

**School District No. 1J, Multnomah County, Oregon
Board Committee Meeting on October 16, 2018**

INFORMAL MINUTES

A meeting of the Board's Policy and Governance Committee meeting came to order at 2:07 pm at the call of Chair Brim-Edwards in the Willamette Conference Room at the Blanchard Education Service Center, 501 N. Dixon Street, Portland, Oregon, 97227.

There were present:

Board

Julia Brim-Edwards-Chair
Amy Kohstamm
Rita Moore
Mike Rosen

Staff

Joe Crelmer-Director, Risk Assessment
Guadalupe Guerrero-Superintendent
Claire Hertz-Deputy Superintendent, Business and Operations
Mary Kane-Senior Legal Counsel
Sara King-Director, Facilities and Asset Management
Liz Large-Interim General Counsel
Rosanne Powell-Senior Board Manager
Stephanie Soden-Chief of Staff

COMMITTEE STRUCTURE

Director Brim-Edwards provided an overview of the format for committee meetings. Now that the committee meetings are set for the year, they will be able to build out a work plan based on that calendar. Liz Large shared the proposed process for updating Board policies both internally and with assistance of the Oregon School Boards Association policy re-write service.

PROPOSED POLICY RESCISSIONS

There has been no public comment received on any of the proposed policy rescissions. The committee agreed to move them forward for a second reading at the November 13th Board meeting.

DRAFT AMENDED PRESERVATION, MAINTENANCE, AND DISPOSITION OF REAL PROPERTY
POLICY: 8.70.040-P AND RESCISSION OF 8.70.041-P

There was discussion about a potential amendment to the proposed policy using language that is currently in the real estate transaction policy that is being rescinded. Sara King gave an overview of what types of contracts PPS has for building space and shared that smaller contracts do not go to the Board for approval and have a provision to be terminated in 30 days. Master leases for entire buildings and cell towers do not have that same provision. Staff is proposing to continue this same practice. Director Rosen stated he supported adding that language, as did Director Moore who said she still had concerns that building space is being leased without the understanding of larger implications. She would like a report of building leases to include who is in them, what they use them for and how long they have been in the building. She wants decisions about leasing building space to be in coordination with other departments like Enrollment and Transfer and Curriculum. Sara King said that some Intergovernmental Agreements (IGAs) include space agreements in them that does not go through a lease with facilities, so they do not always know about them. Chair Brim-Edwards said she worried that program managers can make those types of agreements. Claire Hertz agreed that improvement is needed in that area. Chair Brim-Edwards would like to see that any lease above a threshold of \$100,000 require Board approval. Director

Kohnstamm thinks it should be consistent with Board authority of \$150,000. Sara King stated that instead it could be required that appropriate executive support be obtained before leasing space in buildings and that it should not be a principal's decision. Director Rosen agreed with Chair Brim-Edwards. Director Moore thought she would like to see a regular report of leases and that a committee is formed with facilities and other departments to examine these. Claire Hertz shared there is a space committee already and they would be happy to share information about that as well as a report of District leases. Chair Brim-Edwards would like to put into policy a sentence that would require the Superintendent to notify the Board of impending space usage. There was discussion on what that could mean. There was agreement that a quarterly report of Superintendent delegated authority leases would go to the Board. Director Moore would like to see an update to the Board on the Enrollment report as well as a facilities report.

The committee then discussion language in the proposed policy on the sale of real property. Director Moore would like to see analysis of the long term implications of selling any property and wondered if the District should do a market analysis for each surplus property. The Superintendent asked what that would mean, and Rita thought that really there was not much unused property left in the District. There was discussion on considering the language in the policy that allows for notification to the city and county of sale of real property and offering a first right of refusal. The committee decided that it was not in support of that and agreed to move forward with a second reading on November 13th.

STUDENT-ADULT BOUNDARIES DRAFT POLICY

There has been quite a bit of stakeholder engagement and to date, only one public comment. Director Moore said that PAT would be submitting comment. There was public comment by Jason Trombley about the need for the policy to take volunteers into account and would like see the students be exposed to the policy. There should be guidance to volunteers on how to report concerns. The committee thought the word "adult" should replace "staff".

OTHER BUSINESS

Joe Crelie gave an update to the committee on the proposed revisions to the Off-Campus Activities Policy including the goal of no longer requiring Board approval for out of state field trips. Director Moore would like the committee to look at the current policy of allowing students to be "grandfathered" into an attendance area after a boundary change. This practice makes it hard for the change to have impact. Director Kohnstamm asked that a new term be used given the historical context of how the phrase "grandfathering" came about. She also would like the committee to discuss the recommended revisions to the Board governance policies that were done by Harrang Long, and thinks they should be included in the committee work plan.

Chair Brim-Edwards adjourned the meeting at 4:04 pm.

Submitted by:

Rosanne Powell, Board Manager
PPS Board of Education