

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

INDEX TO THE MINUTES

July 28, 2015

Board  
Action  
Number

Page

Purchases, Bids, Contracts

5122	Revenue Contracts that Exceed \$25,000 Limit for Delegation of Authority.....
5123	Expenditure Contracts that Exceed \$150,000 for Delegation of Authority .....

Other Matters Requiring Board Approval

5124	Develop a Plan for Lifting the Enrollment Cap at Benson Polytechnic High School.....
5125	Appointment of Audit Committee Members .....
5126	Audit of Administrative Compensation .....
5127	Calendar of Regular Board Meetings School Year 2015-2016.....
5128	Minutes.....

July 28, 2015

Purchases, Bids, Contracts

The Superintendent RECOMMENDED adoption of the following items:

Numbers 5122 and 5123

Director Knowles moved and Director Kohnstamm seconded the motion to adopt the above numbered items. The motion was put to a voice vote and passed by a vote of 6-1 (yes-6, no-1 [Buel]), with Student Representative Davidson absent.

July 28, 2015

**RESOLUTION No. 5122**

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”)**

<b>Contractor</b>	<b>Contract Term</b>	<b>Contract Type</b>	<b>Description of Services</b>	<b>Contract Amount</b>	<b>Responsible Administrator, Funding Source</b>
City of Portland Water Bureau	07/01/15 through 06/30/16	Intergovernmental Agreement/Revenue IGA/R 62011	Funds to remediate lead-based paint at various District sites.	\$50,000	T. Magliano Fund 205 Dept. 9999 Grant G1540
Metro	07/01/15 through 06/30/17	Intergovernmental Agreement/Revenue IGA/R 6XXXX	Funds to support the Healthy Travel Options to School Action Plan.	\$125,000	T. Magliano Fund 205 Dept. 9999 Grant G1541
State of Oregon Department of Human Services	7/1/2015 through 6/30/2017	Intergovernmental Agreement/Revenue IGA/R 61967	Funds for the Youth Transition Program to assist students with disabilities successfully transition from high school to employment, post-secondary education, or training.	\$377,362	C. Russo Fund 205 Dept. 9999 Grant G1496

**AMENDMENTS TO EXISTING REVENUE CONTRACTS**

No Amendments to Existing Revenue Contracts

Y. Awwad

July 28, 2015

**RESOLUTION No. 5123**

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**

<b>Contractor</b>	<b>Contract Term</b>	<b>Contract Type</b>	<b>Description of Services</b>	<b>Contract Amount</b>	<b>Responsible Administrator, Funding Source</b>
CDW-G	10/30/2015	Purchase Order PO XXXXXX	Purchase 230 Tech Bundles for Phase 5 of the Tech Bundle Project and 100 Tech Bundles for new classroom inventory.  Cooperative Contract COA 61283	Not-to-Exceed \$780,000	J. Klein Fund 407 Dept. 5581 Project A1025
Mo'Mix Solutions	7/27/2015 through 7/31/2016	Personal Services PS 62025	Consulting services for the implementation of HR recruitment and benefit modules of PeopleSoft.  RFP 2015-1924	\$437,345	J. Klein Fund 407 Dept. 5581 Project A1010
Point Monitor Corporation	7/29/2015 through 12/31/2015	Construction C 6XXXX	Replace existing fire alarm at Kellogg with new system.  ITB 2015-1920	\$223,100	T. Magliano Fund 404 Dept. 5597 Project X0117
US Bank NA	10/1/2015 through 9/30/2018	Personal Services PS 62018	Administration of Health Savings Arrangement coupled with OEBB high deductible plans.  Exempt PPS 46-0130(3)	\$2,500,000	S. Murray Fund 101 Dept. varies on enrollment
Dull Olson Weekes-IBI Group	8/5/2015 through 8/4/2016	Architecture Arch XXXXX	Architectural, programming, and planning consultant services for the master planning of Benson Campus.  RFP 2015-1948	Not-to-Exceed \$400,000	C. Sylvester Fund 451 Dept. 3115 Project DE113
Math Learning Center	TBD	Purchase Order PO XXXXXX	District-wide: Purchase of workbooks and consumables for adopted K-5 math curriculum.  Exempt PPS 46-1030(3)	\$159,302	C. Russo Fund 191 Dept. 5555 Project B5410
Northwest Textbook Depository	TBD	Purchase Order PO XXXXXX	District-wide: Purchase of workbooks and other consumables for adopted curriculum other than K-5 math.  Exempt PPS 46-0130(3)	\$237,037	C. Russo Fund 191 Dept. 5555 Project B5410

July 28, 2015

**NEW INTERGOVERNMENTAL AGREEMENTS (“IGAs”)**

No New IGAs

**AMENDMENTS TO EXISTING CONTRACTS**

<b>Contractor</b>	<b>Contract Amendment Term</b>	<b>Contract Type</b>	<b>Description of Services</b>	<b>Amendment Amount, Contract Total</b>	<b>Responsible Administrator, Funding Source</b>
Educational Policy Improvement Center	7/1/2015 through 6/30/2016	Personal Services PS 61467 Amendment 2	Provide strategic planning services and implementation of the "Four Keys Model" as part of the career and college readiness initiative. Informal RFP	\$75,000 \$150,000	A. Lopez Fund 101 Dept. 5438
Dr. Barbara Baker	7/1/2015 through 6/30/2016	Personal Services PS 60817 Amendment 1	District-wide: Provide 18 hours per week of psychiatric services to PPS' Pioneer Program.  Exempt PPS Rule 46-0525(3)(4)	\$141,120 \$262,080	C. Russo Fund 101 Dept. 5414
NW Navigator Luxury Coaches LLC	7/1/2015 through 6/30/2016	Services GS 58336 Amendment 1	Provide coach transportation for activity trips on an as-needed basis.  RFP 2010-1336	\$100,000 \$200,000	T. Magliano Fund 101 Dept. 5560
Synergy Autism Center	7/1/2015 through 6/30/2016	Personal Services PS 60903 Amendment 4	Provide home-based education services for four PPS students.  Exempt PPS Rule 46-0525(4)	\$137,856 \$257,238	C. Russo Fund 101 Dept 5414

Y. Awwad

July 28, 2015

Other Matters Requiring Board Approval

The Superintendent RECOMMENDED adoption of the following items:

Numbers 5124 through 5128

During the Committee of the Whole, Director Anthony moved and Director Rosen seconded the motion to adopt amended Resolution 5124. The motion was put to a voice vote and passed unanimously (yes-7, no-0), with Student Representative Davidson absent.

Director Knowles moved and Director Esparza Brown seconded the motion to amend Resolution 5124 by revising Resolution 1 to state: "The Board of Education directs the Superintendent to bring to the Board no later than January 1, 2016, a 2-year phased plan for considering enrollment issues, including the feasibility of raising the cap, at Benson Polytechnic" and to amend the Resolution title. The vote was put to a voice vote and passed by a vote of 6-1 (yes-6, no-1 [Anthony]), with Student Representative Davidson absent.

During the Committee of the Whole, Director Rosen moved and Director Anthony seconded the motion to adopt Resolution 5125. The motion was put to a voice vote and passed by a vote of 5-2 (yes-5, no-2 [Knowles, Esparza Brown]), with Student Representative Davidson absent.

Director Knowles moved and Director Esparza Brown seconded the motion to amend Resolution 5125 by removing the words "ex officio". The motion was put to a voice vote and failed by a vote of 3-4 (yes-3, no-4 [Anthony, Rosen, Buel, Koehler]), with Student Representative Davidson absent.

During the Committee of the Whole, Director Rosen moved and Director Anthony seconded the motion to adopt amended Resolution 5126. The motion was put to a voice vote and passed unanimously (yes-7, no-0), with Student Representative Davidson absent.

Director Esparza Brown moved and Director Anthony seconded the motion to amend Resolution 5126 by adding the following language to the end of Resolution 1.a. "and provide an analysis of historical data for the past seven years of positions lost and provide comparables during that time." The motion was put to a voice vote and passed unanimously (yes-7, no-0), with Student Representative Davidson absent.

Director Knowles moved and Director Kohnstamm seconded the motion to adopt Resolutions 5127 and 5128. The motion was put to a voice vote and passed by a vote of 6-1 (yes-6, no-1 [Buel]), with Student Representative Davidson absent.

July 28, 2015

**RESOLUTION No. 5124**

Develop a Phased Plan to Consider Enrollment Issues at Benson Polytechnic.

**RECITALS**

- A. In 2011, Portland Public Schools capped enrollment at Benson Polytechnic High School to 850 during the High School System Design to continue to support access to this premier career technical education program, while also strengthening enrollment - and the core academic program - at community comprehensive high schools.
- B. On January 27, 2014, the Board of Education approved Resolution No. 4866, to adjust the enrollment at Benson Polytechnic and to balance the geographic distribution of students approved through the lottery.
- C. Increasing Benson Polytechnic's enrollment will raise the profile of Career Technical Education and other hands-on learning across the District and both serve as a model for middle and high schools, and increase the sense of urgency for rebuilding these programs across the District.
- D. Increasing Benson Polytechnic High School enrollment is an essential step for building partnerships with businesses, trades, and organizations throughout the Metro region.
- E. Removing the enrollment cap and taking concrete steps towards restoring Benson Polytechnic's enrollment and programming will be critical to passage of the Bond in 2016.

**RESOLUTION**

- 1. The Board of Education directs the Superintendent to bring to the Board no later than January 1, 2016 a 2-year phased plan considering enrollment issues, including the feasibility of raising the cap, at Benson Polytechnic.
- 2. The Board further directs the Superintendent to work with the Benson Polytechnic staff and community through the coming 2015-2016 school year to both develop new admission criteria for Benson Polytechnic and develop a proposal to free up sufficient teaching space in the campus for a larger student body.

July 28, 2015

**RESOLUTION No. 5125**

Appointment of Audit Committee Members

**RECITALS**

- A. Pursuant to Board Policy, the Board Audit Committee shall be comprised of five members appointed by the school board. All appointees shall be independent of the district's management and administrative service. The Audit Committee will be comprised of three members of the school board and two ex officio public members with a general knowledge of the district and the audit process. Committee members shall serve for two years, serving from July 1 to June 30, and may be re-appointed at the end of their term.
- B. The Audit Committee recommends the Board appoint Kari Guy and Pedro Nunez as members for two years beginning immediately.

**RESOLUTION**

- 1. Kari Guy and Pedro Nunez are appointed as two ex officio members of the Board Audit Committee for a two-year term through June 30, 2017.

*J. Patterson*



July 28, 2015

**RESOLUTION No. 5126**

Audit of Administrative Compensation

**RECITALS**

- A. Given Portland Public Schools (PPS) mission to serve Portland students, the District's funds must be focused primarily on the classroom and school-based supports for students, teachers, principals and other critical staff.
- B. The PPS Board of Education (Board) has a fiduciary duty to review, approve and adopt an annual budget that supports and bolsters the District goal of helping students progress through academic milestones and successfully graduate all students ready for college, the workforce and their future.
- C. Given that employee salaries and other compensation is the largest expense of the school district, as part of its responsibilities related to the budget, the Board will review and approve general compensation levels, parameters for salaries, and the overall budget level for central office staff.
- D. It is the intent of PPS to provide competitive compensation -- as the budget allows -- for its employees in order to recruit and retain the best employees possible.
- E. The Board in its governance role, and to ensure fiscal responsibility, sets parameters for the Superintendent to follow and approves the budget.
- F. The Board is interested in obtaining a performance audit to determine whether PPS has adequate processes and procedures in place to guide the Superintendent in determining compensation for all employees while meeting the above provisions, and to review whether the processes and procedures are being followed.
- G. The public and the Board would be well served to have an independent performance auditor review and analyze the supporting documentation, comps, processes and procedures relating to administrative compensation.
- H. The Board Audit Committee requests Board approval for a performance audit to be completed by an independent auditor of the transactions, approvals, justifications, and all relevant materials and communications related to new central office positions earning over \$70,000 or any raise of more than 3% percent and to inventory the year over year change in the number of senior administrators. In addition, the audit will review the effectiveness of the current processes and procedures for setting compensation for employees of PPS.

**RESOLUTION**

- 1. The Board of Education approves the recommendation of the Audit Committee and directs the incoming PPS Performance Auditor to complete an audit that covers, at a minimum, these topics:
  - a) The number of new central office administrative positions at PPS since July 1, 2013 with salaries over \$70,000 and those positions that had an increase of more than 3%, and provide an analysis of historical data for the past seven years of positions lost and provide comparables during that time.
  - b) For any salary increase of more than 3%, review and report on the employment documentation that was created prior to the positions being added or raises being granted, including market comps, performance evaluations, job descriptions, authorization for all the new positions, and communications to employees.

July 28, 2015

- c) Where PPS ranks in terms of central office, non-represented position salaries and compensation versus comparable school districts, including those in Oregon, as agreed upon with the Audit Committee.
  - d) The ratio of central office administrators per student compared to comparable school districts, including those in Oregon.
  - e) The effectiveness of the current processes and procedures for setting compensation for PPS employees, including appropriate Board oversight.
  - f) The Independent Performance Auditor will develop the scope of the audit in consultation with the Audit Committee. The Board asks that the audit be completed within four to six months and submitted to the Board Audit Committee for review. The summary of the initial findings should be shared as early as possible with the Board Audit Committee to help inform the Board's work on the budget and in the development of parameters and policies in this area.
2. The Board directs the Superintendent to freeze any further "market adjustments" until the Board has had a chance to review the information and an independent auditor's analysis is completed and the Board has set parameters for any future increases.
3. In addition, the Board will consider any recommendations from the auditor for creating a formal policy regarding Board review and approval of central office administrative pay, including the differentiation between school administrators (Principals, Assistant Principals, Vice Principals) and central office certified administrators and non-educator administrators and an analysis of market competitive positions and compression.

July 28, 2015

**RESOLUTION No. 5127**

Calendar of Regular Board Meetings  
School Year 2015-2016

**RESOLUTION**

The Board of Education hereby adopts the below calendar as its schedule of Regular Board Meetings for the upcoming 2015-2016 school year.

**Portland Public Schools  
BOARD OF EDUCATION  
Schedule of Regular Meetings  
2015-2016 School Year**

Board meetings are held at 501 North Dixon Street, Portland, Oregon, 97227, and begin at 6:00pm on Tuesdays unless otherwise noted.

July 6, 2015 (Monday)	January 5, 2016
July 28, 2015	January 19, 2016
August 4, 2015	February 2, 2016
August 25, 2015	February 16, 2016
September 1, 2015	March 8, 2016
September 16 2015 (Wednesday)	March 29, 2016
October 5, 2015 (Monday)	April 5, 2016
October 20, 2015	April 19, 2016
November 3, 2015	May 3, 2016
November 17, 2015	May 24, 2015
December 1, 2015	June 14, 2015
December 15, 2015	June 28, 2016

*A. Whalen*

July 28, 2015

**RESOLUTION No. 5128**

Minutes

The following minutes are offered for adoption:

July 6, 2015