

BOARD OF EDUCATION

Portland Public Schools
REGULAR MEETING
 July 11, 2017

Board Auditorium

Blanchard Education Service Center
 501 N. Dixon Street
 Portland, Oregon 97227

Note: Those wishing to speak before the School Board should sign the public comment sheet prior to the start of the meeting. No additional speakers will be accepted after the sign-in sheet is removed, but testifiers are welcome to sign up for the next meeting. While the School Board wants to hear from the public, comments must be limited to three minutes. All those testifying must abide by the Board's Rules of Conduct for Board meetings.

Public comment related to an action item on the agenda will be heard immediately following staff presentation on that issue. Public comment on all other matters will be heard during the "Public Comment" time.

This meeting may be taped and televised by the media.

AGENDA

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|-----|---|---------|
| 1. | <u>RECOGNITION: MORRISON HAND-AND-HAND</u> | 6:00 pm |
| 2. | <u>STUDENT TESTIMONY</u> | 6:10 pm |
| 3. | <u>PUBLIC COMMENT</u> | 6:25 pm |
| 4. | <u>COMMUNITY PRESENTATION: TUBMAN OPEN ENROLLMENT</u> | 6:45 pm |
| 5. | <u>COMMENTS FROM PORTLAND ASSOCIATION OF TEACHERS</u> | 6:55 pm |
| 6. | <u>SECOND READING: REAL ESTATE POLICY</u> – <i>action item</i> | 7:05 pm |
| 7. | <u>UPDATE: SUPERINTENDENT RECRUITMENT</u> | 7:20 pm |
| 8. | <u>BOARD COMMITTEE REPORTS</u> | 7:25 pm |
| 9. | <u>DISCUSSION: BOARD OPERATIONS</u> | 7:40 pm |
| 10. | <u>OTHER BUSINESS</u> | 7:50 pm |
| 11. | <u>BUSINESS AGENDA</u> | 8:00 pm |
| 12. | <u>ADJOURN</u> | 8:10 pm |

Portland Public Schools Nondiscrimination Statement

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.



Board of Education

Staff Report to the Board

Board Meeting Date: July 11, 2017

Executive Committee Lead: Jerry Vincent, Chief Operating Officer

Department: Facilities and Asset Management

Presenter/Staff Lead: Sara King, Director of Planning and Asset Management

SUBJECT: Real Estate Transaction Process Policy

BACKGROUND

In 1971 the Board adopted a policy for the Disposition of Surplus Real Property that outlines the procedure for the disposal of any real property that is not essential to the District's mission now or in the future.

In 1997 the Board adopted a policy to establish the Public Contracting Rules for the District, and those Rules have been updated on several occasions, most recently in March 2016 which excluded real estate related contracts. It has been the practice of staff, however, to transact the purchase, lease, conveyance, permit, and dedication of real property or an interest in real property by applying the same delegation thresholds as those set out in the Public Contracting Rules.

Given this practice and the need for staff to execute such real estate contracts in a timely manner to adequately and efficiently meet construction and space requirements of the District, staff is recommending a new policy for real estate transactions.

The policy gives the Superintendent or his/her designee authority to sign real estate transactions in which the total value of the transaction is at or below applicable delegation thresholds for District expenditure and revenue contracts, as set forth in PPS Public Contracting Rule 45-0200 (Authority to Approve and Execute District Contracts). All other real estate transactions shall be presented to the Board for approval.

The Superintendent will develop an Administrative Directive that complies with the policy outlining procedures for acquisition or disposition of real property or an interest in real property.

BOARD COMMITTEE REVIEW (IF APPLICABLE)

On May 30, 2017 staff presented the policy draft to the Business and Operations Committee. The Committee unanimously voted to advance the policy to the Board for a first reading. There were no questions and concerns raised during the meeting.

RELATED POLICIES / BOARD GOALS AND PRIORITIES

8.50.100 P - Contracting and Purchasing Rules
8.70.040 P - Disposition of Surplus Real Property

PROCESS

Document Development – Planning and Asset Management Staff
Document Review and Edit - Program Director - Purchasing & Contracting
Legal Review - Miller Nash.
Presentation to Business and Operations Committee – Financial
Services Director, Purchasing & Contracting

ALIGNMENT WITH EQUITY POLICY IMPLEMENTATION PLAN

Not applicable.

BUDGET / RESOURCE IMPLICATIONS

The new policy will formalize and ratify the current practice of executing small dollar and \$0 real estate transactions under thresholds set forth in the Purchasing Rules and Purchasing & Contracting Delegation of authority. Under the new policy, only real estate transactions valued at \$150,000 or greater will be submitted to the Board for approval.

NEXT STEPS / TIMELINE / COMMUNICATION PLAN

The first reading of the policy occurred on June 13th, 2017. Notice of the new policy was posted for 21 days for public comment and no comments were received. The second reading of the policy will be on July 11, 2017.

QUESTIONS FOR BOARD DISCUSSION

None.



Board of Education Informational Report

MEMORANDUM

Date: July 11, 2017

To: Members of the Board of Education

From: Sara King, Director of Planning and Asset Management
Jerry Vincent, Chief Operating Officer

Subject: Authorization to Sell the Benson Construction Technology House at
130 NE Skidmore Street

This Memorandum requests authorization to sell the Benson Construction Technology House.

The Benson Construction Technology Program (the Benson Program) offers students hands-on experience in building a residential home through all phases of home construction. The Benson Program has sold 16 homes since the late 1970's.

Teachers Rich Weber and Luke Hotchkiss offer several different classes for students in this program from Blueprint Reading to Basic Trades Builders Math to Roof Framing. These homes, built with student labor and donations of material and labor from community partners, take between three to four years to complete. Once completed, the homes are offered on the open market through a commercial real estate broker. In 2008, two lots were approved for surplus by the Board of Education in order to make available to the Benson Program. A completed house on the first lot was sold in 2012. A house on the second lot has just been completed.

That house, located at 130 NE Skidmore, was recently completed on a lot donated by the District in 2008 to the Benson Program for construction. It was listed for sale on June 5, 2017 for six hundred and fifty thousand dollars (\$650,000). A contract for six hundred and fifty five thousand dollars (\$655,000) was accepted, contingent on PPS Board approval, a home inspection, and the final approval of the buyer's financing, on June 14, 2017. We have received the inspection report and have been able to address the identified issues. The offer remains subject to PPS Board approval and the final approval of the buyer's financing.

Four hundred thousand dollars (\$400,000) of the net proceeds from the sale of the house will be reinvested into the Benson Program to cover the costs required to build the next Benson Program House. The balance of the proceeds will be deposited in the Capital Asset Renewal (CAR) Fund.

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

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July 11, 2017

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Purchases, Bids, Contracts

The Interim Superintendent RECOMMENDS adoption of the following items:

Numbers 5490 and 5491

RESOLUTION No. 5490

Revenue Contracts that Exceed \$150,000 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 \$150,000 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 the following agreements.

NEW REVENUE CONTRACTS

No New Revenue Contracts

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

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
Infrastructure Finance Authority	7/1/17 through 9/30/19	Intergovernmental Revenue Agreement IGA/R 64639	Oregon Infrastructure Finance Authority of the Business Development Department will provide a grant to fund seismic rehabilitation in the Grant High School Auditorium.	\$1,500,000	J. Vincent Dept. 5597 Fund 438 Project J0296
Infrastructure Finance Authority	7/1/17 through 9/30/19	Intergovernmental Revenue Agreement IGA/R 64656	Oregon Infrastructure Finance Authority of the Business Development Department will provide a grant to fund seismic rehabilitation at Lewis Elementary School.	\$1,500,000	J. Vincent Dept. 5597 Fund 438 Project J0723
Infrastructure Finance Authority	7/1/17 through 9/30/19	Intergovernmental Revenue Agreement IGA/R 64657	Oregon Infrastructure Finance Authority of the Business Development Department will provide a grant to fund seismic rehabilitation in the Grant High School Gym.	\$1,500,000	J. Vincent Dept. 5597 Fund 438 Project J0297

AMENDMENTS TO EXISTING REVENUE CONTRACTS

No Amendments to Existing Revenue Contracts

Y. Awwad

RESOLUTION No. 5491

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 the following agreements.

NEW CONTRACTS

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
Albina Head Start	8/28/2017 through 6/14/2018	Personal Services PS 64754	To provide a program for infants and toddlers in strict compliance with Federal Early Head Start policy and practices. Services provided for 28 infants and toddlers at Madison, Roosevelt and Franklin.	\$250,000	A. Lopez Dept. 4306 Fund 101
Serendipity Center Inc.	7/12/17 through 7/11/22	Master Contract MSTR 64781	Provide therapeutic schooling on an as needed basis for students referred by PPS.	Original Term \$200,000 \$1,000,000 renewed through maximum contract term	V.Truong Dept. 5414 Fund 101
Catalyst Pathways	9/1/17 through 8/31/18	Personal Services PS 64817	Design and implement supplemental instructional programs for Title I eligible students enrolled in private schools. RFP 2017-2206	\$277,397.50	A. Lopez Dept. Varies Fund 205
Schetky Northwest	7/12/2017	Purchase Order PO 137016	Purchase of three 20-passenger walk on school busses and two 12-passenger busses with wheelchair station. COA 60560 Administering Contracting Agency: Lane County School District	\$372,135	J. Vincent Dept. 5560 Fund 101

NEW INTERGOVERNMENTAL AGREEMENTS (“IGAs”)

No New IGAs

AMENDMENTS TO EXISTING CONTRACTS

Contractor	Contract Amendment Term	Contract Type	Description of Services	Amendment Amount, Contract Total	Responsible Administrator, Funding Source
Relay Resources	7/12/2017 through 6/30/2018	Personal Services PS 63126 Amendment 1	Provide rental, laundering and dust check treatment of mop heads and towels for District schools and offices. Qualified Rehabilitation Facility PPS-45-0410	\$76,000 \$152,000	J. Vincent Dept. 5593 Fund 101

Y. Awwad

Other Matters Requiring Board Approval

The Interim Superintendent RECOMMENDS adoption of the following items:

Numbers 5492 through 5495

RESOLUTION No. 5492

Create a Real Estate Transaction Policy.

RECITALS

- A. In 1971 the Board adopted a policy for the Disposition of Surplus Real Property that outlines the procedure for the disposal of any real property that is not essential to the District's mission now or in the future.
- B. In 1997 the Board adopted a policy to establish the Public Contracting Rules for the District, and those Rules have been updated on several occasions, most recently in March 2016.
- C. The Public Contracting Rules delegate authority to sign certain revenue and expenditure contracts, not including real estate contracts, to the Superintendent.
- D. The District requires the ongoing ability to purchase, lease, convey, permit, and dedicate real property in a timely manner to adequately and efficiently support the changing enrollment and space requirements.
- E. It has been the common practice of the District for many years to transact real estate contracts, applying the same delegation thresholds as those set out in the Public Contracting Rules:

RESOLUTION

- 1. All leases, easements, conveyance, and other real estate contracts executed prior to this date are acknowledged and approved by the Board.
- 2. Policy 8.70.041-P is adopted to provide a real estate transaction policy and direct the Superintendent to adopt an Administrative Directive with a specific process for such real estate transactions.

J. Vincent / S. King

RESOLUTION No. 5493

Authorizing the Sale of the Benson Construction Technology Program House on 130 NE Skidmore Street
(formerly 4231 NE Mallory Avenue), Portland OR

RECITALS

- A. On October 27, 2008, by way of Resolution No. 3993, the Board of Education (“Board”) declared the property consisting of two lots at 4225 and 4231 NE Mallory Avenue, Portland, Oregon 97211 (“Site”) surplus for the purpose of building homes by the Benson Polytechnic High School Construction Technology Program (“Benson Program”).
- B. The Benson Program offers training in residential home construction to Benson Polytechnic HS students through the design and hands-on participation in the construction of a complete home.
- C. In June 2017, the Benson Program completed the construction of a single family residence on the second of two lots on this Site.
- D. The home was listed by the District with a licensed real estate broker June 5, 2017, for a list price of for six hundred and fifty thousand dollars (\$650,000).
- E. The District received a purchase offer of six hundred and fifty five thousand dollars (\$655,000) on June 14, 2017. The offer is subject to Board approval of the sale and final approval of the purchaser’s financing.

RESOLUTION

- 1. The Board hereby authorizes the Deputy Clerk to enter into and execute a purchase-sale agreement and other required sale documents in a form approved by District General Counsel for six hundred and fifty five thousand dollars (\$655,000) for the residence and real property located at 130 NE Skidmore Street.
- 2. The Board authorizes the payment of related home staging costs, closing costs, and realtor fees.
- 3. Four hundred thousand dollars (\$400,000) of the net proceeds from the sale will be provided to the Benson Construction Technology Program to support their activities. The remainder of the proceeds will be deposited into Fund 299.

J. Vincent / S. King

RESOLUTION No. 5494

Service Payments

The Board of Education approves the following service payments:

<i>Payee</i>	<i>Description</i>	<i>Period</i>	<i>Amount</i>
Oregon School Boards Association	Annual Dues	2017-2018	\$3,200.00

RESOLUTION No. 5495

Minutes

The following minutes are offered for adoption:

June 20 and 27, 2017