

September 9, 2014

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

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OFFICE OF THE BOARD OF EDUCATION
SCHOOL DISTRICT NO. 1J, MULTNOMAH COUNTY, OREGON
BLANCHARD EDUCATION SERVICE CENTER
PORTLAND, OREGON

The Study Session of the Board of Education came to order at 6:05pm at the call of Co-Chair Pam Knowles in the Board Auditorium of the Blanchard Education Service Center, 501 N. Dixon St, Portland, Oregon.

There were present:

Pam Knowles, Co-Chair
Ruth Adkins, Co-Chair
Bobbie Regan
Tom Koehler
Steve Buel
Matt Morton
Greg Belisle - *absent*

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UPDATE: FIRST WEEK OF SCHOOL

Superintendent Smith thanked everyone who participated in Community Care Day, and reported that she had spent the first day of school at Sitton where a third of their staff is new and they have a counselor for the first time in five years. Superintendent Smith also welcomed the new principals across the District and stated that 500 new educators were recently hired. 181 of the 500 instructors were new positions. PPS enrollment numbers were up and we opened the first Vietnamese Immersion Program in the State of Oregon.

PRESENTATION: TEACHER EVALUATION

Sascha Perrins, Senior Director of Schools, stated that this is the fourth year that PPS has collaboratively worked with the Portland Association of Teachers (PAT) on the teacher evaluation process. John Berkey, PAT Consultant, reported that it has been difficult work due to the ever- changing state and federal requirements. Mr. Perrins and Mr. Berkey provided a PowerPoint presentation which explained the evaluation cycle and the process flow. The goal of the teacher evaluation process was to improve education.

Director Morton stated that he was always concerned about creating consistency among the evaluators as personality and relationships could create a challenge. To him, it seemed like we were trying to minimize the subjectivity, and the goals seem to be somewhat subjective. He would like to know what the process looks like in a school. Mr. Berkey commented that the evaluation is a self-reflection of the teacher of what is appropriate, but it must be school-wide. Teachers must work with their colleagues across the grade, and the goal is collaborative with the principal. Director Koehler asked where teachers working with each other came into play. Mr. Perrins responded that teachers may work with other teachers, or they could choose a subject that no one in their group is doing. However, there is no requirement in the process that teachers build goals in collaboration. Mr. Berkey added that teachers can provide input to other teachers, but teachers are not the evaluators.

Director Regan commented that in terms of principals as instructional leaders and having dozens of teachers in their building, what type of supports are we providing to the principals to have the time and capacity to be in the classrooms to do the evaluation work. Mr. Perrins responded that there wasn't much more important work for a principal to do than teacher evaluations, so it is priority work. Staff is working with Human Resources to determine how we can support principals more. Mr. Berkey stated that the training that is provided to the principals should help them in making the evaluation process easier.

Director Buel questioned what state law required on how many times a teacher must be evaluated. Mr. Perrins responded that teachers are required to be evaluated every year, and PPS teachers are constantly evaluated. PPS is in line with what is required. Director Buel stated that he would like to see an evaluation one year and the next year be a year of support. Director Buel asked how PPS decides to place a teacher on a Plan of Assistance. Mr. Berkey responded that the process used to be more loosely defined, but the evaluation tool today addresses those aspects on why a teacher is placed on a Plan of Assistance. The evidence must exist and there must be a specifically stated problem. Mr. Perrins added that no teacher should be saying that they don't know why they are on a Plan as evidence is always presented to them. Director Buel questioned if a principal sits down and talks with each teacher about s3P.00h teacher aband-.0022 Tw[in.000u

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PRESENTATION: COMPLAINT POLICY

Judi Martin, Ombudsman, provided a PowerPoint presentation and stated that an Ombudsman does not take sides; they are a neutral party looking for a fair solution.

Jollee Patterson, General Counsel, stated that staff has begun the revision of the District's Complaint Policy to make it more transparent and accessible. Ms. Patterson provided an overview of the draft policy which establishes the specific complaint process. Most concerns are resolved at the school or department level. The new policy will indicate that a written complaint will begin the process and the Ombudsman would then be involved and try to solve the problem between the parties involved. Ms. Patterson provided a flow chart of the complaint process and added that the Citizen Complaint Policy currently on record would be revoked by the Board.

Director Buel asked for clarification of when a complaint goes to Human Resources or not. Ms. Patterson responded that when staff investigates the concern, and there are allegations of misconduct by an employee, that would go to Human Resources; however, the complainant is not entitled to know information through the process on the teacher. Director Buel stated that we need to think more about what we can tell a parent in order to close the issue. Director Buel questioned who would investigate the various complaints. Ms. Patterson responded that staff would clarify that at Step 1 of the process on who will be responsible for the investigation. Every investigation will look different based on the nature of the allegation. Director Buel stated that we need to think about who will investigate complaints.

Director Morton commented that there were underserved communities who do not have the experience with shepherding complaints/concerns throughout the District. There was frustration with the process as they continue to be thrown into another voicemail system or bounced around. How will we be sure we are hearing their voices? Director Morton stated that he is interested in how we will implement the process equitably across the District. Ms. Martin responded that she was very experienced in working with the underserved and a large organization like PPS. They need a trusted member in the community before they will come forward and she will work with the community organizations that work with those families. She will make sure the organizations are aware of the District's process, and she will also be out in the schools to let the community know she is available.

Director Regan asked whether it was required to go through the teacher or principal first if a parent had a complaint. Ms. Patterson responded that it was not a requirement of starting the process; the word "should" was used as we want to encourage problem-solving at that level. Director Regan commented that in terms of a written complaint, the way it is described was pretty detailed. Ms. Patterson stated that staff was asking for a lot of information in writing to try to get as much information up front as possible to move the process quickly. If that seems too burdensome, then staff can take that back and look at how much information we are actually asking for. The goal is not to make this an exclusionary or difficult part of the process. Director Buel suggested using the Work "may" instead of "should". Director Regan commented that she would be more comfortable with everything going to a single contact, like the Ombudsman, as we need to track how successful we are with the policy and new practice.

Director Regan shared her frustration that the Board was not involved in the writing of the policy. If a request for a Board appeal comes to them, the Board will vote on whether to accept the appeal. If four Board members informally talk and say they will not hear the appeal, then it is not heard. Director Regan asked what the process was for the Board in deciding on whether or not to hear the appeal. Ms. Patterson responded that the policy was written to separate the work of the Superintendent and the work of the Board. If an appeal is filed with the Board on the Superintendent's decision, the Board would review the record and vote on whether or not to hear the appeal. Co-Chair Knowles questioned whether staff considered a process similar to the Board's Charter Committee where a panel of three members would make a recommendation to the Board on whether or not to hear an appeal. Ms. Patterson responded that that could be a possibility; the question is, does the Board hear every appeal that comes before them. Director Regan commented that right now the process feels cumbersome and the Board should discuss it.

Director Buel stated that staff needs to spell out the exact process for the appeal and asked would there be a summary provided from the Superintendent and the Complainant. It must be clear.

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Student Representative Jayaswal mentioned that she feels empowered as a student that she could file a complaint and have a facilitator present.

Director Morton mentioned that regardless of the process, Board members hear about what is going on. If the process is creating frustration for a complainant, that is not acceptable. We want a smooth, clear process.

Co-Chair Adkins stated that she did not want to have an automatic hearing on every appeal. Whether we have an ad hoc committee or a clear process, she is concerned about the large priorities the Board has to

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Co-Chair Adkins commented that she was very excited about the information presented and added that we need to work with the state on visa issues in order to obtain qualified dual language instructors. We need to do this right and with fidelity.

Director Regan questioned where the evidence was of how this is making a difference for our students. What are we seeing in PPS in closing the achievement gap, and is it doing what it is supposed to be doing? Ms. Armendariz responded that the District was part of a three-year research study that will provide the answers. What we know so far is that families who enter the immersion programs stay with our District. Director Regan suggested that the District proceed with caution until we have the data; we need to know that the programs are working well.

Director Buel asked if the District had a three-year recruitment plan in trying to reach juniors in college now so that we can hire them two years down the road as a dual language instructor. Ms. Armendariz responded that staff was currently developing a one-year and three-year recruitment plan. Sean Murray, Chief Human Resources Officer, added that staff was also in the process of developing relationships with colleges and universities when we recruit.

Co-Chair Knowles stated her concern about capacity for kindergarten and pre-K level of immersion.

ADJOURN

Co-Chair Knowles adjourned the meeting at 9:55pm

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Purchases, Bids, Contracts

The Superintendent RECOMMENDED adoption of the following items:

Numbers 4956 and 4957

Director Adkins moved and Director Morton seconded the motion to adopt the above numbered item. The motion was put to a voice vote and passed unanimously (yes-6, no-0; with Director Belisle absent and Student Representative Jayaswal voting yes, unofficial).

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RESOLUTION No. 4956

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

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AMENDMENTS TO EXISTING REVENUE CONTRACTS

Contractor	Contract Amendment Term	Contract Type	Description of Services	Amendment Amount, Contract Total	Responsible Administrator, Funding Source
The University of Oregon	6/1/2014 through 5/31/2015	Intergovernmental Agreement/Revenue IGA/R 59539 Amendment 2	Funding for year three of the three year K-12 Oregon Chinese Flagship grant project.	\$400,000 \$1,250,000	D. Armendariz Fund 205 Dept. 9999 Grant G1273

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RESOLUTION No. 4957

Expenditure Contracts that Exceed \$150,000 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”) enter into contracts and approve payment for products, materials, supplies, capital outlay, equipment, and services whenever the total amount exceeds \$150,000 per contract, excepting settlement or real property agreements. Contracts meeting this criterion 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 CONTRACTS

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
CDW-G	9/10/2014	Purchase Order PO XXXXX	District-wide: Purchase of 202 tech bundles for Phase I of the Tech Bundle project.	Not-to-exceed \$500,000	J. Klein Fund 407 Dept. 5581 Project A1007
Open Meadow Alternative School, Inc.	8/1/2014 through 6/30/2015	Personal Services PS 61059	Various: Provide mentoring, tutoring, counseling and advocacy for 165 freshmen and 94 sophomores at Franklin, Madison, and Roosevelt for the 2014-2015 school year.	\$220,000	K. Duron Fund 205 Depts. 3215, 3218 & 3124 Grant G1188
J. C. Ehrlich Co., Inc. dba, Eden Advanced Pest Technologies	10/1/2014 through 1/13/2022	Cooperative COA 60945	District-wide: Provide integrated pest management service for all District buildings and properties per PPS Integrated Pest Management Program Manual.	\$500,000	T. Magliano Fund 101 Dept. 5593
Albina Head Start	9/1/2014 through 8/31/2015	Personal Services PS 61093	Roosevelt & Madison: Provide child care program for 28 infants and toddlers.	\$200,000	K. Wolfe Fund 101 Dept. 4306

NEW INTERGOVERNMENTAL AGREEMENTS (“IGAs”)

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
North Clackamas School District	7/1/2014 through 6/30/2015	Intergovernmental Agreement IGA 60980	Provide 2.46 FTE Autism specialists for students eligible for low incidence Autism services.	\$308,400	L. McConachie Fund 205 Dept. 5433 Grant G1342

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AMENDMENTS TO EXISTING CONTRACTS

Contractor	Contract Amendment Term	Contract Type	Description of Services	Amendment Amount, Contract Total	Responsible Administrator, Funding Source
Mojo's Transportation, Inc.	8/20/2014 through 6/30/2015	Services SR 58939 Amendment 3	District-wide: Provide specialized transportation services on a requirements basis. RFP 2011-1421	\$225,000 \$325,000	T. Brady Fund 101 Dept. 5560
Washington High School LLC	8/30/2014 through 10/31/2014	Services GS 60714 Amendment 1	Provide funds for the demolition of the heating plant building.	\$30,000 \$167,765	T. Magliano Fund 445 Dept. 5597 Project K0108

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Other Items Requiring Board Action

The Superintendent RECOMMENDED adoption of the following item:

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