

BOARD OF EDUCATION

Portland Public Schools

REGULAR MEETING**WEDNESDAY, February 17, 2016****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

- | | | |
|----|--|---------|
| 1. | <u>STUDENT TESTIMONY</u> | 6:00 pm |
| 2. | <u>PUBLIC COMMENT</u> | 6:15 pm |
| 3. | <u>BOARD PRIORITIES: METRICS</u> – <i>action item</i> | 6:35 pm |
| 4. | <u>BOARD MEMBER CONFERENCE REPORT</u> | 7:00 pm |
| 5. | <u>BUSINESS / CONSENT AGENDA</u> | 7:10 pm |
| 6. | <u>ADJOURN</u> | 7:25 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 Informational Report

MEMORANDUM

Date: February 17, 2016

To: Members of the Board of Education

From: Tom Koehler, Chair Board of Education
Carole Smith, Superintendent

Subject: Priorities and Metrics for 2015-16 and 2016-17 School Years

Starting in July 2015, the Board of Education and Superintendent met over the course of four retreats to identify priorities and metrics for the 2015-16 and 2016-17 school years. The Board of Education voted and approved the priorities in December 2015.

In January and early February, the Board Committees met and developed recommendations for metrics for each of the priorities. These metrics were finalized at the Board retreat on February 5, 2016 and will be voted on February 17, 2016.

The Board and Superintendent are committed to achieving the following priorities:

- 1) Ensure a strong principal and vice principal/assistant principal in every building who is well-matched to the school community.
- 2) Create an environment in which supports are in place for teachers to thrive and have a voice in district-wide decision making.
- 3) Ensure each student is prepared for life, college and career and to meaningfully contribute to their communities.
- 4) Create a system of quality education and supports to increase literacy rates for all children.
- 5) Create a system of behavior supports that will reduce disproportionality in expulsions and suspensions.
- 6) Ensure the bond continues tracking on time and on budget and delivers innovative 21st century schools.
- 7) Create a successful enrollment balancing framework that creates a foundation of equitable core programming across schools.

The metrics and measures, attached to this document, will be used to inform the Board and the Superintendent to ensure that we are focused, resourced and able to achieve these priorities.

FULL BOARD

Priority	Draft Metric	Measurement	How/When will this come to the Board?	Staff Lead
Create a successful enrollment balancing framework that creates a foundation of equitable core programming across schools	Enrollment balancing values framework adopted by the board	Values framework adopted by the Board of Education	Completed by Full Board in October 2015	Jon Isaacs
	Plan and timeline for implementation of enrollment balancing for right sized schools is adopted by the board	Resolution voted on	March 2016	Jon Isaacs/ Tony Magliano
	Develop a plan for equitable middle grades programming across schools	Plan prepared	Spring 2016	Harriet Adair/Antonio Lopez/Chris Russo
	Define and disseminate core programming	Core programming requirements reviewed, revised where applicable and disseminated	Spring 2016 Spring 2017 as part of staffing/budget process	Harriet Adair/Antonio Lopez/Chris Russo
Create an environment in which supports are in place for teachers to thrive and have a voice in district-wide decision making.	School climate survey shows increased teacher satisfaction	2015-16: Work with PAT to identify questions that represent teacher satisfaction and identify goals	School Climate Survey Results Spring 2017	Jon Isaacs
	Retention of new teachers supported by the New Teacher Mentor program increases	See evaluation provided Retention rates of new teachers by race	Report on retention rates provided to the Board Summer 2017	Antonio Lopez
	Increased teacher participation in key district work groups	2015-16: Prepare report in collaboration with PAT and look for additional opportunities for 2016-17	Provided to the Full Board in July 2016 and July 2017	Amanda Whalen

PPS/PAT team trained in Interest Based Bargaining	Training occurred Potentially more needed based on team identification	Completed November 2015	Sean Murray
Interest Based Bargaining utilized for PAT negotiations	IBB partially or fully utilized	Spring 2016	Sean Murray

TEACHING AND LEARNING COMMITTEE

Priority	Draft Metric	Measurement	How/When Presented to the Board	Staff Lead
<p>Each student prepared for life, college and career and to meaningfully contribute to their communities.</p>	<p>Acceleration in 4 year and 5 year graduation (includes modified diploma) and completion data</p>	<p>2015-16: 4 Yr Grad Rate</p> <ul style="list-style-type: none"> • All students 4% pt (disaggregate modified diploma) • Males of Color: 8% pt 	<p>Graduation/ Completion Rates in late January</p>	<p>Antonio Lopez</p>
		<p>5 Yr Completion Rate</p> <ul style="list-style-type: none"> • All students 2% pt • Males of Color: 4% pt 		
	<p>Increased participation and completion rates in advanced (college/career) programming, specifically AP, IB, Dual Credit and CTE in 11th and 12th grades</p>	<p>2015-16 Goals:</p> <ul style="list-style-type: none"> • All students: 2% pt • Males of Color: 4% pt • Develop system for tracking CTE completion 	<p>Summer 2016</p>	<p>Antonio Lopez</p>
		<p>2016-17 Goals:</p> <ul style="list-style-type: none"> • All students: 2% pt • Males of Color: 4% pt • Baseline data for CTE enrollment 	<p>Summer 2017</p>	
	<p>Increase in ACT scores meeting college readiness benchmarks</p>			<p>Antonio Lopez/Chris Russo</p>
	<p>Increase in percentage of students entering 10th grade on track to graduate (6 or more credits)</p>	<p>2015-16 Goals:</p> <ul style="list-style-type: none"> • All students 3% pts • Males of Color 7% pts 	<p>October 2016</p>	<p>Antonio Lopez</p>
		<p>2016-17 Goals:</p> <ul style="list-style-type: none"> • All students 3% pts • Males of Color 7% pts 	<p>October 2017</p>	

	Increase in the number of students who completed Reconnection Services Intake and are placed in a school.	2015-16 Goal: <ul style="list-style-type: none"> 5% increase 	Fall 2016	Antonio Lopez
		2016-17 Goal: <ul style="list-style-type: none"> 5% increase 	Fall 2017	
Create a system of quality education and supports to increase literacy rates for all children.	Kindergarten attendance rates increase	Increase in number of students who achieved the good/acceptable rate of attendance (90% and above) 2015-16 Goal: <ul style="list-style-type: none"> All students 1% increase Males of Color: 2% increase 	Summer 2016	Harriet Adair
		2016-17 Goal: <ul style="list-style-type: none"> All students: 1% increase Males of Color 2% increase 	Summer 2017	
	100% of students will read at grade level by the end of 3 rd grade Students with significant support needs and new to the country make significant progress toward appropriate literacy goals		Mid-year report to Teaching and Learning committee in the Spring.	Chris Russo
	Students demonstrate mastery on common core standards in English Language Arts	2015-16 Goals: <ul style="list-style-type: none"> All students in grades 3-5 and combined and grade 8 achieving Level 3&4 on ELA SBA increase of 2% pts Males of Color in Level 3&4 increase by 4% pts 	Results of SBA shared in August 2016 and 2017	Chris Russo
		2016-17 Goals: <ul style="list-style-type: none"> All students in grades 3-5 combined and grade 8 achieving Level 3&4 on ELA SBA increase of 2% pts Males of Color in Level 3&4 increase by 4% pts 		

<p>Growth on DIBELS and interim assessments</p>	<p>80% of students in grades K-3 in core (low risk) as measured by DIBELS and IDEL by spring 2021.</p> <p>Goal to decrease the percent of students in strategic/intensive (higher risk) by 4% per year for all students and by 8% per year for Males of Color.</p> <p>Data disaggregated by program.</p> <p>2016-17 Goal (subject to adjustment based on baseline data):</p> <ul style="list-style-type: none"> • All students: 32% • Males of Color: 47% 	<p>Summer 2016 and Summer 2017</p>	<p>Chris Russo</p>
<p>Implementation of 6-12 literacy materials and resources adoption in 2015-16</p>	<p>Summative Implementation Metric:</p> <ul style="list-style-type: none"> • Adoption selection process completed and materials recommended by February 2016 	<p>Share work plan with T&L committee in February 2016</p>	<p>Chris Russo</p>
<p>Plan for PK-5 literacy materials and resources adoption completed in 2015-16 for implementation in 2016-17</p>	<p>Summative Implementation Metric:</p> <p>Adoption selection process completed and materials recommended by May 2016</p>	<p>Share work plan with T&L committee in May 2016</p>	<p>Chris Russo</p>
<p>Implementation of the Multi-Tiered Systems of Support (MTSS) framework in all schools resulting in a statistically proportionate measure of students in strategic, intensive and core categories of the framework</p>	<p>(See literacy goals above and climate plans below).</p> <ul style="list-style-type: none"> • Disaggregated data 		<p>Chris Russo & Lorenzo Poe</p>

	Increased numbers of schools and students being served within the CBELD (Content Embedded ELD) and QTEL (Quality Teaching for English Language Learners) instructional models of inclusive ELL practice	<p>2015-16:</p> <ul style="list-style-type: none"> Develop baseline data for teachers receiving professional development in CBELD and QTEL <p>2016-17:</p> <ul style="list-style-type: none"> Increase professional development opportunities for teachers 	Data shared with T&L committee in Summer 2016 (post budget approval)	Chris Russo
	Number of classes offered at the high schools for students at English language proficiency levels 1-3	2016-17 Goal: Increase number of classes	Fall 2016	Chris Russo
Create a system of behavior supports that will reduce disproportionality in expulsions and suspensions	Implementation of the Multi-Tiered Systems of Support (MTSS) framework in all schools resulting in a statistically proportionate measure of students in strategic, intensive and core categories of the framework	(See literacy goals above and climate plans below) <ul style="list-style-type: none"> Disaggregated data 		Lorenzo Poe/ Chris Russo
	Reduce disproportionality of exclusionary discipline	<p>2015-16 Goal:</p> <ul style="list-style-type: none"> Reduce overall exclusionary discipline by 50% and disproportionality in exclusionary discipline for our historically underserved students by 50% (2012-13 baseline data) <p>2016-17 Goal:</p> <ul style="list-style-type: none"> Reducing overall exclusionary discipline by 10% and reducing exclusionary discipline for Males of Color by 20% (2015-16 baseline data) 	<p>Mid-year update March 2016 and March 2017 to T&L Committee</p> <p>End of year report August 2016 and August 2017</p>	Lorenzo Poe

	PBIS Implemented district-wide	2015-16 Goal <ul style="list-style-type: none"> School Climate Plans completed (IBB) 	Present to the Teaching and Learning Committee Summer 2016 and 2017	Antonio Lopez & Lorenzo Poe
		2016-17 Goal <ul style="list-style-type: none"> Implementation of work from IBB 		
	IBB process utilized to address discipline	IBB process completed	Update to the full board when completed	Sean Murray

Additional Information to the Teaching and Learning Committee

FAFSA or Oregon Promise completion rates increase	Work with All Hands Raised to develop tracking system for FAFSA completion including disaggregating by race.	Antonio Lopez/Harriet Adair
More 4 year old students enrolled in full day Early Learning Programs	Share enrollment report with Teaching and Learning Committee in October 2016	Harriet Adair

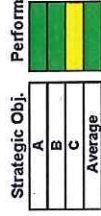
SCHOOL IMPROVEMENT BOND COMMITTEE

Priority	Draft Metric	Measurement	How/When Presented to the Board	Staff Lead
Ensure the bond continues tracking on time and on budget and delivers innovative 21st century schools	Balanced Score card tracking Bond Projects as on time and on budget	Monthly Balanced Score card reflects progress on metrics	Monthly board packets and a quarterly report to the Board	Jerry Vincent
	Feedback from the Design Advisory Group for each school modernization project upon completion of design process	Report completed for each DAG	Presented to Bond Committee and full Board when completed	Jerry Vincent
	Implementation of MWESB utilization tracking software for public improvement and architecture and engineering contracts that provides data to show progress towards meeting PPS aspirational goal of 18% MWESB participation	Complete implementation of B2G tracking software by June 30, 2016 Provide year-end narrative report summarizing progress	Present to the Bond committee quarterly on our progress	Jerry Vincent/ Yousef Awwad
	On public improvement projects, meet or exceed Workforce Equity goal of 20% available apprentice trade hours worked by apprentices	Track progress based on individual public improvement contracts and cumulatively	Present to the Bond committee quarterly on our progress	Jerry Vincent/Yousef Awwad

<p>Narrative Comments:</p> <ol style="list-style-type: none"> Roosevelt and Franklin are busy with construction activity both inside and outside the buildings. Faubion School construction contract has been awarded to Todd Construction and the Notice to Proceed has been issued. Master Planning efforts at Benson, Lincoln and Madison have begun and Master Planning Committees have been meeting. Grant has held 2 successful public Design Work Shops and continues to hold DAG meetings and make progress on the design. The IP2015 elevator at Woodlawn is complete and turned over for school use. The IP2015 elevator at Ainsworth is planned for completion no later than April while all other sites are in close-out. The IP2016 design effort is well underway and Staff is assessing projects for IP2017. 	<p>Color Key</p> <table border="1"> <tr><td>Green</td><td>Good</td></tr> <tr><td>Yellow</td><td>Concerns</td></tr> <tr><td>Red</td><td>Difficulty</td></tr> </table>	Green	Good	Yellow	Concerns	Red	Difficulty	<p>Overall Perspective</p> <table border="1"> <tr><td>Green</td><td>Perform</td></tr> <tr><td>Yellow</td><td>Budget</td></tr> <tr><td>Green</td><td>Schedule</td></tr> <tr><td>Green</td><td>Stakeholders</td></tr> <tr><td>Green</td><td>Equity</td></tr> <tr><td>Green</td><td>Average</td></tr> </table>	Green	Perform	Yellow	Budget	Green	Schedule	Green	Stakeholders	Green	Equity	Green	Average
Green	Good																			
Yellow	Concerns																			
Red	Difficulty																			
Green	Perform																			
Yellow	Budget																			
Green	Schedule																			
Green	Stakeholders																			
Green	Equity																			
Green	Average																			
<p>2012 Bond Projects</p> <table border="1"> <tr><td>Improvements 2016</td><td>Franklin HS</td><td>Improvements 2014</td><td>Franklin HS</td><td>Improvements 2015</td><td>Improvements 2015-SCI</td><td>Grant HS</td><td>Marshall Campus</td><td>Improvements 2015-Maple</td><td>Tubman</td><td>Program Contingency</td><td>Program Mgmt</td></tr> </table>			Improvements 2016	Franklin HS	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman	Program Contingency	Program Mgmt						
Improvements 2016	Franklin HS	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman	Program Contingency	Program Mgmt									
<p>Overall Project Performance</p> <p>↑</p>	<p>Perspective</p> <p>Budget</p> <p>↑</p>	<p>Perspective</p> <p>Schedule</p> <p>↑</p>	<p>Perspective</p> <p>Stakeholders</p> <p>↑</p>	<p>Perspective</p> <p>Equity</p> <p>↑</p>																

Narrative Comments:

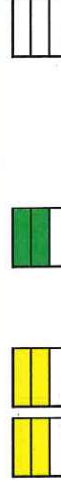
1. No major changes to stakeholder feedback. We will be requesting feedback from the Grant DAG soon and continue to follow up on the other projects.



2012 Bond Projects

2016 Improvements	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman		
----------------------	--------------	------------	----------------------	-------------	----------------------	--------------------------	----------	-----------------	----------------------------	--------	--	--

Strategic Objectives	Performance Measures	Performance Targets
Objective A Meets Educational Needs	1 Project Scope Meets Educational Needs 2 Design Meets Educational Needs 3 Construction Meets Educational Needs	Green: Rating of > 4.0 (1 - 5 scale) Yellow: 3.0 - 4.0 Red: < 3.0
Objective B Meets Maintenance / Facility Needs	4 Project Scope Meets Maint. / Facility Needs 5 Design Meets Maint. / Facility Needs 6 Construction Meets Maint. / Facility Needs	Green: Rating of > 4.0 (1 - 5 scale) Yellow: 3.0 - 4.0 Red: < 3.0
Objective C Design Advisory Group (DAG) Needs	7 Master Planning: Scope Meets DAG Needs 8 Design Meets DAG Needs 9 Construction Meets DAG Needs	Green: Rating of > 4.0 (1 - 5 scale) Yellow: 3.0 - 4.0 Red: < 3.0



Narrative Comments:

- Total amount paid to certified MWESB firms to date exceeds \$7.9 million. Total MWESB participation for consultants continues to exceed the 18% goal, whereas the participation for contractors is below 5%. Overall for program is 8.5%.
- Good effort shown on the workforce equity over the last few months on the high school projects. Previously both FHS and RHS had been below the 20% goal, but as anticipated, as more trades began work on the site both projects are now over the goal. On the IP2015 work a few contractors / subcontractors did not meet expectations. Three warning letters were sent and one prime contractor was fined for noncompliance.
- Student participation continues to go great. Lease Crutcher Lewis provided a site tour for RHS's Introduction to Construction class that received good press coverage in December. The Portland Workforce Alliance's NW Youth Career Expo is happening and February and the bond will again be well

Equity Perspective	<table border="1"> <tr><td>Perform</td><td></td></tr> <tr><td>A</td><td></td></tr> <tr><td>B</td><td></td></tr> <tr><td>C</td><td></td></tr> <tr><td>Average</td><td></td></tr> </table>	Perform		A		B		C		Average	
Perform											
A											
B											
C											
Average											
<table border="1"> <tr><td>Good</td><td></td></tr> <tr><td>Concerns</td><td></td></tr> <tr><td>Difficulty</td><td></td></tr> </table>	Good		Concerns		Difficulty						
Good											
Concerns											
Difficulty											
2012 Bond Projects											
2016 Improvements											
Roosevelt HS											
Faubion K8											
2014 Improvements											
Franklin HS											
2015 Improvements											
2015-SCI Improvements											
Grant HS											
Marshall Campus											
2015-Maple Improvements											
Tubman											
Program Mgmt											

Strategic Objectives	Performance Measures	Performance Targets
----------------------	----------------------	---------------------

Objective A Operational MWESB	<table border="1"> <tr> <td>1 Project objectives established</td> <td>Green: MWESB >18% Yellow: MWESB >10% Red: MWESB <10%</td> </tr> <tr> <td>2 Consultants - % of payments made to MWESB owned</td> <td></td> </tr> <tr> <td>3 Contractors - % of payments made to MWESB owned</td> <td></td> </tr> </table>	1 Project objectives established	Green: MWESB >18% Yellow: MWESB >10% Red: MWESB <10%	2 Consultants - % of payments made to MWESB owned		3 Contractors - % of payments made to MWESB owned			
1 Project objectives established	Green: MWESB >18% Yellow: MWESB >10% Red: MWESB <10%								
2 Consultants - % of payments made to MWESB owned									
3 Contractors - % of payments made to MWESB owned									
Objective B Apprentice trade participation	<table border="1"> <tr> <td>4 Project objectives established >\$200k contracts</td> <td>Green: participation >20% Yellow: participation >10% Red: participation <10%</td> </tr> <tr> <td>5 Contractors % of labor hours/apprentice trade</td> <td></td> </tr> </table>	4 Project objectives established >\$200k contracts	Green: participation >20% Yellow: participation >10% Red: participation <10%	5 Contractors % of labor hours/apprentice trade					
4 Project objectives established >\$200k contracts	Green: participation >20% Yellow: participation >10% Red: participation <10%								
5 Contractors % of labor hours/apprentice trade									
Objective C Meets student participation	<table border="1"> <tr> <td>6 Project objectives established >\$100k contracts</td> <td>Per AD Green: students > 500 Yellow: students > 100 Red: students < 100</td> </tr> <tr> <td>7 Tier 1 - Group Activities EG: career fairs, guest speakers</td> <td>Green: students > 50 Yellow: students > 20 Red: students < 20</td> </tr> <tr> <td>8 Tier 2 - 1-on-1, Short-Term Activities EG: Job shadows, mock interviews</td> <td>Green: students > 10 Yellow: students > 5 Red: students < 5</td> </tr> <tr> <td>9 Tier 3 - 1-on-1, Long-Term Activities EG: Internships</td> <td></td> </tr> </table>	6 Project objectives established >\$100k contracts	Per AD Green: students > 500 Yellow: students > 100 Red: students < 100	7 Tier 1 - Group Activities EG: career fairs, guest speakers	Green: students > 50 Yellow: students > 20 Red: students < 20	8 Tier 2 - 1-on-1, Short-Term Activities EG: Job shadows, mock interviews	Green: students > 10 Yellow: students > 5 Red: students < 5	9 Tier 3 - 1-on-1, Long-Term Activities EG: Internships	
6 Project objectives established >\$100k contracts	Per AD Green: students > 500 Yellow: students > 100 Red: students < 100								
7 Tier 1 - Group Activities EG: career fairs, guest speakers	Green: students > 50 Yellow: students > 20 Red: students < 20								
8 Tier 2 - 1-on-1, Short-Term Activities EG: Job shadows, mock interviews	Green: students > 10 Yellow: students > 5 Red: students < 5								
9 Tier 3 - 1-on-1, Long-Term Activities EG: Internships									

2013												
2014												
2015												
2016												
2017												
2018												
2019												
2020												

2013												
2014												
2015												
2016												
2017												
2018												
2019												
2020												

2013												
2014												
2015												
2016												
2017												
2018												
2019												
2020												

2013												
2014												
2015												
2016												
2017												
2018												
2019												
2020												

<p>Narrative Comments:</p> <p>1. Total bond program budget has remained constant at approximately \$550 million.</p> <p>2. The IP2015 projects and Tubman are all finishing up with budget savings. IP2016 has received pricing exceeding current budget. The project team is reviewing options for reducing pricing and the possible need for additional funding.</p> <p>4. Faubion received three bids for the general contractor scope of work. The 3 bids were close in price (which is a good indicator of the quality of the construction documents). The low bid was over the budgeted amount but contingency within the project will be used to cover the cost. No additional funds are needed at this time to support Faubion.</p> <p>5. Franklin and Roosevelt are proceeding through construction. Project budgets are tight and the teams are keeping a close eye on them.</p>	<p>Color Key</p> <p>Strategic Obj.</p> <table border="1"> <tr><td>A</td></tr> <tr><td>B</td></tr> <tr><td>C</td></tr> <tr><td>D</td></tr> <tr><td>Average</td></tr> </table> <p>Budget Perspective</p>	A	B	C	D	Average
A						
B						
C						
D						
Average						
<p>2012 Bond Projects</p>	<p>Improvements 2016</p> <p>Roosevelt HS</p> <p>Faubion K8</p> <p>Improvements 2014</p> <p>Franklin HS</p> <p>Improvements 2015</p> <p>SCI</p> <p>Grant HS</p> <p>Marshall Campus</p> <p>Improvements 2015</p> <p>Maple</p> <p>Tubman</p> <p>Program Contingency</p> <p>Program Mgmt</p>					
<p>Strategic Objectives</p>	<p>Performance Measures</p>	<p>Performance Targets</p>				
<p>Objective A Project Budget and Scope Aligned</p>	<p>1 Initial Cost Estimate of Approved Scope 2 Master Plan</p>	<p>> 10% Contingency Available Within Budgeted Amount</p>				
<p>Objective B Planning & Design Costs within Budget</p>	<p>3 Projected Total P & D Costs</p>	<p>Within Budgeted Amount</p>				
<p>Objective C Construction Costs within Budget</p>	<p>4 Construction Cost Award Price or GMP 5 Construction Cost Current Estimate thru 50% complete</p>	<p>Within Budgeted Amount >5% project level contingency</p>				
<p>Objective D Project within Budget</p>	<p>6 Total Project Costs Within Budgeted Amount</p>	<p>Within Budgeted Amount</p>				

Narrative Comments:

1. Construction on both Roosevelt and Franklin High Schools remains on schedule for their planned openings.
2. The elevator at Woodlawn is complete and turned over and the Ainsworth elevator is planned to be complete no later than April of this year.
3. Summer 2016 project design activities continue and notices to proceed to contractors are expected in early May of 2016 for submittals and subsequent mobilization for the summer effort.
4. Faubion has completed abatement of the school and the recently obtained adjacent houses. A general contractor has been selected and demolition has begun.
5. Grant HS Master Planning continues toward completion in mid December. The re-compete for the design contract caused more than 4 weeks of delay reflected by the red assessment below. The design schedule has been adjusted for

Color Key	Good	Concerns	Difficulty

Schedule Perspective

Strategic Obj.	A	B	C	D	Average

Perform					
---------	--	--	--	--	--

2012 Bond Projects

Improvements 2016	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015	SCI	Grant HS	Marshall Campus	Improvements 2015	Maple	Tubman

Strategic Objectives	Performance Measures	Performance Targets
Objective A Establish Schedule Target & Strategy	<ol style="list-style-type: none"> 1 Occupancy Date Goal Established 2 Project Execution Strategy Developed 3 Overall Project Schedule Established 	
Objective B Planning, Permitting & Design Phases on Schedule	<ol style="list-style-type: none"> 4 Design Contract Award 5 Schematic Design Completed 6 Design Development Completed 7 Land Use Permit Approved 8 Construction Contract Documents 9 Building Permit Approved 	Green = < 0 weeks impact on scheduled design completion date. Yellow = 0 - 4 weeks Red > 4 weeks
Objective C Construction on Schedule	<ol style="list-style-type: none"> 10 Prime Contract Notice to Proceed 11 Construction Started 12 Substantial Completion Date 	Green = < 0 weeks impact on scheduled construction completion date. Yellow = 0 - 4 weeks; Red > 4 weeks
Objective D Meet Occupancy / Completion Schedule Target	<ol style="list-style-type: none"> 13 FF&E Ordered 14 FF&E Delivered and Installed 15 Projected Occupancy Date 	Same as Objective C Green = < 0 weeks impact on scheduled date. Yellow = 0 - 4 weeks; Red > 4 weeks

BUSINESS AND OPERATIONS COMMITTEE

Priority	Metric	Measurement	How/When Presented to the Board	Staff Lead
Ensure a strong principal and vice principal/assistant principal in every building who is well matched to the school community.	Increase in satisfaction with administration team reflected in annual school climate survey (students, teachers, parents)	2016-17 Goal: 5% increase in "Agree" or "Strongly Agree" for identified questions Include questions regarding administration for students.	Climate survey results in 2017	Antonio Lopez
	Leadership Changes	Report that indicates schools with changes in leadership (includes any mid-year changes)		
	Evaluation Completion	2015-16 Goal: Develop baseline data indicating on-time completion of administrator goal setting, mid-year check ins and finalized evaluations of school administration	Summer 2016	Antonio Lopez
	Review the principal hiring process	Discussed in Business and Operations Committee	Spring 2016	Sean Murray/ Antonio Lopez

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

INDEX TO THE AGENDA

February 17, 2016

Board
Action
Number

Page

Purchases, Bids, Contracts

5209 Expenditure Contracts that Exceed \$150,000 for Delegation of Authority 3

Other Matters Requiring Board Approval

5210 Adopting Board Priority Metrics for the 2015-16 and 2016-17 School Years 5
5211 Adopting Board Member Expectations and Operating Protocols 20
5212 Minutes 23

Purchases, Bids, Contracts

The Superintendent RECOMMENDS adoption of the following item:

Number 5209

RESOLUTION No. 5209

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
Ferrelgas, Inc.	3/1/2016 through 7/31/2017	Material Requirement MR 62721	Provide Propane HD-5 fuel suitable for use in motor vehicle/school bus to District on a keep-full basis. Initial term through 7/31/2017 with options to renew for three one-year terms. ITB 2015-2046	Estimated not-to-exceed \$500,000 for the initial contract term.	T. Magliano Fund 101 Dept. 5560

NEW INTERGOVERNMENTAL AGREEMENTS (“IGAs”)

Contractor	Contract Term	Contract Type	Description of Services	Contract Amount	Responsible Administrator, Funding Source
Multnomah Education Service District	8/31/2015 through 6/30/2016	Intergovernmental Agreement IGA 62712	Provide education services to three District students in a functional living skills program.	\$200,440	C. Russo Fund 101 Dept. 5414

AMENDMENTS TO EXISTING CONTRACTS

No New Amendments

Y. Awwad

Other Matters Requiring Board Approval

The Superintendent RECOMMENDS adoption of the following items:

Numbers 5210 through 5212

RESOLUTION No. 5210

Adopting Board Priority Metrics for the 2015-16 and 2016-17 School Years

RECITALS

- A. Starting in July 2015, the Board of Education and Superintendent met over the course of four retreats to identify priorities and metrics for the 2015-16 and 2016-17 school years.
- B. On December 1, 2015, the Board of Education approved Resolution 5177 to adopt the Board priorities.
- C. In January and early February, the Board Committees met and developed recommendations for metrics for each of the priorities.
- D. These metrics were finalized at the Board retreat on February 5, 2016.

RESOLUTION

The Board of Directors of Portland Public Schools approves and adopts the attached Board Priority Metrics for the 2015-16 and 2016-17 school years.

A. Whalen

FULL BOARD

Priority	Draft Metric	Measurement	How/When will this come to the Board?	Staff Lead
Create a successful enrollment balancing framework that creates a foundation of equitable core programming across schools	Enrollment balancing values framework adopted by the board	Values framework adopted by the Board of Education	Completed by Full Board in October 2015	Jon Isaacs
	Plan and timeline for implementation of enrollment balancing for right sized schools is adopted by the board	Resolution voted on	March 2016	Jon Isaacs/ Tony Magliano
	Develop a plan for equitable middle grades programming across schools	Plan prepared	Spring 2016	Harriet Adair/Antonio Lopez/Chris Russo
	Define and disseminate core programming	Core programming requirements reviewed, revised where applicable and disseminated	Spring 2016 Spring 2017 as part of staffing/budget process	Harriet Adair/Antonio Lopez/Chris Russo
Create an environment in which supports are in place for teachers to thrive and have a voice in district-wide decision making.	School climate survey shows increased teacher satisfaction	2015-16: Work with PAT to identify questions that represent teacher satisfaction and identify goals	School Climate Survey Results Spring 2017	Jon Isaacs
	Retention of new teachers supported by the New Teacher Mentor program increases	See evaluation provided Retention rates of new teachers by race	Report on retention rates provided to the Board Summer 2017	Antonio Lopez
	Increased teacher participation in key district work groups	2015-16: Prepare report in collaboration with PAT and look for additional opportunities for 2016-17	Provided to the Full Board in July 2016 and July 2017	Amanda Whalen

PPS/PAT team trained in Interest Based Bargaining	Training occurred Potentially more needed based on team identification	Completed November 2015	Sean Murray
Interest Based Bargaining utilized for PAT negotiations	IBB partially or fully utilized	Spring 2016	Sean Murray

TEACHING AND LEARNING COMMITTEE

Priority	Draft Metric	Measurement	How/When Presented to the Board	Staff Lead
Each student prepared for life, college and career and to meaningfully contribute to their communities.	Acceleration in 4 year and 5 year graduation (includes modified diploma) and completion data	2015-16: 4 Yr Grad Rate <ul style="list-style-type: none"> All students 4% pt (disaggregate modified diploma) Males of Color: 8% pt 	Graduation/ Completion Rates in late January	Antonio Lopez
		5 Yr Completion Rate <ul style="list-style-type: none"> All students 2% pt Males of Color: 4% pt 		
	Increased participation and completion rates in advanced (college/career) programming, specifically AP, IB, Dual Credit and CTE in 11 th and 12 th grades	2015-16 Goals: <ul style="list-style-type: none"> All students: 2% pt Males of Color: 4% pt Develop system for tracking CTE completion 	Summer 2016	Antonio Lopez
		2016-17 Goals: <ul style="list-style-type: none"> All students: 2% pt Males of Color: 4% pt Baseline data for CTE enrollment 	Summer 2017	
Increase in ACT scores meeting college readiness benchmarks				Antonio Lopez/Chris Russo
Increase in percentage of students entering 10 th grade on track to graduate (6 or more credits)		2015-16 Goals: <ul style="list-style-type: none"> All students 3% pts Males of Color 7% pts 	October 2016	Antonio Lopez
		2016-17 Goals: <ul style="list-style-type: none"> All students 3% pts Males of Color 7% pts 	October 2017	

	Increase in the number of students who completed Reconnection Services Intake and are placed in a school.	2015-16 Goal: <ul style="list-style-type: none"> 5% increase 	Fall 2016	Antonio Lopez
		2016-17 Goal: <ul style="list-style-type: none"> 5% increase 	Fall 2017	
Create a system of quality education and supports to increase literacy rates for all children.	Kindergarten attendance rates increase	Increase in number of students who achieved the good/acceptable rate of attendance (90% and above) 2015-16 Goal: <ul style="list-style-type: none"> All students 1% increase Males of Color: 2% increase 	Summer 2016	Harriet Adair
		2016-17 Goal: <ul style="list-style-type: none"> All students: 1% increase Males of Color 2% increase 	Summer 2017	
	100% of students will read at grade level by the end of 3 rd grade Students with significant support needs and new to the country make significant progress toward appropriate literacy goals		Mid-year report to Teaching and Learning committee in the Spring.	Chris Russo
	Students demonstrate mastery on common core standards in English Language Arts	2015-16 Goals: <ul style="list-style-type: none"> All students in grades 3-5 and combined and grade 8 achieving Level 3&4 on ELA SBA increase of 2% pts Males of Color in Level 3&4 increase by 4% pts 	Results of SBA shared in August 2016 and 2017	Chris Russo
2016-17 Goals: <ul style="list-style-type: none"> All students in grades 3-5 combined and grade 8 achieving Level 3&4 on ELA SBA increase of 2% pts Males of Color in Level 3&4 increase by 4% pts 				

	Growth on DIBELS and interim assessments	<p>80% of students in grades K-3 in core (low risk) as measured by DIBELS and IDEL by spring 2021.</p> <p>Goal to decrease the percent of students in strategic/intensive (higher risk) by 4% per year for all students and by 8% per year for Males of Color.</p> <p>Data disaggregated by program.</p> <p>2016-17 Goal (subject to adjustment based on baseline data):</p> <ul style="list-style-type: none"> All students: 32% Males of Color: 47% 	Summer 2016 and Summer 2017	Chris Russo
	Implementation of 6-12 literacy materials and resources adoption in 2015-16	<p>Summative Implementation Metric:</p> <ul style="list-style-type: none"> Adoption selection process completed and materials recommended by February 2016 	Share work plan with T&L committee in February 2016	Chris Russo
	Plan for PK-5 literacy materials and resources adoption completed in 2015-16 for implementation in 2016-17	<p>Summative Implementation Metric:</p> <p>Adoption selection process completed and materials recommended by May 2016</p>	Share work plan with T&L committee in May 2016	Chris Russo
	Implementation of the Multi-Tiered Systems of Support (MTSS) framework in all schools resulting in a statistically proportionate measure of students in strategic, intensive and core categories of the framework	<p>(See literacy goals above and climate plans below).</p> <ul style="list-style-type: none"> Disaggregated data 		Chris Russo & Lorenzo Poe

	Increased numbers of schools and students being served within the CBELD (Content Embedded ELD) and QTEL (Quality Teaching for English Language Learners) instructional models of inclusive ELL practice	<p>2015-16:</p> <ul style="list-style-type: none"> Develop baseline data for teachers receiving professional development in CBELD and QTEL <p>2016-17:</p> <ul style="list-style-type: none"> Increase professional development opportunities for teachers 	Data shared with T&L committee in Summer 2016 (post budget approval)	Chris Russo
	Number of classes offered at the high schools for students at English language proficiency levels 1-3	2016-17 Goal: Increase number of classes	Fall 2016	Chris Russo
Create a system of behavior supports that will reduce disproportionality in expulsions and suspensions	Implementation of the Multi-Tiered Systems of Support (MTSS) framework in all schools resulting in a statistically proportionate measure of students in strategic, intensive and core categories of the framework	(See literacy goals above and climate plans below) <ul style="list-style-type: none"> Disaggregated data 		Lorenzo Poe/ Chris Russo
	Reduce disproportionality of exclusionary discipline	<p>2015-16 Goal:</p> <ul style="list-style-type: none"> Reduce overall exclusionary discipline by 50% and disproportionality in exclusionary discipline for our historically underserved students by 50% (2012-13 baseline data) <p>2016-17 Goal:</p> <ul style="list-style-type: none"> Reducing overall exclusionary discipline by 10% and reducing exclusionary discipline for Males of Color by 20% (2015-16 baseline data) 	<p>Mid-year update March 2016 and March 2017 to T&L Committee</p> <p>End of year report August 2016 and August 2017</p>	Lorenzo Poe





	PBIS Implemented district-wide	2015-16 Goal <ul style="list-style-type: none"> School Climate Plans completed (IBB) 	Present to the Teaching and Learning Committee Summer 2016 and 2017	Antonio Lopez & Lorenzo Poe
		2016-17 Goal <ul style="list-style-type: none"> Implementation of work from IBB 		
	IBB process utilized to address discipline	IBB process completed	Update to the full board when completed	Sean Murray

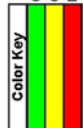
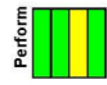
Additional Information to the Teaching and Learning Committee

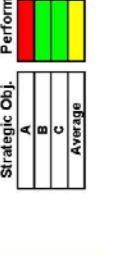

FAFSA or Oregon Promise completion rates increase	Work with All Hands Raised to develop tracking system for FAFSA completion including disaggregating by race.	Antonio Lopez/Harriet Adair
More 4 year old students enrolled in full day Early Learning Programs	Share enrollment report with Teaching and Learning Committee in October 2016	Harriet Adair

SCHOOL IMPROVEMENT BOND COMMITTEE

Priority	Draft Metric	Measurement	How/When Presented to the Board	Staff Lead
Ensure the bond continues tracking on time and on budget and delivers innovative 21st century schools	Balanced Score card tracking Bond Projects as on time and on budget	Monthly Balanced Score card reflects progress on metrics	Monthly board packets and a quarterly report to the Board	Jerry Vincent
	Feedback from the Design Advisory Group for each school modernization project upon completion of design process	Report completed for each DAG	Presented to Bond Committee and full Board when completed	Jerry Vincent
	Implementation of MWESB utilization tracking software for public improvement and architecture and engineering contracts that provides data to show progress towards meeting PPS aspirational goal of 18% MWESB participation	Complete implementation of B2G tracking software by June 30, 2016 Provide year-end narrative report summarizing progress	Present to the Bond committee quarterly on our progress	Jerry Vincent/ Yousef Awwad
	On public improvement projects, meet or exceed Workforce Equity goal of 20% available apprentice trade hours worked by apprentices	Track progress based on individual public improvement contracts and cumulatively	Present to the Bond committee quarterly on our progress	Jerry Vincent/Yousef Awwad

<p>Narrative Comments:</p> <ol style="list-style-type: none"> Roosevelt and Franklin are busy with construction activity both inside and outside the buildings. Faubion School construction contract has been awarded to Todd Construction and the Notice to Proceed has been issued. Master Planning efforts at Benson, Lincoln and Madison have begun and Master Planning Committees have been meeting. Grant has held 2 successful public Design Work Shops and continues to hold DAG meetings and make progress on the design. The IP2015 elevator at Woodlawn is complete and turned over for school use. The IP2015 elevator at Ainsworth is planned for completion no later than April while all other sites are in close-out. The IP2016 design effort is well underway and Staff is assessing projects for IP2017. 	<div style="display: flex; justify-content: space-between;"> <div data-bbox="365 934 446 1102"> <p>Color Key</p> <table border="1"> <tr><td style="background-color: green;"> </td><td>Good</td></tr> <tr><td style="background-color: yellow;"> </td><td>Concerns</td></tr> <tr><td style="background-color: red;"> </td><td>Difficulty</td></tr> </table> </div> <div data-bbox="349 556 446 913" style="background-color: green; text-align: center; padding: 5px;"> <p>Overall Perspective</p> </div> <div data-bbox="349 294 446 483"> <p>Perspective</p> <table border="1"> <tr><td style="background-color: green;"> </td><td>Perform</td></tr> <tr><td style="background-color: yellow;"> </td><td>Budget</td></tr> <tr><td style="background-color: yellow;"> </td><td>Schedule</td></tr> <tr><td style="background-color: green;"> </td><td>Stakeholders</td></tr> <tr><td style="background-color: yellow;"> </td><td>Equity</td></tr> <tr><td style="background-color: yellow;"> </td><td>Average</td></tr> </table> </div> </div>		Good		Concerns		Difficulty		Perform		Budget		Schedule		Stakeholders		Equity		Average								
	Good																										
	Concerns																										
	Difficulty																										
	Perform																										
	Budget																										
	Schedule																										
	Stakeholders																										
	Equity																										
	Average																										
	<p>2012 Bond Projects</p>																										
<p>Overall Project Performance</p> 	<table border="1"> <tr><td>Improvements 2016</td><td style="background-color: green;"> </td></tr> <tr><td>Roosevelt HS</td><td style="background-color: green;"> </td></tr> <tr><td>Faubion K8</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2014</td><td style="background-color: green;"> </td></tr> <tr><td>Franklin HS</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2015</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2015-SCI</td><td style="background-color: green;"> </td></tr> <tr><td>Grant HS</td><td style="background-color: green;"> </td></tr> <tr><td>Marshall Campus</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2015-Maple</td><td style="background-color: green;"> </td></tr> <tr><td>Tubman</td><td style="background-color: green;"> </td></tr> <tr><td>Program Contingency</td><td style="background-color: green;"> </td></tr> <tr><td>Program Mgmt</td><td style="background-color: green;"> </td></tr> </table>	Improvements 2016		Roosevelt HS		Faubion K8		Improvements 2014		Franklin HS		Improvements 2015		Improvements 2015-SCI		Grant HS		Marshall Campus		Improvements 2015-Maple		Tubman		Program Contingency		Program Mgmt	
Improvements 2016																											
Roosevelt HS																											
Faubion K8																											
Improvements 2014																											
Franklin HS																											
Improvements 2015																											
Improvements 2015-SCI																											
Grant HS																											
Marshall Campus																											
Improvements 2015-Maple																											
Tubman																											
Program Contingency																											
Program Mgmt																											
<p>Perspective</p> 	<table border="1"> <tr><td>Improvements 2016</td><td style="background-color: yellow;"> </td></tr> <tr><td>Roosevelt HS</td><td style="background-color: yellow;"> </td></tr> <tr><td>Faubion K8</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2014</td><td style="background-color: green;"> </td></tr> <tr><td>Franklin HS</td><td style="background-color: yellow;"> </td></tr> <tr><td>Improvements 2015</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2015-SCI</td><td style="background-color: green;"> </td></tr> <tr><td>Grant HS</td><td style="background-color: green;"> </td></tr> <tr><td>Marshall Campus</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2015-Maple</td><td style="background-color: green;"> </td></tr> <tr><td>Tubman</td><td style="background-color: green;"> </td></tr> <tr><td>Program Contingency</td><td style="background-color: green;"> </td></tr> <tr><td>Program Mgmt</td><td style="background-color: green;"> </td></tr> </table>	Improvements 2016		Roosevelt HS		Faubion K8		Improvements 2014		Franklin HS		Improvements 2015		Improvements 2015-SCI		Grant HS		Marshall Campus		Improvements 2015-Maple		Tubman		Program Contingency		Program Mgmt	
Improvements 2016																											
Roosevelt HS																											
Faubion K8																											
Improvements 2014																											
Franklin HS																											
Improvements 2015																											
Improvements 2015-SCI																											
Grant HS																											
Marshall Campus																											
Improvements 2015-Maple																											
Tubman																											
Program Contingency																											
Program Mgmt																											
<p>Perspective</p> 	<table border="1"> <tr><td>Improvements 2016</td><td style="background-color: green;"> </td></tr> <tr><td>Roosevelt HS</td><td style="background-color: green;"> </td></tr> <tr><td>Faubion K8</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2014</td><td style="background-color: green;"> </td></tr> <tr><td>Franklin HS</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2015</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2015-SCI</td><td style="background-color: green;"> </td></tr> <tr><td>Grant HS</td><td style="background-color: green;"> </td></tr> <tr><td>Marshall Campus</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2015-Maple</td><td style="background-color: green;"> </td></tr> <tr><td>Tubman</td><td style="background-color: green;"> </td></tr> <tr><td>Program Contingency</td><td style="background-color: green;"> </td></tr> <tr><td>Program Mgmt</td><td style="background-color: green;"> </td></tr> </table>	Improvements 2016		Roosevelt HS		Faubion K8		Improvements 2014		Franklin HS		Improvements 2015		Improvements 2015-SCI		Grant HS		Marshall Campus		Improvements 2015-Maple		Tubman		Program Contingency		Program Mgmt	
Improvements 2016																											
Roosevelt HS																											
Faubion K8																											
Improvements 2014																											
Franklin HS																											
Improvements 2015																											
Improvements 2015-SCI																											
Grant HS																											
Marshall Campus																											
Improvements 2015-Maple																											
Tubman																											
Program Contingency																											
Program Mgmt																											
<p>Perspective</p> 	<table border="1"> <tr><td>Improvements 2016</td><td style="background-color: white;"> </td></tr> <tr><td>Roosevelt HS</td><td style="background-color: green;"> </td></tr> <tr><td>Faubion K8</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2014</td><td style="background-color: green;"> </td></tr> <tr><td>Franklin HS</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2015</td><td style="background-color: yellow;"> </td></tr> <tr><td>Improvements 2015-SCI</td><td style="background-color: green;"> </td></tr> <tr><td>Grant HS</td><td style="background-color: green;"> </td></tr> <tr><td>Marshall Campus</td><td style="background-color: green;"> </td></tr> <tr><td>Improvements 2015-Maple</td><td style="background-color: green;"> </td></tr> <tr><td>Tubman</td><td style="background-color: white;"> </td></tr> <tr><td>Program Contingency</td><td style="background-color: white;"> </td></tr> <tr><td>Program Mgmt</td><td style="background-color: yellow;"> </td></tr> </table>	Improvements 2016		Roosevelt HS		Faubion K8		Improvements 2014		Franklin HS		Improvements 2015		Improvements 2015-SCI		Grant HS		Marshall Campus		Improvements 2015-Maple		Tubman		Program Contingency		Program Mgmt	
Improvements 2016																											
Roosevelt HS																											
Faubion K8																											
Improvements 2014																											
Franklin HS																											
Improvements 2015																											
Improvements 2015-SCI																											
Grant HS																											
Marshall Campus																											
Improvements 2015-Maple																											
Tubman																											
Program Contingency																											
Program Mgmt																											

<p>Narrative Comments:</p> <p>1. No major changes to stakeholder feedback. We will be requesting feedback from the Grant DAG soon and continue to follow up on the other projects.</p>	<div style="display: flex; justify-content: space-between;"> <div data-bbox="373 955 454 1144"> <p>Color Key</p>  </div> <div data-bbox="349 535 470 934" style="background-color: #00FF00; text-align: center; padding: 5px;"> <p>Stakeholder Perspective</p> </div> <div data-bbox="349 241 454 451"> <p>Strategic Obj.</p> <table border="1" style="width: 100%;"> <tr><td>A</td></tr> <tr><td>B</td></tr> <tr><td>C</td></tr> <tr><td>Average</td></tr> </table> </div> <div data-bbox="349 241 454 325"> <p>Perform</p>  </div> </div> <div style="text-align: center; margin-top: 10px;"> <p>2012 Bond Projects</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Improvements 2016</td> <td>Roosevelt HS</td> <td>Faubion K8</td> <td>Improvements 2014</td> <td>Franklin HS</td> <td>Improvements 2015</td> <td>Improvements 2015-SCI</td> <td>Grant HS</td> <td>Marshall Campus</td> <td>Improvements 2015-Maple</td> <td>Tubman</td> <td></td> </tr> </table> </div>	A	B	C	Average	Improvements 2016	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman			
A																			
B																			
C																			
Average																			
Improvements 2016	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman									
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Strategic Objectives</th> <th style="width: 50%;">Performance Measures</th> <th style="width: 50%;">Performance Targets</th> </tr> </thead> </table>	Strategic Objectives	Performance Measures	Performance Targets																
Strategic Objectives	Performance Measures	Performance Targets																	
<p>Objective A Meets Educational Needs</p> <table border="1" style="width: 100%;"> <tr> <td>1 Project Scope Meets Educational Needs</td> <td>Green: Rating of ≥ 4.0 (1 - 5 scale)</td> </tr> <tr> <td>2 Design Meets Educational Needs</td> <td>Yellow: 3.0 - 4.0</td> </tr> <tr> <td>3 Construction Meets Educational Needs</td> <td>Red: < 3.0</td> </tr> </table>	1 Project Scope Meets Educational Needs	Green: Rating of ≥ 4.0 (1 - 5 scale)	2 Design Meets Educational Needs	Yellow: 3.0 - 4.0	3 Construction Meets Educational Needs	Red: < 3.0	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Improvements 2016</td> <td>Roosevelt HS</td> <td>Faubion K8</td> <td>Improvements 2014</td> <td>Franklin HS</td> <td>Improvements 2015</td> <td>Improvements 2015-SCI</td> <td>Grant HS</td> <td>Marshall Campus</td> <td>Improvements 2015-Maple</td> <td>Tubman</td> <td></td> </tr> </table>	Improvements 2016	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman	
1 Project Scope Meets Educational Needs	Green: Rating of ≥ 4.0 (1 - 5 scale)																		
2 Design Meets Educational Needs	Yellow: 3.0 - 4.0																		
3 Construction Meets Educational Needs	Red: < 3.0																		
Improvements 2016	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman									
<p>Objective B Meets Maintenance / Facility Needs</p> <table border="1" style="width: 100%;"> <tr> <td>4 Project Scope Meets Maint. / Facility Needs</td> <td>Green: Rating of ≥ 4.0 (1 - 5 scale)</td> </tr> <tr> <td>5 Design Meets Maint. / Facility Needs</td> <td>Yellow: 3.0 - 4.0</td> </tr> <tr> <td>6 Construction Meets Maint. / Facility Needs</td> <td>Red: < 3.0</td> </tr> </table>	4 Project Scope Meets Maint. / Facility Needs	Green: Rating of ≥ 4.0 (1 - 5 scale)	5 Design Meets Maint. / Facility Needs	Yellow: 3.0 - 4.0	6 Construction Meets Maint. / Facility Needs	Red: < 3.0	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Improvements 2016</td> <td>Roosevelt HS</td> <td>Faubion K8</td> <td>Improvements 2014</td> <td>Franklin HS</td> <td>Improvements 2015</td> <td>Improvements 2015-SCI</td> <td>Grant HS</td> <td>Marshall Campus</td> <td>Improvements 2015-Maple</td> <td>Tubman</td> <td></td> </tr> </table>	Improvements 2016	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman	
4 Project Scope Meets Maint. / Facility Needs	Green: Rating of ≥ 4.0 (1 - 5 scale)																		
5 Design Meets Maint. / Facility Needs	Yellow: 3.0 - 4.0																		
6 Construction Meets Maint. / Facility Needs	Red: < 3.0																		
Improvements 2016	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman									
<p>Objective C Meets Design Advisory Group (DAG) Needs</p> <table border="1" style="width: 100%;"> <tr> <td>7 Master Planning: Scope Meets DAG Needs</td> <td>Green: Rating of ≥ 4.0 (1 - 5 scale)</td> </tr> <tr> <td>8 Design Meets DAG Needs</td> <td>Yellow: 3.0 - 4.0</td> </tr> <tr> <td>9 Construction Meets DAG Needs</td> <td>Red: < 3.0</td> </tr> </table>	7 Master Planning: Scope Meets DAG Needs	Green: Rating of ≥ 4.0 (1 - 5 scale)	8 Design Meets DAG Needs	Yellow: 3.0 - 4.0	9 Construction Meets DAG Needs	Red: < 3.0	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Improvements 2016</td> <td>Roosevelt HS</td> <td>Faubion K8</td> <td>Improvements 2014</td> <td>Franklin HS</td> <td>Improvements 2015</td> <td>Improvements 2015-SCI</td> <td>Grant HS</td> <td>Marshall Campus</td> <td>Improvements 2015-Maple</td> <td>Tubman</td> <td></td> </tr> </table>	Improvements 2016	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman	
7 Master Planning: Scope Meets DAG Needs	Green: Rating of ≥ 4.0 (1 - 5 scale)																		
8 Design Meets DAG Needs	Yellow: 3.0 - 4.0																		
9 Construction Meets DAG Needs	Red: < 3.0																		
Improvements 2016	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	Improvements 2015-SCI	Grant HS	Marshall Campus	Improvements 2015-Maple	Tubman									

Narrative Comments:	<p>Color Key: </p> <p>Equity Perspective </p>																																
<p>1. Total amount paid to certified MWESB firms to date exceeds \$7.8 million. Total MWESB participation for consultants continues to exceed the 18% goal, whereas the participation for contractors is below 5%. Overall for program is 8.5%.</p> <p>2. Good effort shown on the workforce equity over the last few months on the high school projects. Previously both FHS and RHS had been below the 20% goal, but as anticipated, as more trades began work on the site both projects are now over the goal. On the IP2015 work a few contractors / subcontractors did not meet expectations. Three warning letters were sent and one prime contractor was fined for noncompliance.</p> <p>3. Student participation continues to go great. Lease Crutcher Lewis provided a site tour for RHS's Introduction to Construction class that received good press coverage in December. The Portland Workforce Alliance's NW Youth Career Expo is happening and February and the bond will again be well</p>	<p align="center">2012 Bond Projects</p> <table border="1"> <tr><td>2016 Improvements</td><td>2014 Improvements</td><td>Franklin HS</td><td>2015 Improvements</td><td>2015-SCI Improvements</td><td>Grant HS</td><td>Marshall Campus</td><td>2015-Maple Improvements</td><td>Tubman</td><td>Program Mgmt</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	2016 Improvements	2014 Improvements	Franklin HS	2015 Improvements	2015-SCI Improvements	Grant HS	Marshall Campus	2015-Maple Improvements	Tubman	Program Mgmt																						
2016 Improvements	2014 Improvements	Franklin HS	2015 Improvements	2015-SCI Improvements	Grant HS	Marshall Campus	2015-Maple Improvements	Tubman	Program Mgmt																								
	<table border="1"> <thead> <tr> <th>Strategic Objectives</th> <th>Performance Measures</th> <th>Performance Targets</th> </tr> </thead> <tbody> <tr> <td data-bbox="706 1157 803 1776"> Objective A Meets aspirational MWESB </td> <td data-bbox="803 1157 812 1776"> <ol style="list-style-type: none"> Project objectives established Consultants - % of payments made to MWESB owned Contractors - % of payments made to MWESB owned </td> <td data-bbox="812 1157 812 1776"> Green: MWESB >18% Yellow: MWESB >10% Red: MWESB <10% </td> </tr> <tr> <td data-bbox="706 1157 803 1776"> Objective B Satisfactory trade participation </td> <td data-bbox="803 1157 812 1776"> <ol style="list-style-type: none"> Project objectives established >\$200k contracts Contractors % of labor hours/apprenticable trade </td> <td data-bbox="812 1157 812 1776"> Green: participation >20% Yellow: participation >10% Red: participation <10% </td> </tr> </tbody> </table>	Strategic Objectives	Performance Measures	Performance Targets	Objective A Meets aspirational MWESB	<ol style="list-style-type: none"> Project objectives established Consultants - % of payments made to MWESB owned Contractors - % of payments made to MWESB owned 	Green: MWESB >18% Yellow: MWESB >10% Red: MWESB <10%	Objective B Satisfactory trade participation	<ol style="list-style-type: none"> Project objectives established >\$200k contracts Contractors % of labor hours/apprenticable trade 	Green: participation >20% Yellow: participation >10% Red: participation <10%	<table border="1"> <tr><td>2013</td><td>2014</td><td>2015</td><td>2016</td><td>2017</td><td>2018</td><td>2019</td><td>2020</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	2013	2014	2015	2016	2017	2018	2019	2020														
Strategic Objectives	Performance Measures	Performance Targets																															
Objective A Meets aspirational MWESB	<ol style="list-style-type: none"> Project objectives established Consultants - % of payments made to MWESB owned Contractors - % of payments made to MWESB owned 	Green: MWESB >18% Yellow: MWESB >10% Red: MWESB <10%																															
Objective B Satisfactory trade participation	<ol style="list-style-type: none"> Project objectives established >\$200k contracts Contractors % of labor hours/apprenticable trade 	Green: participation >20% Yellow: participation >10% Red: participation <10%																															
2013	2014	2015	2016	2017	2018	2019	2020																										
Objective C Meets student participation	<ol style="list-style-type: none"> Project objectives established >\$100k contracts Tier 1 - Group Activities EG: career fairs, guest speakers Tier 2 - 1-on-1 Short-Term Activities EG: job shadows, mock interviews Tier 3 - 1-on-1 Long-Term Activities EG: internships 	Per AD Green: students > 500 Yellow: students > 100 Red: students < 100 Green: students > 50 Yellow: students > 20 Red: students < 20 Green: students > 10 Yellow: students > 5 Red: students < 5																															
<table border="1"> <tr><td>2013</td><td>2014</td><td>2015</td><td>2016</td><td>2017</td><td>2018</td><td>2019</td><td>2020</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	2013	2014	2015	2016	2017	2018	2019	2020									<table border="1"> <tr><td>2013</td><td>2014</td><td>2015</td><td>2016</td><td>2017</td><td>2018</td><td>2019</td><td>2020</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	2013	2014	2015	2016	2017	2018	2019	2020								
2013	2014	2015	2016	2017	2018	2019	2020																										
2013	2014	2015	2016	2017	2018	2019	2020																										

<p>Narrative Comments:</p> <p>1. Total bond program budget has remained constant at approximately \$550 million.</p> <p>2. The IP2015 projects and Tubman are all finishing up with budget savings. IP2016 has received pricing exceeding current budget. The project team is reviewing options for reducing pricing and the possible need for additional funding.</p> <p>4. Faubion received three bids for the general contractor scope of work. The 3 bids were close in price (which is a good indicator of the quality of the construction documents). The low bid was over the budgeted amount but contingency within the project will be used to cover the cost. No additional funds are needed at this time to support Faubion.</p> <p>5. Franklin and Roosevelt are proceeding through construction. Project budgets are tight and the teams are keeping a close eye on them.</p>	<div style="display: flex; justify-content: space-between;"> <div data-bbox="373 924 462 1102"> <p>Color Key</p> <table border="1"> <tr><td style="background-color: green;">Good</td></tr> <tr><td style="background-color: yellow;">Concerns</td></tr> <tr><td style="background-color: red;">Difficulty</td></tr> </table> </div> <div data-bbox="341 514 470 903" style="background-color: green; text-align: center; padding: 5px;"> <p>Budget Perspective</p> </div> <div data-bbox="357 241 470 441"> <p>Strategic Obj.</p> <table border="1"> <tr><td>A</td><td style="background-color: green;"></td></tr> <tr><td>B</td><td style="background-color: green;"></td></tr> <tr><td>C</td><td style="background-color: green;"></td></tr> <tr><td>D</td><td style="background-color: green;"></td></tr> <tr><td>Average</td><td style="background-color: green;"></td></tr> </table> </div> <div data-bbox="357 241 470 315"> <p>Perform</p> <table border="1"> <tr><td style="background-color: green;"></td></tr> <tr><td style="background-color: green;"></td></tr> <tr><td style="background-color: green;"></td></tr> <tr><td style="background-color: green;"></td></tr> </table> </div> </div>	Good	Concerns	Difficulty	A		B		C		D		Average														
Good																											
Concerns																											
Difficulty																											
A																											
B																											
C																											
D																											
Average																											
<p>Strategic Objectives</p>	<p style="text-align: center;">2012 Bond Projects</p> <table border="1"> <tr><td>Improvements 2016</td><td style="background-color: green;"></td></tr> <tr><td>Roosevelt HS</td><td style="background-color: green;"></td></tr> <tr><td>Faubion K8</td><td style="background-color: green;"></td></tr> <tr><td>Improvements 2014</td><td style="background-color: green;"></td></tr> <tr><td>Franklin HS</td><td style="background-color: green;"></td></tr> <tr><td>Improvements 2015</td><td style="background-color: green;"></td></tr> <tr><td>Improvements 2015-SCI</td><td style="background-color: green;"></td></tr> <tr><td>Grant HS</td><td style="background-color: green;"></td></tr> <tr><td>Marshall Campus</td><td style="background-color: green;"></td></tr> <tr><td>Improvements 2015-Maple</td><td style="background-color: green;"></td></tr> <tr><td>Tubman</td><td style="background-color: green;"></td></tr> <tr><td>Program Contingency</td><td style="background-color: green;"></td></tr> <tr><td>Program Mgmt</td><td style="background-color: green;"></td></tr> </table>	Improvements 2016		Roosevelt HS		Faubion K8		Improvements 2014		Franklin HS		Improvements 2015		Improvements 2015-SCI		Grant HS		Marshall Campus		Improvements 2015-Maple		Tubman		Program Contingency		Program Mgmt	
Improvements 2016																											
Roosevelt HS																											
Faubion K8																											
Improvements 2014																											
Franklin HS																											
Improvements 2015																											
Improvements 2015-SCI																											
Grant HS																											
Marshall Campus																											
Improvements 2015-Maple																											
Tubman																											
Program Contingency																											
Program Mgmt																											
<p>Objective A Project Budget and Scope Aligned</p>	<table border="1"> <tr> <td>1 Initial Cost Estimate of Approved Scope</td> <td style="background-color: green;"></td> <td>≥ 10% Contingency Available</td> <td style="background-color: green;"></td> </tr> <tr> <td>2 Master Plan</td> <td style="background-color: green;"></td> <td>Within Budgeted Amount</td> <td style="background-color: green;"></td> </tr> </table>	1 Initial Cost Estimate of Approved Scope		≥ 10% Contingency Available		2 Master Plan		Within Budgeted Amount																			
1 Initial Cost Estimate of Approved Scope		≥ 10% Contingency Available																									
2 Master Plan		Within Budgeted Amount																									
<p>Objective B Planning & Design Costs within Budget</p>	<table border="1"> <tr> <td>3 Projected Total P & D Costs</td> <td style="background-color: green;"></td> <td>Within Budgeted Amount</td> <td style="background-color: green;"></td> </tr> </table>	3 Projected Total P & D Costs		Within Budgeted Amount																							
3 Projected Total P & D Costs		Within Budgeted Amount																									
<p>Objective C Construction Costs within Budget</p>	<table border="1"> <tr> <td>4 Construction Cost Award Price or GMP</td> <td style="background-color: green;"></td> <td>Within Budgeted Amount</td> <td style="background-color: green;"></td> </tr> <tr> <td>5 Construction Cost Current Estimate thru 50% complete</td> <td style="background-color: yellow;"></td> <td>>5% project level contingency</td> <td style="background-color: green;"></td> </tr> </table>	4 Construction Cost Award Price or GMP		Within Budgeted Amount		5 Construction Cost Current Estimate thru 50% complete		>5% project level contingency																			
4 Construction Cost Award Price or GMP		Within Budgeted Amount																									
5 Construction Cost Current Estimate thru 50% complete		>5% project level contingency																									
<p>Objective D Project within Budget</p>	<table border="1"> <tr> <td>6 Total Project Costs Within Budgeted Amount</td> <td style="background-color: green;"></td> <td>Within Budgeted Amount</td> <td style="background-color: green;"></td> </tr> </table>	6 Total Project Costs Within Budgeted Amount		Within Budgeted Amount																							
6 Total Project Costs Within Budgeted Amount		Within Budgeted Amount																									

Narrative Comments:
 1. Construction on both Roosevelt and Franklin High Schools remains on schedule for their planned openings.
 2. The elevator at Woodlawn is complete and turned over and the Ainsworth elevator is planned to be complete no later than April of this year.
 3. Summer 2016 project design activities continue and notices to proceed to contractors are expected in early May of 2016 for submittals and subsequent mobilization for the summer effort.
 4. Faubion has completed abatement of the school and the recently obtained adjacent houses. A general contractor has been selected and demolition has begun.
 5. Grant HS Master Planning continues toward completion in mid December. The re-compete for the design contract caused more than 4 weeks of delay reflected by the red assessment below. The design schedule has been adjusted for

Color Key

Green	Good
Yellow	Concerns
Red	Difficulty

Schedule Perspective

Perform	Strategic Obj.
A	
B	
C	
D	
Average	

2012 Bond Projects

Improvements 2016	Roosevelt HS	Faubion K8	Improvements 2014	Franklin HS	Improvements 2015	SCI	Grant HS	Marshall Campus	Maple	Tubman
-------------------	--------------	------------	-------------------	-------------	-------------------	-----	----------	-----------------	-------	--------

Strategic Objectives	Performance Measures	Performance Targets
Objective A Establish Schedule Target & Strategy	1 Occupancy Date Goal Established 2 Project Execution Strategy Developed 3 Overall Project Schedule Established	
Objective B Planning, Permitting & Design Phases on Schedule	4 Design Contract Award 5 Schematic Design Completed 6 Design Development Completed 7 Land Use Permit Approved 8 Construction Contract Documents 9 Building Permit Approved	Green = < 0 weeks impact on scheduled design completion date. Yellow = 0 - 4 weeks Red > 4 weeks
Objective C Construction on Schedule	10 Prime Contract Notice to Proceed 11 Construction Started 12 Substantial Completion Date	Green = < 0 weeks impact on scheduled construction completion date. Yellow = 0 - 4 weeks; Red > 4 weeks
Objective D Meet Occupancy / Completion Schedule Target	13 FF&E Ordered 14 FF&E Delivered and Installed 15 Projected Occupancy Date	Same as Objective C Green = < 0 weeks impact on scheduled date. Yellow = 0 - 4 weeks; Red > 4 weeks

BUSINESS AND OPERATIONS COMMITTEE

Priority	Metric	Measurement	How/When Presented to the Board	Staff Lead
Ensure a strong principal and vice principal/assistant principal in every building who is well matched to the school community.	Increase in satisfaction with administration team reflected in annual school climate survey (students, teachers, parents)	2016-17 Goal: 5% increase in “Agree” or “Strongly Agree” for identified questions	Climate survey results in 2017	Antonio Lopez
		Include questions regarding administration for students.		
	Leadership Changes	Report that indicates schools with changes in leadership (includes any mid-year changes)	Summer 2016	Antonio Lopez and Sean Murray
	Evaluation Completion	2015-16 Goal: Develop baseline data indicating on-time completion of administrator goal setting, mid-year check ins and finalized evaluations of school administration	Summer 2016	Antonio Lopez
	Review the principal hiring process	Discussed in Business and Operations Committee	Spring 2016	Sean Murray/ Antonio Lopez

RESOLUTION No. 5211

Adopting Board Member Expectations and Operating Protocols

RESOLUTION

The Board of Directors of Portland Public Schools approves and adopts the attached *Board Member Expectations and Operating Protocols*.

A. Whalen

MEMORANDUM

Date: February 5, 2016

To: Members of the Board of Education
Superintendent Carole Smith

From: Amanda Whalen, Chief of Staff
Rosanne Powell, Board Manager
Caren Huson-Quinones, Board Office

Subject: Board Operating Protocols

This memorandum provides an update on the Operating Protocols for the Portland Public Schools Board of Education based on discussions at the Board retreats in Fall of 2015.

Board Meeting Materials

- In order for Board members to be adequately prepared for staff presentations and to take action on an agenda item, the Board office will provide, by messenger service, meeting materials to all Board members on the Thursday or Friday prior to a Board meeting. This information will also be sent electronically.
- If a PowerPoint presentation will be given by staff during a Board meeting, it will be included in the Board packet as well, with the understanding that there may be changes at the final Board presentation. Copies of final PowerPoint presentations will be available at Board member seats at the meetings.
- For contracts listed in the Business Consent Agenda, staff will provide copies of these contracts. These will not be posted as part of the meeting materials.
- Board members will continue to work with staff to ask questions in advance of Board meetings. If staff is unable to answer a question that comes up during Board discussion, the Board office will note the question and provide follow up to the Board.
- For items heard at a Committee meeting, Committee members should ask the question during the Committee meeting where reasonable.

Public Comment Protocols

- Each person wishing to make public comment must contact the Board office directly providing both contact information and the topic they wish to speak on. The Board Office will no longer allow for slots to be "held" for others.
- Individuals wishing to sign up the day of the meeting can do so, if slots are available, up until public comment is complete.
- If a commenter is late to a meeting, the spot is forfeited, unless public comment is still occurring and the Chair requests that the name(s) be called again.
- Student testimony slots will now be a part of each Board meeting.
- The Board may ask clarifying questions of people making public comment, but will not engage in dialogue.
- If an individual making public comment uses that time to disparage staff, it is the responsibility of the Chair to interrupt and to let the commenter know the Board office will follow up with that concern on behalf of the Superintendent.
- There will continue to be six slots reserved for public comment and each action item and five slots for student testimony. If there are additional public comment slots requested beyond the six, it will be at the discretion of the Chair to decide whether or not additional slots will be added.

Meeting Protocols

- The agenda is co-developed by the Chair and the Superintendent and is distributed to the rest of the Board for feedback.
- Notes from agenda setting meetings are sent out to the entire Board by the Board office. Board agendas are made up of action and discussion items, with monthly reports from the Student Representative and Superintendent.
- The majority of items that require Board action are first reviewed in a Board Committee meeting, an executive session, or a Board meeting.
- The times allotted for each agenda item are estimates and are to be used as a guideline by the Chair in managing the meeting; however, there are not specific end times.
- During Board meetings, only presenters may address the Board and Superintendent from the table.

Committee Protocols

- The agendas for Committee meetings are co-developed by the Committee Chair and staff lead[s]. Committee meeting materials should be provided at least 48 hours in advance of the meeting. Committee meetings will be publicly noticed 48 hours ahead of time and agendas will be posted prior the meeting.
- Each Committee Chair will determine when to hear comments from the public during a committee meeting.
- Recommendations coming from a Committee are referenced in staff reports for discussion items and resolutions for action items before the full Board.
- All resolutions and action items will progress through the Committee structure and then a full Board vote. Exceptions to this would be at the discretion of the Chair of the Board.
- The Committee chair will review all minutes before they are sent to the rest of the Committee and posted on the Committee web page.
- All Committee meetings will be audio recorded for record keeping purposes and are available upon request.

Communication Protocols

- Board members should contact the Superintendent's Direct Reports with information requests.

Information Requests of Staff

1. When Board members have formal information requests of staff (but do not require any particular decision to be made), the Board member should feel free to communicate their request to any member of Direct Reports or through the Board Office Manager.
 2. If the request for information is of such a nature that it will take significant time to compile a response (i.e., more than two hours), the Board member should communicate his/her request to the Superintendent or designee for further direction. The Superintendent can then work with the Board member to determine the most efficient way to provide the information requested.
- The Board is committed to modeling respectful behavior and civil discourse for our students and our community.

RESOLUTION No. 5212

Minutes

The following minutes are offered for adoption:

February 3, 2016