



Staff Analysis and Report to the Board

Board Meeting/Work Session Date: May 14, 2019
Senior Lead: Claire Hertz, Deputy Superintendent - Business & Operations
Department Lead: Dan Jung, Chief Operating Officer
Staff Lead: Sara King, Director of Planning and Property Management

SUBJECT: Civic Use of Buildings (CUB) – Revisions to the Policy 3.30.010-P

I. BACKGROUND

In August 2016, PPS board adopted an updated Civic Use of Buildings (CUB) Policy 3.30.010-P. The Superintendent updated the related Administrative Directives 3.30.011-AD and 3.30.012-AD shortly thereafter. Before this update, the policy, administrative directive and fee schedule had not been revised in approximately ten years.

In February 2019, the Scott Elementary School PTA (Scott PTA) outlined to the Board the hardships and disadvantages of the required payment of custodial services for events and fundraisers held on weekends and/or days when custodial staff is otherwise not in the school building. The Scott PTA represented that the costs associated with custodian coverage significantly impacted the school's fundraising efforts and asked that the Board consider providing "custodial waivers" to Title I Schools annually to mitigate this impact.

The Board asked staff to study the impacts of such a request and to draft an amendment to the CUB Policy 3.30.010-P specifically outlining a fee waiver framework for such events at lower socio-economic status schools.

On March 14, 2019, staff presented proposed policy revisions to the Board's Policy Committee, where they were approved and referred to the full Board for a first reading.

On April 9, 2019, the Board considered the proposed policy revisions in a first reading. As per Board Policy, the revised policy was posted to the Portland Public Schools website for public comment for a period of 21 days. Two public comments in support of the revisions were received.

Attached is both clean and redlined copy of the approved policy revisions.

II. RELATED POLICIES/BEST PRACTICES

Providing a limited number of custodial fee waivers to PPS Title I schools, schools with a majority of historically underserved students, and schools identified for improvement as designated by the District will allow these specific schools to hold events outside school hours without the financial impact of custodial fees.

III. ANALYSIS OF SITUATION

NA

IV. FISCAL IMPACT

As an example, if six (6) hours of custodial coverage is provided without charge annually for thirty-two (32) schools the fiscal impact will be approximately \$10,000. The process for waiving custodial fees for Title I schools, schools with a majority of historically underserved students, and schools identified for improvement, will be outlined in an Administrative Directive.

V. COMMUNITY ENGAGEMENT (IF APPLICABLE)

On April 15, 2019, PPS Communications Department provided notice of the proposed Policy revisions to all PTAs and encouraged anyone who would like to offer comment to do so before 5 p.m. April 30. Communications also included the same information in Pulse, which goes to all PPS families and staff.

VI. TIMELINE FOR IMPLEMENTATION/EVALUATION

Staff aims to revise the Administration Directive 3.30.011-AD in May so that the limited custodial waivers can be issued for 2019/20 school year. Staff will notify the impacted schools of the process for redeeming waived fees once the administrative directive has been revised.


VII. BOARD OPTIONS WITH ANALYSIS

NA.

VIII. STAFF RECOMMENDATION

Staff recommends the proposed revisions to Civic Use of Buildings (CUB) Policy P3.30.010-P be approved by the Board.

IX. I have reviewed this staff report and concur with the recommendation to the Board.



Guadalupe Guerrero
Superintendent

5/10/19

Date

Portland Public Schools

ATTACHMENTS

(List all supporting documentation, including resolution, etc.)

- A. Proposed Policy 3.30.010-P (Redlined)
- B. Proposed Policy 3.30.010-P (Clean Copies)

PPS District Priorities FY 2018-19

1. *Set a clear Vision and Strategic Plan*
 2. *Create equitable opportunities and outcomes for all students*
 3. *Build management and accountability systems and structures*
 4. *Allocate budget, funding and resources focused on improving outcomes for students*
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Board Policy

3.30.010-P

Community Use of School Buildings and Facilities

Portland Public Schools believes that the primary use of its buildings and facilities should be for the support of the District's mission and its commitment to academic excellence and personal success for all its students.

The District encourages the development of robust out-of-school-time programs for youth education, the mission of its schools, and the use of its buildings and facilities by these programs. Such out-of-school-time programs may be offered as a school program or by other organizations and community partners.

The public is welcome to use the District's buildings and facilities for short term use or rental if such use does not conflict with District or school use. The public shall be expected to reimburse the District for such use to ensure that funds intended for education are not used for other purposes and that the District receives fair value for the use of its buildings and facilities.

Authorization for use of District buildings and facilities shall not be considered as endorsement of or approval of the activity or organization or for the purposes it represents.

The Board directs the Superintendent to implement administrative directives that implement this policy through the Office of the Civic Use of Buildings (CUB), including procedures for reserving space in accordance with priority among users, rental rates, supervisory requirements, insurance, nondiscrimination, safety and security and other requirements as may be needed. Through administrative directive, the Superintendent shall create a custodial fee waiver process for organizations directly affiliated with a PPS Title I school, schools with a majority of historically underserved students, and schools identified for improvement as designated by the District (e.g., PTA, PTO, or Booster Clubs) that shall allow the District to grant a limited number of custodial waivers for community events as more fully defined in the administrative directive.

The Board further directs the Superintendent to provide information to the public regarding the CUB process in a manner that is equitable, accessible, and user-friendly.

Legal References: ORS 332.172

History: Adpt. 9/24/73; Amd. 8/12/74; Amd 7/1/75; Amd 7/1/76; Amd, 7/1/77; Amd 6/26/78; Amd.8/28/79; Amd 4/12/82; Amd. 4/14/88; Amd 8/12/02, BA 2384; New Policy 8/2016; Amd. 3/2019



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