

BOARD OF EDUCATION

Portland Public Schools

REGULAR MEETING

August 4, 2015

Board Auditorium

Blanchard Education Service Center

501 N. Dixon Street

Portland, Oregon 97227

Note:

MEMORANDUM

Date: August 4, 2015
To: Members of the Board of Education
From: Bond Accountability Committee (BAC)
Subject: 10th BAC Report to the Board

Background

In November 2012, voters approved a \$482M capital improvement bond for Portland Public Schools. The PPS Board appointed a Citizen Bond Accountability Committee to monitor the planning and prog

Completion of design and start of contractor selection for Faubion PK-8 School.

Commencing design for IP 2016 (12 schools).

Selection of a design team and appointment of a Design Advisory Group for Grant High School.

Preparation for master planning of Benson, Lincoln, and Madison High Schools.

This is an extraordinary amount of work for a capital program, and requires intense management by OSM staff and the District's design firms and contractors. The major projects at the high schools involve an extraordinary amount of activity, particularly at Roosevelt where, in addition to the modernization work, temporary facilities are being prepared in time for students' return in a few weeks. In addition, the challenge for the 2015 summer work at 27 schools, the largest IP program to date, is even greater than prior years since only 65 calendar days are available. Lessons learned from prior years have helped greatly through completing designs earlier and making awards sooner to allow for preconstruction activities such as registering for the Owner-Controlled Insurance Program, the submittal process, and mobilizing to the sites.

Both "swing" sites (Marshall and Tubman) are on track to receive students this month from Franklin and Faubion respectively.

Since our last report, the District's performance auditors have delivered their second report. The BAC reviewed the report and endorsed its findings. We agree with the auditors' observation that program management has, after a strong start, continued to refine and enhance its systems and procedures, and continue to serve the program well.

Current Issues

Program Budget. Staff has continued to provide budget information to us in a transparent format.

The total program budget now stands at \$550 million as funds from various sources have been incorporated into the bond program. Since our last report, the bond premium from the second bond sale has been added to the program. This premium amounted to \$33 million. However, the program budget already included \$8 million that the Board had approved for the Additional Criteria at the high schools, when it was hoped that it could be covered by a future bond premium. That has now come to pass, so the net increase is approximately \$25 million.

This addition has now been largely allocated to projects, including bringing Grant

up to parity in terms of Additional Criteria and cost escalation. Approximately \$4 million remains as a program reserve, the Board reserve of \$10 million remains intact, and each project budget includes its own contingency reserve.

Project Budgets and Schedules. Staff's Balanced Scorecard will continue to show both Roosevelt and Franklin designs behind the Baseline Schedule, as reflected by the "red" report at the various design levels (although overall both schools show "yellow"). These delays have many causes, including changes during design in school capacity requirements, the extensive public outreach and involvement processes, and discussions over the "additional criteria". Crucially, though, construction in both cases is now underway generally as planned.

As construction work on the high schools begins, project budgets and schedules become more and more intertwined. This is particularly true at Roosevelt due to the phasing of the work that allows students to remain on campus throughout construction. After the rush to have the temporaries ready for school in a few weeks, the pressure will be squarely on the Phase 1 work, which includes construction of a new theater and a new gym. Very little float exists in the schedule that requires occupancy next August. The focus will then switch to Phase 2. This includes modernization of the existing main building, and has similarly little float in its schedule goal of an August 2017 completion.

To date, the BAC has been satisfied with schedule presentations that show only a few milestones. The critical nature of the high school work, however, causes us to ask for more detail on those schedules and we will work with OSM to develop an effective format.

As noted above, each project budget includes its own contingency. The BAC agrees with OSM staff that these contingency reserves should not be considered available for discretionary changes; modernizations of facilities like the high schools will inevitably include cost impact surprises, which will likely put pressure on those reserves.

The Committee continues to have concerns about market conditions causing price increases. Fortunately, the District's project contingencies on IP work have held up very well through construction so far, and each IP program to date has returned some savings to the program.

Equity. Staff reports on student involvement remain impressive. The new reporting metric for student involvement in the Balanced Scorecard shows the program to be exceeding the year's goals with the highlight being 12 interns currently working at various sites and projects over the summer.

The employment of apprentices through the Workforce Hiring program continues

Summary

The summer of 2015 gives Portland taxpayers the opportunity to see their money at work all over the District at 31 schools, including Franklin and Roosevelt. At this point in the bond program, that money is being well spent and effectively managed.

We remain impressed by the quality and professionalism of OSM staff as well as the design and construction teams, and thank the Board for this opportunity to serve and play a small part in a very successful bond program.



Board of Education Informational Report

MEMORANDUM

Date: July 31, 2015

To: Members of the Board of Education

From: Amanda Whalen

Subject: Update on Corrective Action Plan for Complaint Filed by the Parents Coalition



Amanda Whalen
Chief of Staff

PORTLAND PUBLIC SCHOOLS
501 North Dixon Street • Portland, OR 97227
Telephone: (503) 916-3354

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Portland Public Schools Corrective Action Audit Work Plan		ACTION AND AUDIT PLAN					
CORRECTIVE ACTION PLAN							
FINDING	ACTION	WHAT	WHEN	WHO	REVIEW	STATUS	
	Public Schools submitted an 8 period schedule to the Oregon Department of Education that meets the 130 PPSs required to change the schedule. PPSs will provide a revised schedule to ODE and the Parents Coalition to process if necessary.	8 period schedule meeting 130 submitted to ODE	April 15, 2014	Amanda Whalen	Independent auditor will review 130 schedule on October 1, 2014	Schedule submitted. Still to be reviewed by auditor.	
	revises this audit		8/1/2014 develop document	Greg Wolleck & Senior Directors	Weekly audit reports by Senior Director and Director of School Operations. Monthly: by independent auditor	Document Completed. Any changes to monitoring document will be provided to Parents Coalition for agreement.	
			Post online by September 2, 2014	Greg Wolleck & Senior Directors	Post on line for public view	Posted	
		Hour Monitoring: Guidance for special cases document.	Draft by September 2, 2014, reviews complete by October 1, 2014	Greg Wolleck & Senior Directors	Parents Coalition, internal stakeholders (principals, site administrators)	Distributed	
			Individual identified and mutually once audit plan is approved	Amanda Whalen & Caroline Fenn	Parents Coalition, Board of Education, ODE		

<p>"The District does not meet the minimum standards for a complaint process as required by OAR 581 022 f 941."</p>	<p>Prioritize resources to hire an Ombudsman.</p>	<p>Hire Ombudsman create an independent Office of the District Ombudsman.</p>	<p>July 1, 2014</p>	<p>Joni Saacs</p>		<p>Completed.</p>		
		<p>Draft policy to the Board of Education</p>	<p>July 31, 2014</p>	<p>Jolie Patterson/ Joni Saacs/Judi Martin</p>		<p>Completed</p>		
		<p>Provided draft for review by stakeholders</p>	<p>Parents Coalition: August</p>	<p>Judi Martin</p>	<p>Parent Coalition reviewed</p>	<p>Provided by Parents Coalition. District will incorporate feedback into next draft of policy and administrative directive.</p>		
			<p>External Stakeholders: August</p>	<p>Judi Martin</p>	<p>Coalition of Communities of Color (and its individual member organizations) OPOS; Portland Parents Union; Portland Council PTA (will distribute to school PTAs and school Site Councils advocacy groups for ESL Students, Special Education, TAG and best efforts will be made to contact individuals who filed formal complaints about PP3 from Jan. 2013 to July 2014 and potentially others</p>	<p>Feedback was incorporated into next draft of policy and administrative directive. Policy will be compliant with state law and regulations.</p>		
			<p>Internal Stakeholders: August</p>	<p>Judi Martin</p>	<p>Internal Stakeholder review</p>	<p>Provided</p>		

Revisethe complaintpolicyto comeinto compliance.	BoardWorkSessionStaffreport will explainthat in order to be in compliancepolicy mustat leastincludeappealto the stateand must complywith applicablelaw includingstate statutesand administrative rules. Goalsis also to be a more user friendly policythat doesnot deter individualsfrom filing complaints.	9/9/2014: opportunity for the boardto providefeedbackprior to first reading	JolleePatterson/ JonIsaacs/ Judi Martin	Boardreviewin Board WorkSession	Completed		
	FirstReading:	September3, 2014	JolleePatterson/ JonIsaacs/Judi Martin	FirstReading/public testimony/28daysfor comment	Completed		
	SecondReading/AdoptionODEwill determineif entire adoptedpolicy is in compliance.If not, will providefeedbackto boarduntil ODE compliantpolicyis approved.	11/ /2014()	JolleePatterson/ JonIsaacs/Judi Martin	SecondReading/ publictestimony			
	Monitor successof policy revision:Ombudsmanwill monitor monthly and provide to independentand unbiasedauditor/mutually approved by PPSand the ParentsCoalition: 1) # of peopleaccessingOmbudsman 2) # of formal complaintsand percentageresolvedsatisfactorily.3) # of formal complaintscompletedwithin 90 daytime frame. Independent auditor will monitor: 4) # of complaintsappealedto ODEfor timeframeviolations,and5) %of individualsfiling formal complaints reportingthat they were informedof their rightsunder the complaint processand receivedwritten responsesat everyrequiredlevel.	YearEndReport:July 2015 including independentexternal audit findings. For subsequentyears,PPS will report compliance asrequired by state law aspart of Division 22 Report.	JudiMartin	Submittedto ODE, Boardof Education, andthe Parents Coalition. Annually, Division22 compliance aspart of publicboard meetingand report to ODE.			

The District must also submit to an audit process to ensure appropriate implementation of this Corrective Action Plan.

Once this Corrective Action Plan is approved by the Board of Education, staff will reach out to the Parents Coalition to develop the audit process. Plan still in process on 11/10/14.

08/15/2014.

Amanda Whalen

Meetings July 24, August 4, August 11

Turn to green when we submit?

Portland Public Schools Corrective Action Audit Work Plan

ACTION AND

CORRECTIVE ACTION PLAN UPDATE

Corrective Action Plan Item	Status/Comments
Instructional Hours	
8 period schedule meeting 130 submitted to ODE	› Reviewed by auditor (Attachment J)
Hour Monitoring: Weekly worksheet documents. Course minute tracker will be used to track minutes, track variances, why variances took place and how it will be/was remedied. Schools will report to families any changes in weekly schedule through regular school communication methods (this will vary depending on the school).	› Course hours were tracked on website: http://www.pps.k12.or.us/departments/high-school-system/9976.htm x Auditor reviewed minute tracker (Auditor Report Attachment C)
Hour Monitoring: Guidance for special cases document.	› Developed and distributed (Attachment D)
Identify independent and unbiased auditor	› Moss Adams was retained to complete the audit. Report attached.
Complaint Policy	
Hire Ombudsman; create an independent Office of the District Ombudsman.	› Completed in July 2014
Draft policy to the Board of Education	› Completed July 2014
Provide draft for review by stakeholders	› Parents Coalition (August 2014) x External stakeholders identified in Corrective Action Plan (August 2014) x Internal stakeholders (August 2014)
Board Work Session: Staff report will explain that in order to be in compliance, policy must at least include appeal to the state and must comply with	› Completed September 2014

applicable law including	
First Reading of Complaint Policy) Completed September 23, 2014
Second Reading/Adoption	
ODE will determine if entire adopted policy is in	

CourseMinute Tracker:Guidance

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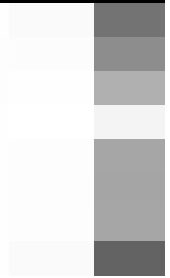
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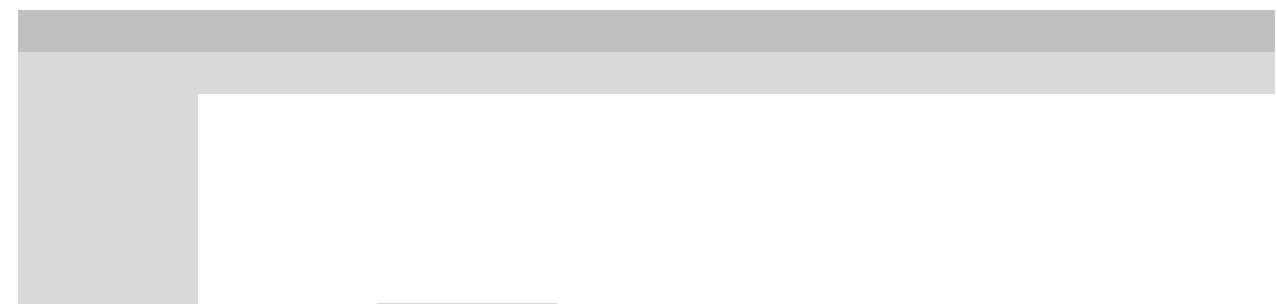
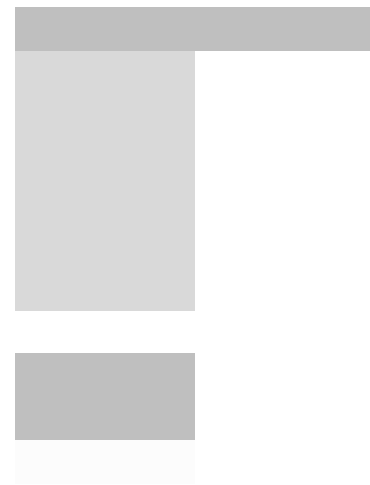
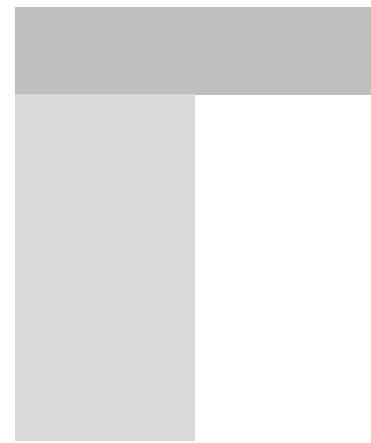
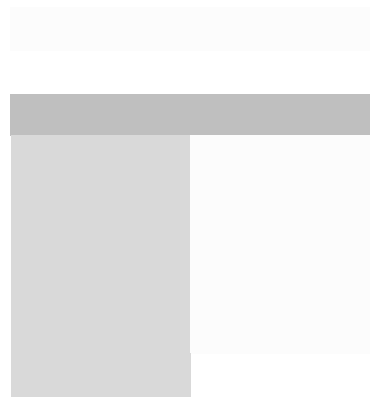
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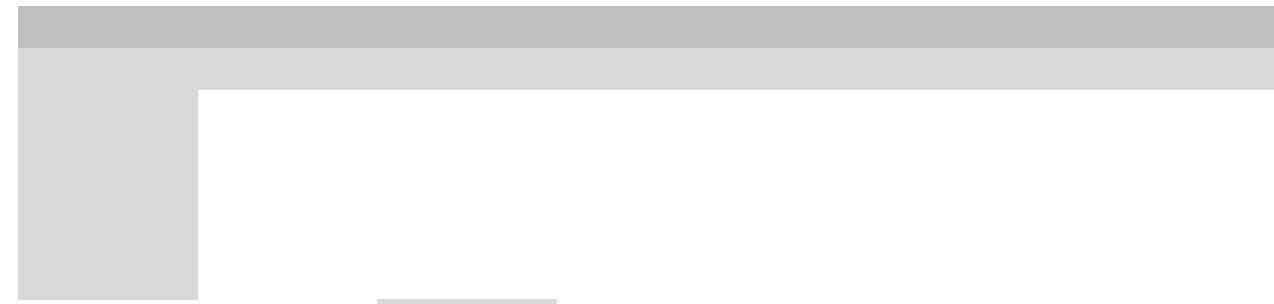
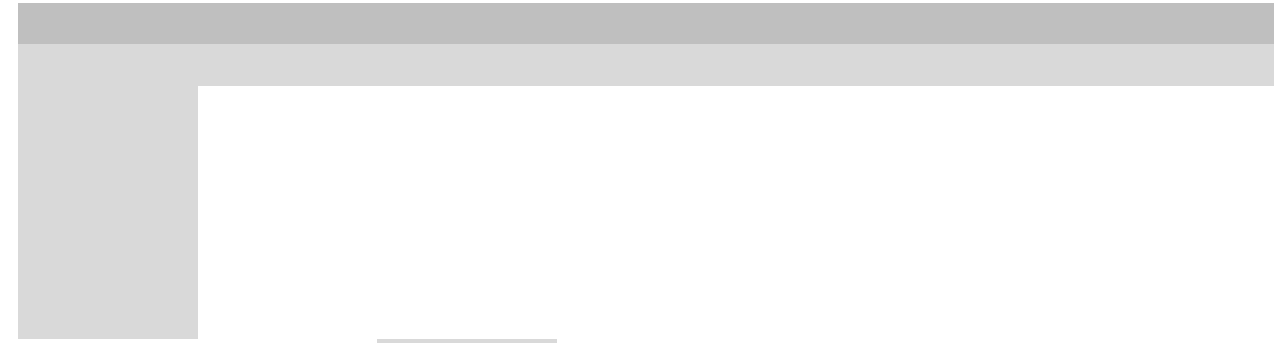
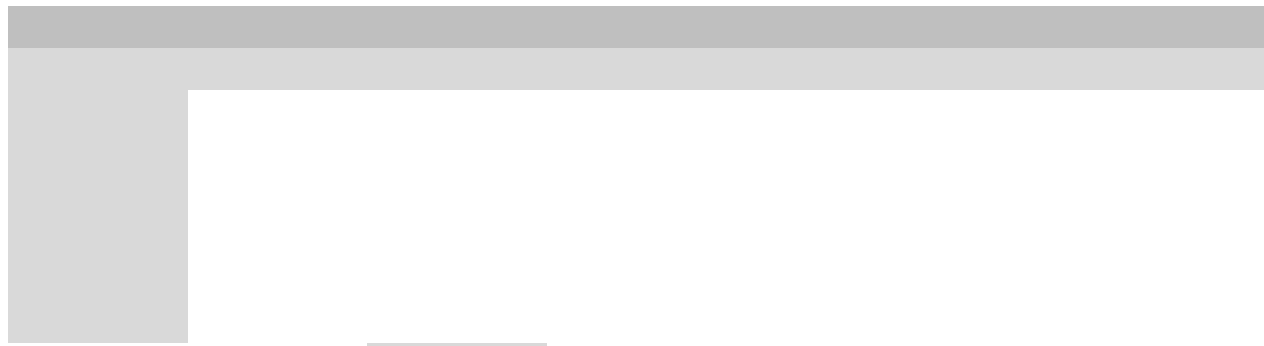
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8 Period Modified Block; Skinny Monday; Assembly/Tutorial (A/T); Embedded Dist PD





BOARD OF EDUCATION

Purchases, Bids, Contracts

The Superintendent RECOMMENDS adoption of the following items:

Numbers 5129 and 5130

RESOLUTION No. 5129

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.

NEW REVENUE CONTRACTS

No New Revenue Contracts

NEW INTERGOVERNMENTAL AGREEMENTS / REVENUE (“IGA/Rs”)

No New Intergovernmental Agreements/Revenue

AMENDMENTS TO EXISTING REVENUE CONTRACTS

Contractor	Amendment Term	Contract Type Amendment #	Description of Services	Amendment Amount Contract Amount	Responsible Administrator, Funding Source
State of Oregon	07/01/15 through 06/30/17	Intergovernmental Agreement/Revenue IGA/R 60136 Amendment 4	Funds to provide child care for children of students in ODE’s Teen Parent Targeted Populations Subsidy Program.	\$147,000 \$294,000	A. Lopez Fund 205 Dept. 9999 Grant G1377

Y. Awwad

RESOLUTION No. 5130

RESOLUTION No. 5131

Authorizing Analysis of an Alternative to the Approved Master Plan and Schematic Design of Roosevelt High School as Regards Potential Re-Use of the Existing 1970 Shop Building

RECITALS

- A. Board of Education (“Board”) Resolution No. 4852 authorized the Roosevelt High School (“RHS”) Full Modernization Master Plan as part of the 2012 Capital Bond Program.
- B. Board Resolution No. 4936 approved the RHS Schematic Design, the commitment of additional funds, and initiating the Design Development phase of work.
- C. Board Resolution No. 4871 adopted District Education Specifications (“Ed Specs”) for Comprehensive High Schools.
- D. The Board acknowledges the extensive community engagement and public input that developed the PPS Education Facilities Vision, and preferred RHS Master Plan and Schematic Design.
- E. The Board seeks to expand available Science, Technology, Engineering and Math (“STEM”) as well as hands-on Career Technical Education (“CTE”) work spaces for the full modernization of RHS, which has entered its construction phase. These spaces are currently identified in the adopted Ed Specs as Career Preparation/CTE program areas.
- F. The Board seeks to understand the viability of converting the existing 1970 Shop Building into an additional 11,000 square feet for STEM and hands-on CTE work spaces.

RESOLUTION

- 1. The Board authorizes staff to proceed with appropriate due diligence as regards the 1970 Shop Building and its relationship to the previously approved RHS design documents. Such due diligence shall include an existing building evaluation including architectural; civil, structural, mechanical and electrical engineering; an energy analysis; site civil and landscape architectural impacts; tenant improvements, etc. The Board authorizes use of the 2012 Capital Bond Program reserve to fund this work effort.
- 2. The Board authorizes staff to immediately execute documentation as required to plan, design and construct the full range of public utility improvements at and adjacent to the new Performing Arts Building, currently under construction, appropriate to serve the 1970 Shop Building should its renovation be approved by subsequent Board action. The Board authorizes use of the 2012 Capital Bond Program reserve to fund this work effort.
- 3. The Board directs staff to identify the nature and extent of improvements to the 1970 Shop Building and its relationship to other site elements that can be accomplished for \$2 million, not including furniture, fixtures and equipment. This information shall be provided in the context of the Shop Building’s intended future use as expanded STEM and hands-on CTE work spaces.
- 4. The Board acknowledges that if it pursues renovation of the existing RHS 1970 Shop Building following receipt of the requested due diligence and related cost estimates, the Board will be required to amend the RHS Master Plan adopted Resolution No. 4852.
- 5. The Board further acknowledges that any future renovation of the 1970 Shop Building will require amendment to our existing Land Use, Building and Utility Permits.

RESOLUTION No. 5132

Minutes

The following minutes are offered for adoption: