to transfer into a different district without receiving permission from their resident district.
- x Beginning in 2014, districts cannot ask for or use information about a non-resident student's demographics, background or abilities when considering a transfer request.
- x The legislature is expected to take up the issue again in the coming special session and provide additional guidelines for inter-district transfers.

In the long-term, PPS interdistrict transfer rules will change as part of the broader enrollment and transfer overhaul being undertaken by Superintendent's Advisory Committee on Enrollment and Transfer (SACET). However, short-term decisions are needed to bring 2014 practices into compliance with recent laws. This memo contains background and recommendations on inter-district transfer issues that must be resolved in advance of the 2014-15 transfer cycle:

Open Enrollment

The provision to allow school districts to accept non-resident students without seeking permission from resident districts was approved by the legislature in 2011 and is scheduled to sunset in 2017. PPS did not participate in open enrollment in the 2012 or 2013 transfer cycles. However, several nearby districts have accepted PPS resident students through open enrollment, increasing the overall numbers of students transferring out of PPS by a third between 2011 and 2012 (see attachment 1).

In addition to open enrollment, PPS has seen fewer net interdistrict transfers as other districts have tightened restrictions on allowing students to attend schools elsewhere. However, these reductions have come at the same time as continued overall enrollment growth in PPS.

An analysis of students approved to other districts through open enrollment found that about half were former residents of other districts who are staying in schools they attended prior to moving in to the PPS boundary. The remaining group of students had not been attending a PPS school prior to applying for open enrollment transfer, including students in private schools

Open enrollment is a limited transfer option during a specific lottery cycle, and does not affect students who move or seek transfer at other times. Since space is very limited in most PPS schools, the number of non-resident students approved during the annual lottery has dropped in the past four years (see attachment 2). While open enrollment would allow PPS to retain students for longer periods without seeking permission from their resident districts, it would not necessarily lead to more transfers since open enrollment rules require that resident students be placed before non-residents.

Lottery compatibility

The existing PPS transfer process is incompatible with state rules that, beginning this year, will apply not just to open enrollment applicants but to all students seeking transfer in or out of PPS. In the current lottery system, weights are applied to promote socio-economic and gender balance and staff can review a student's IEP to ensure there is appropriate space in the requested school.

Enrollment and transfer policies are expected to be revised substantially in 2014, but the changes will not take effect until 2015. In the meantime, a separate lottery is recommended for



PPS LOTTERY APPLICANTS AND APPROVALS: Residents of other districts
 2010-11 through 2013-14

Lottery Year	APPLICANTS						APPROVALS					
	K-8		HS		TOTAL		K-8		HS		TOTAL	
	ALL	Non-Resident	ALL	Non-Resident	ALL	Non-Resident	ALL	Non-Resident	ALL	Non-Resident	ALL	Non-Resident
2010-11	2776	150	1125	43	3901	193	1835	69	749	25	2584	94
2011-12	2707	137	811	30	3518	167	1627	55	478	10	2105	65
2012-13	2727	153	518	25	3245	178	1389	57	390	14	1779	71
2013-14	2755	136	581	22	3336	158	1309	43	415	12	1724	55

INTER-DISTRICT TRANSFER IN AND OUT OF PPS
2010-11 through 2013-14 School Years

School District	2013-14 Inter-District Transfers Through December 20, 2013					2012-13 Inter-District Transfers					2010-11 Inter-District Transfers					
	OUT			IN	NET	OUT			IN	NET	OUT			IN	NET	
	HB 3681	Routine inter- district process	Total			HB 3681	Routine inter- district process	Total			Routine inter- district process			Routine inter- district process		
Beaverton		10	10	48	38	7	7	14	85	71	18	120	102	13	127	114
Centennial		4	4	78	74		5	5	91	86	2	85	83	3	85	82
Colton							1	1		-1		3	3			
Corbett	4		4		-4	4		4	1	-3		1	1			
Crook County					0	1	3	4		-4	5		-5			
David Douglas	24	37	61	241	180	54	36	90	247	157	76	249	173	67	303	236
Gaston						1		1		-1	1		-1			
Gladstone		3	3	1	-2		1	1	1	0		3	3		1	1
Gresham-Barlow	2	6	8	25	17	4	4	8	33	25	3	25	22	4	38	34
Hillsboro	1	3	4	11	7	3	1	4	15	11	2	12	10	1	15	14
Lake Oswego	41	8	49	7	-42	32	16	48	13	-35	11	8	-3	7	13	6
North Bend (ORVA)														41		-41
North Clackamas		5	5	92	87		18	18	111	93	16	123	107	20	139	119
North Marion									2	2		4	4		4	4
Oregon City		3	3	9	6			0	7	7	2	7	5	3	7	4
Oregon Trail				2	2		1	1	1	0	1	2	1		1	1
Parkrose		8	8	33	25		18	18	58	40	17	59	42	21	87	66
Reynolds		2	2	48	46		1	1	98	97	2	93	91	2	127	125
Riverview	8	1	9		-9	12	1	13	1	-12	3	1	-2	3	3	0
Scappoose				3	3		1	1	3	2		1	1	2	7	5
Seaside		1	1		-1	1	1	2		-2		1	1		3	3
Seaside Helens				2	2			0	2	2	1	2	1	1	3	2
Seaside-Tualatin	2	3	5	14	9	2	1	3	23	20	0	22	22		20	20
Seaside Linn / Wilson	12	1	13	3	-10	11	1	12	3	-9	5	5	0	3	9	6
Woodburn								0	1	1	1		-1			
All others*		2	2	3	1				1					1	6	
Total	94	97	191	620	429	132	117	249	797	548	166	826	660	191	998	807

NOTE: DOES NOT INCLUDE TRANSFERS IN TO PPS CHARTER SCHOOLS

*Banks, Estacada, Lebanon, Molalla North Wasco, Silver Falls, Yamhill-Carlton



January 27, 2014

To: PPS School Board

From: Gitta Grether-Sweeney, MS, RD, Director, Nutrition Services

Re: Food Allergies Protocols

See below for answers to questions related to providing peanut-free food environments for schools that allow students to eat in the classroom.

Current District Practices to manage food allergies

Portland Public Schools practices are aligned with national recommendations from the Center of Disease Control and Prevention (CDC) and the Food Allergy & Anaphylaxis Network (FAAN) and other national policy guides. Food bans are not recommended by the experts in food allergy management since they have the potential of creating a false sense of security by suggesting the entire school is allergen-free.

The district uses a team approach to keep students safe and reduce the risk of potentially life-threatening allergic reactions to food or other allergens at school. The team may consist of a school administrator/designee, school nurse, parent/guardian and nutrition services staff. Teacher(s), school counselor or child development specialist and physician may also be included. The district directive www.pps.k12.or.us/files/board/3_60_061_AD.pdf outlines potential responsibilities for each member of the team and the importance of individualized plans for students with life threatening allergies.

Portland Public Schools menus are posted online for families to check for the eight major foods or food groups that the Food and Drug Administration requires on food labels because they are the foods most likely to result in severe or potentially life-threatening reactions. The foods are milk, eggs, fish, shellfish, tree nuts (including, but not limited to, almonds, walnuts, pecans), peanuts, wheat and soybeans. There are as many as 160 documented food allergens so it is not recommended to ban all food allergens from school meal programs.

Food options that would need to be eliminated

Foods that are "peanut-free" do not contain peanuts, peanut butter, peanut oil or any form or derivative of peanut or "traces of peanut." If the ingredient label states "May contain traces of nuts or peanuts" or "made in a facility that also processes peanuts and nuts," the food must be

	ADMINISTRATIVE DIRECTIVE Life Threatening Allergies	3.60.061-AD
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3.60.061-AD Life Threatening Allergies

child development specialist and physician may also be included. The student may be included, if old enough and developmentally able to participate.

III. Family's Responsibility

A. The parent/guardian of a child with a potentially life-threatening food allergy is responsible for notifying the school nurse or building administrator or allergies that may result in a medical condition requiring intervention and/or accommodation at school and for participating as part of the team to address the child's needs.

B. The Student Registration Form must be completed and updated every year, and more often if there are changes, with special attention to the emergency contact information and "Medical Information" section, notably

1. "Serious Allergy" and the kind of allergy
2. "Medications at School"

C. Parents/guardians of students with potentially life-threatening food allergies must also provide the school with documentation from a licensed medical authority if special foods or meal substitutions are requested. The documentation must be recorded or attached to the "Medical Statement for Students with Disabilities Requiring Special Foods in Child Nutrition Programs." The form, available from Nutrition Services at every school, must include

1. the diagnosis with a description of the patient's disability and the major life activity affected by the disability
2. how the disability restricts the diet
3. foods to be omitted from the diet
4. foods to be substituted

D. Families must provide properly labeled medications and replace them after use or upon expiration.

E. Parents/guardians are also responsible for teaching their children self-management including

1. what foods cause a reaction; safe and unsafe foods,
2. the importance of avoiding unsafe ones,
3. symptoms of allergic reactions,

a secure location, quickly accessible to identified school personnel. Students, if old enough and developmentally able, may be allowed to carry their own epinephrine, with the approval from their physician, parent/guardian, school administrator and school nurse

10. require calling 911 and contacting the parent/guardian if a potentially life-threatening allergic reaction occurs
11. evaluate whether the student is eligible for a 504 plan and
12. take any other steps determined necessary by the principal.

B. School staff can help minimize exposure to food allergens by

1. discouraging students from sharing or trading food and utensils during the meal/snack times and all events involving food, including, but not limited to, field trips, parties and celebrations
2. promoting proper hand washing before and after eating
3. keeping classroom and lunch table surfaces clean and sanitized.

C. Nutrition Services staff shall follow Federal guidelines issued by the U.S. Department of Agriculture Food and Nutrition Services for serving children with potentially life-threatening allergies diagnosed by a licensed medical authority. Generally, students with food allergies or intolerances are not “disabled persons” and school districts are not required to make substitutions for them. However, if a physician assesses that food allergies may result in severe potentially life-threatening reactions (anaphylactic reactions), the student may then meet the definition of “disabled person” and the food service personnel must make the substitutions prescribed by the physician.

1. The medical food substitution order written by a licensed medical authority will be kept on file in the cafeteria, in the school office and with the school nurse.
2. A confidential allergy alert will be placed in the school cafeteria’s computerized student meal account system.
3. If special foods or meal substitutions are requested, cafeteria staff will consult with Nutrition Services dietitians to screen food labels for product ingredients that may contain allergens to be avoided.

V. Student’s Responsibility

A. Students with potentially life-threatening food allergies should be proactive in the care and management of their food allergies and reactions, based on their developmental level, and

1.

have requested the District consider more direct contracting because it allows project managers

RESOLUTION NO.

Resolution to Adopt Revised Public Contracting Rules

RECITALS

- A. The Board of Directors of School District No. 1, Multnomah County, Oregon
pursuant to ORS 279A.060.
- B. ORS 279A.065 empowers public contracting agencies to adopt rules of procedure for public contracts; the District has adopted the 2012 Portland Public Schools Public Contracting Rules as such.
- C. The state legislature revised ORS 279B.065 in 2013, increasing the threshold for small Goods and Services procurements from \$5,000 to \$10,000.
- D. In order for staff to implement this change, and utilize the new threshold, it must have Board approval.
- E. The Board deems it advisable to adopt updated Rules February 2014 in order that staff may make small Goods and Services purchases more efficiently and effectively.

RESOLUTION

1. The Board hereby adopts this change to the 2012 Portland Public Schools Public Contracting Rules, attached as Exhibit A.
2. This amended Rule supersedes and replaces procurements advertised or first solicited on or after the effective date of this Resolution. Procurements advertised or first solicited prior to the effective date of this Resolution shall continue to be processed under the 2012 Rules.

Portland Public Schools Public Contracting Rules
Division 49 ±Public Contracting Rules for Contracts for Goods and/or Services
Other Than Personal Services

PPS DIVISION 47

PUBLIC CONTRACTING RULES FOR CONTRACTS FOR GOODS AND/OR
SERVICES OTHER THAN PERSONAL SERVICES

PPS47-0000 Generally

These Division 47 Rules implement ORS 279B applicable to public Procurement for Goods or Services, or both.

PPS47-0250 Methods of Source Selection

(1) Except as permitted in these Rules, the District must Award a Public Contract for Goods or Services, or both, by one of the following sourcing methods:

- (a) Competitive Sealed Bidding (also known as Invitation to Bid or ITB) pursuant to ORS 279B.055 and PPS 47-0255 and 0257;
- (b) Competitive Sealed Proposals (also known as Request for Proposals or RFP) pursuant to ORS 279B.060 and PPS 47-0260 through 0263;
- (c) ~~Small Procurements (\$5,000 or less) pursuant to ORS 279B.065 and PPS 47-0265,~~ Small Procurements (\$10,000 or less) pursuant to ORS

(g) Special Procurement pursuant to ORS 279B.085 and PPS 47-0285, including the Class Special Procurements set forth in PPS 47-0288; or

(h) Cooperative Procurement pursuant to ORS 279A.200 and PPS 46-0400 through PPS 46-0480

PPS47-0252 Procurement of Service Contracts Over \$250,000 in Compliance with ORS 279B.030 through ORS 279B.036

(1) Unless the District determines that it is not feasible to perform the Services with the District's own personnel and resources pursuant to Section (1) of this Rule, before conducting a Procurement of a Contract for Services with an estimated Contract Price that exceeds \$250,000 the District shall conduct a Written cost analysis in accordance with Section (2) of this Rule. The cost analysis must compare an estimate of the District's cost in performing the Services with an estimate of the total potential Contractor would incur in performing the Services. The District may proceed with Procurement only if it determines that the District would incur more cost in performing the Services with its own personnel and resources than in procuring the Services from a Contractor. For the purposes of this Section, "Contract for Services" does not include:

- (a) Contracts for Personal Services as defined in PPS 500.
- (b) Contracts for Services exempted from compliance with the Public Contracting Code by ORS 197.025 or other state statute.
- (c) Procurements for Client Services as defined in OAR 245-0110. "Client Services" means any Services that directly or primarily support a Client, whether or not the Client is the recipient through the provision of voluntary or mandatory Services. ~~Client Services~~ also means any Goods

Portland Public Schools Public Contracting Rules
Division 49 ±Public Contracting Rules for Contracts for Goods and/or Services
Other Than Personal Services

- (a) Addenda to the Request for Proposals After receipt of unpriced technical Proposals, Addenda to the Request for Proposals shall be distributed only to Proposers who submitted technical Proposals.
- (b) Receipt and Handling of Unpriced Technical Proposals Unpriced technical Proposals need not be opened publicly.
- (c) Evaluation of Unpriced Technical Proposals Unpriced technical Proposals shall be evaluated solely in accordance with the criteria set forth in the Request for Proposals.
- (d) Discussion of Unpriced Technical Proposals The District may seek clarification of a technical Proposal of any Proposer who submits a qualified, or potentially qualified, technical Proposal. During the course of such discussions, the District shall not disclose any information derived from one unpriced technical Proposal to any other Proposer.
- (e) Methods of Contractor Selection for Phase One In conducting phase one, the District may employ any combination of the methods of Contractor selection that call for establishment of a Competitive Range or include discussions, negotiations, or best and final offers as set forth in this Rule.
- (f) Procedure for Phase Two On the completion of phase one, the District shall invite each qualified Proposer to submit price Proposals. The District shall conduct phase two as any other Competitive Sealed Proposal Procurement except as set forth in this Rule.
- (g) No public notice need be given of the request to submit Price Proposals because such notice was previously given.

PPS47-0265 Small Procurements

- (1) Generally. For Procurements of Goods and Services less than or equal to ~~\$5,000~~ \$10,000 the District may Award a Contract as a Small Procurement in any manner deemed practical or convenient by the District, including by direct selection or Award.
- (2) Amendments. The District may amend a Contract Awarded as a Small Procurement in accordance with PPS47-0800 but the cumulative amendments must not increase the total Contract Price to greater than \$6,000.
- (3) No Fragmentation. A Procurement may not be artificially divided or fragmented so as to constitute a Small Procurement. See ORS 279B.065(2).

PPS47-0270 Intermediate Procurements

- (1) Generally. For Procurements of Goods and Services greater than \$5,000 and less than or equal to

Portland Public School District 1

st Reading

DATE: February 3, 2014

Notice of Proposed Policy and

Reviewed and Approved by
Superintendent

ALIGNMENT WITH EQUITY POLICY IMPLEMENTATION PLAN

MESD's proposed services are intended to provide maximum choice and flexibility to meet individual district needs, assisting the District in meeting its goal of providing every student with equitable access to high quality and culturally relevant instruction, curriculum, support, facilities and other educational resources, even when this means differentiating resources.

BUDGET / RESOURCE IMPLICATIONS

The District may utilize funds sent to the MESD for the purposes of providing cooperative services to the local component districts. The District consumes all available resources through the MESD as appropriate and in conjunction with the development of the 2014-15 budget.

NEXT STEPS / TIMELINE / COMMUNICATION PLAN

This change would be effective for the fiscal year 2014/15 and initial dates will be provided in 2014/15 Approved Budget.

ATTACHMENTS

Resolution No. XXXX: Annual Multnomah Education Service District Resolution Process

The link to the MESD LSP is: <http://www.mesd.k12.or.us/comm/2014-15-MESDLocal-Service-Plan.pdf> .

RESOLUTION No. XXXX

Annual Multnomah Education Service District Resolution Process


RECITALS

- A. Annually, the Multnomah Education Service District (MESD) provides a list of resolution services in the Local Service Plan (LSP) to the MESD Superintendents' Council for the Council's review, modification(s), and approval.
- B. The services offered in the LSP require approval of the component districts' boards by March 1, annually. The Services offered in the LSP must be adopted by two thirds of component districts' boards.
- C. Attached is the signed, "Agreements and Understanding" of the Annual MESD Resolution Process as approved by the MESD Superintendents' Council.
- D. A separate list of the specific services for Portland Public Schools, or the District Service Plan, will be included in the 2014-15 budget development process.
- E. This particular resolution does not commit Portland Public Schools to each of the specific services offered by MESD. This resolution affirms the overall services offered to all of the local component districts and contains the terms of the LSP offered by the MESD.

RESOLUTION

- 1. Be it resolved that, according to ORS 334.175, the Board of Directors of Portland Public Schools, School District No. 1J, Multnomah County, Oregon, agrees to the conditions and provision of all programs and services, described in the 2014-15 Local Service Plan – Multnomah Education Service District with no exceptions.
- 2. In the event that the required resources are not available, each and every program and service is subject to reduction or elimination at the discretion of the Multnomah ESD Board. If such reductions or eliminations are necessary, they will be made through contingency planning in cooperation with the Superintendents of the local component districts.

N. Sullivan



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

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Purchases, Bids, Contracts

The Superintendent RECOMMENDS adoption of the following item:

Number 4870

RESOLUTION No. 4870

Revenue Contracts that Exceed \$25,000 Limit for Delegation of Authority

RECITAL

Portland Public Schools ("District") Public Contracting Rules PPS-45-0200 ("Authority to Approve District Contracts; Delegation of Authority to Superintendent") requires the Board of Education ("Board") to enter into and approve all contracts, except as otherwise expressly authorized. Contracts exceeding \$25,000 per contractor are listed below.

RESOLUTION

The Superintendent recommends that the Board approve these contracts. The Board accepts this recommendation and by this resolution authorizes the Deputy Clerk to enter into agreements in a form approved by General Counsel for the District.

Other Items Requiring Board Action

The Superintendent RECOMMENDS adoption of the following item:

Number 4871

RESOLUTION

1. The Board affirms the design principles and area program allocation process of the Ed Spec as well as the input received from teachers and administrators to inform the development of the Comprehensive High School Ed Spec.
2. The Board adopts the Comprehensive High School Education Specifications dated January 27, 2014, provided as Attachment A to this Resolution as amended by Attachment 2 to the Superintendent's recommendation dated February 3, 2014.

Attachment A: Comprehensive High School Education Specifications dated January 27, 2014.

C. Sylvester / J. Owens