

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

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August 4, 2016

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Other Matters Requiring Board Approval

The Chief Executive Officer RECOMMENDED adoption of the following items:

Resolutions 5317 through 5321

(Resolution 5316 Withdrawn)

During the Committee of the Whole, Director Anthony moved and Director Esparza Brown seconded the motion to adopt Resolution 5317. The motion was put to a voice vote and passed unanimously (6-yes, 0-no), with Director Rosen absent and Student Representative Bradley voting yes, unofficial.

Director Kohnstamm moved and Director Esparza Anthony seconded the motion to adopt Resolutions 5318 through 5321. The motion was put to a voice vote and passed unanimously (6-yes, 0-no), with Director Rosen absent and Student Representative Bradley voting yes, unofficial.

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RESOLUTION No. 5317

Follow-Up to Audit on Administrative Compensation

RECITALS

- A. On July 28, 2015 the Board of Education passed Resolution No. 5126 calling for an audit of administrative compensation to determine whether PPS has adequate processes and procedures on place to guide the Superintendent in determining compensation for all employees and to review whether the processes and procedures are being followed.
- B. As part of the original resolution, the Superintendent was “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.”
- C. Talbot, Korvola and Warwick completed two phases of this compensation audit and presented them to the Audit Committee in February 2016 and July 2016.
- D. At its meeting on July 10, 2016, the Audit Committee voted 2-1 to lift the salary adjustment “freeze” with the stated purpose to remain competitive in recruiting and retaining the best employees for Portland Public Schools even though the Board has not yet “set parameters for any future increases”.
- E. The Audit Committee is scheduled to discuss the management response to phase 2 of the compensation audit at its next committee meeting and referred the setting of parameters for salary increases to the Business and Operations Committee, which began a discussion of the District’s compensation philosophy at its meeting on July 21, 2016.

RESOLUTION

1. The Business and Operations committee of the Board of Education will review the compensation philosophy for the District as well as the following recommendations of phases 1 and 2 of the audit and recommend to the Board needed changes in policies and procedures for staff compensation decisions.
 - a. Establish procedures to document the rationale of all compensation decisions;
 - b. Develop a schedule to review, update, and approve established policies and procedures;
 - c. Develop specific policies and procedures to ensure consistency of practices;
 - d. Adopt a streamlined, electronic process to attach necessary changes made in the Human Resources Information System (HRIS);
 - e. Document the justification for internal promotions;
 - f. Discontinue the use of email as acceptable documentation;
 - g. Specifically document justification for out of class adjustments through the use of Out of Class Compensation Request Form;
 - h. Ensure the completeness of information summarizing compensation in the budget document;
 - i. Once the Compensation Philosophy is approved, communicate and implement it;
 - j. Continue to regularly address the classification and compensation process to ensure alignment with its stated compensation philosophy;
 - k. Complete a formal district-wide classification and compensation study;
 - l. Establish appropriate future intervals for the review of the entire compensation structure of the District; and,
 - m. Lacking sufficient comparable data, Portland Public Schools should ensure sufficient resources to procure independent third-party compensation data to be used in the review of its compensation structure.

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2. Until a compensation philosophy and new salary schedule is adopted by the Board of Education, the Chief Human Resources Officer with the approval of the Superintendent may authorize salary adjustments for any of the following situations:
 - a. To counter an offer for an employee who is being recruited by another organization
 - b. To correct incorrect salary placements at time of hire
 - c. To address promotional opportunities that align with market
 - d. To equalize salaries of existing employees with placement of new employees' salaries in the same classification based on market

3. Salary adjustments and placements beyond the salary range of the classification will require board approval.

Y. Awwad

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RESOLUTION No. 5318

Acceptance of Superintendent Selection Criteria for Portland Public Schools

RECITALS

The Board developed a set of criteria for the selection of the interim superintendent, which reflects the views of the Board and the community they serve.

The Board will use these same criteria, below, as a starting point for the selection of the superintendent for Portland Public Schools. This fall, the Board, working with the selected search firm will engage the community in a process that will further define and finalize search criteria.

RESOLUTION

The Board of Education of Portland Public Schools adopts the following initial criteria in order to encourage qualified applicants to apply for the superintendent position.

PORTLAND PUBLIC SCHOOLS INTERIM SUPERINTENDENT SELECTION CRITERIA

The following criteria will be used to screen, evaluate, and select a superintendent for Portland Public Schools ("PPS"). Interested candidates must submit a letter of interest indicating how he/she meets the criteria included in this Resolution, a resume or vita, and a list of three education related references.

Commitment to Public Education

Candidate must demonstrate a deep, personal commitment to public education that puts students' needs first.

Commitment to Raising Student Achievement

Candidate must possess the skills to ensure that the entire school district works effectively to provide equitable opportunity to improve achievement for all students, to push excelling learners to the next level, and to prepare every student for success after graduation. The Candidate must support the belief that student achievement is about more than just standardized test scores.

Demonstrated Experience Closing the Achievement Gap

Candidate must believe that every child can and will succeed regardless of his/her circumstances and must possess the skills to create the conditions where this happens within PPS. Candidate should be able to articulate strategies and demonstrate results eliminating systemic inequities that impair a student's ability to succeed.

Commitment to Community Engagement

Candidate must demonstrate a willingness to understand the particular culture of PPS and Portland. Candidate must also have the predisposition, desire, and ability to proactively engage students, parents, teachers, principals, support staff, local governments, education-related organizations, culturally specific organizations and representatives, the business community, and other community stakeholders in authentic dialogue and partnership. Candidate should possess the courage to make decisions that move processes forward.

Strong Community Leader

Candidate must possess excellent interpersonal, communication, and political skills to assume an active leadership role in the city, state, and region on funding, infrastructure, and other education-related issues. Candidate must effectively serve in partnership with the Board as ambassador for the District and for public education in Oregon.

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Commitment to Equity

Candidate must demonstrate experience embracing and promoting equity and diversity. Candidate must embrace the Racial Educational Equity Policy of PPS. Candidate should have a record of successfully engaging diverse racial, economic, and multi-cultural communities as partners in meeting the challenges faced by the school district.

Experience Leading and Managing a Complex Organization

Candidate must possess at least five years of executive-level experience directing operations in a collaborative manner that creates and maintains a healthy learning organization. Candidate must develop internal staff capacity and inspire trust at all levels. Candidate's experience should also include data-driven decision-making. Candidate must embrace the PPS Strategic Framework, lead effective implementation of current initiatives, and engage stakeholders in future strategies. Candidate must work to maintain a healthy and close partnership with the elected school board; support the work of teachers, principals, and staff at each school; and work effectively with employee unions, staff and community.

Fiscally and Operationally Responsible

Candidate must be a responsible steward of taxpayer dollars and have a demonstrated record of fiscal responsibility and operational oversight that assures accountability for results at all levels. Candidate will be responsible for the oversight of the district programs to modernize and rebuild district schools, and provide a safe learning environment for students.

Required Education

Candidate must have 10 years of direct experience in education, or a related field; an earned doctorate is preferred.

For more information on the superintendent search process, visit www.pps.net.

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RESOLUTION No. 5319

Approval of Salary for Acting Chief Executive Officer

RECITALS

- A. Portland Public Schools policy 1.50.10-P Superintendent states, “[i]t is the policy of the Board to delegate to the superintendent the full authority and responsibilities of:
- 1) Chief Administrative Officer;
 - 2) Chief School Administrator;
 - 3) Chief Executive Administrator;
 - 4) Education Leader for the Portland Public Schools;
 - 5) Custodian of School funds; and,
 - 6) School Clerk

The superintendent may delegate administrative powers but shall retain full responsibility for the acts of the delegates.”

- B. While the Board conducts its search for an Interim Superintendent, the Superintendent has temporarily delegated this authority to a temporary position: Acting Chief Executive Officer.
- C. Since June 2016, the Acting Chief Executive Officer has held the responsibilities of both Chief Financial Officer and Acting Chief Operating Officer; and since July 18, 2016 has held the responsibilities of the Superintendent.
- D. Given that Board is in the process of reviewing the District’s compensation practices and this is a highly unique circumstance, the Board is approving this individual salary by resolution.

RESOLUTION

The monthly salary for the Acting Chief Executive Officer will be \$19,736.33 (current Chief Financial Officer salary plus \$6000, current Superintendent salary is \$20,583.33 per month) and the position will be effective June 1, 2016 for ninety days or until an Interim Superintendent has been identified, whichever is sooner.

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RESOLUTION No. 5320

Amend Portland Schools Real Estate Trust Bylaws and Appoint Three Directors

RECITALS

- A. In February 2002, the Board of Education ("Board") accepted a Long Range Facilities Plan which included in its recommendations the creation of a "Portland Schools Real Estate Trust" ("Trust").
- B. The Trust was created in 2002 and is a membership corporation with one Member, who is the District with power and authority over the corporation.
- C. The business affairs of the Trust are managed by a Board of Directors ("Directors") and elected Officers ("Officers") of the Corporation per Bylaws of the Portland Schools Real Estate Trust, Inc. ("Trust Bylaws"). The Trust Bylaws allow the District Board to represent the interests of the Member and direct action to the Trust Directors
- D. In May of 2012, the Board accepted a revised Long Range Facility Plan that informs management of District real estate.
- E. As the District did not use services of the Trust, the District Board through its representation of the Member, adopted Resolution 5186 on December 15, 2015 which requested the Trust Directors and Officers to undertake dissolution.
- F. The Trust Bylaws require a majority of its Directors to take action on a written request to dissolve from the Member. However, the Trust has been inactive for several years and there is no extant Trust Board to form a quorum to take independent action on Board Resolution 5186.

RESOLUTION

- 1. The Board, representing the sole member of the Trust, now amends Section 3.2 of Article III of the Trust Bylaws will be replaced in its entirety with the following:
"3.2 Number of Directors. The number of Directors shall be three (3). The number of Directors may be increased or decreased from time to time by the action of the Member, and any decrease shall shorten the term of an incumbent Director as directed by the Member."
- 2. The Board, representing the sole member of the Trust, appoints as Directors to the Trust Jacob Johnson, Stephen Janik, and Louis Fontenot.

Y. Awwad/S. King

RESOLUTION No. 5321

Minutes

The following minutes are offered for adoption:

July 25, 2016