

**Portland Public Schools District 1J, Multnomah County, Oregon
Board of Education's
Policy and Governance Special Committee**

**April 16, 2018
Informal Minutes**

The meeting of the Board's Policy and Governance Special Committee convened on the above date at 6:40pm at the call of Chair Julia Brim-Edwards in the Mazama Conference Room of the Blanchard Education Service Center, 501 N. Dixon St., Portland, OR 97227.

There were present:

Board Committee Members

Julia Brim-Edwards-Chair
Rita Moore
Mike Rosen

Staff

Liz Large, Interim General Counsel
Mary Kane, Senior Legal Counsel
Stephanie Soden, Chief of Staff
Stephanie Cameron, Senior Director of Communications
Kylie Rogers, Chief Human Resources Officer

Complaint Policy

The Committee reviewed the revised Complaint Policy which had new language incorporated into it.

Director Moore stated that she would like an Administrative Directive with free-standing procedures included in it. Ms. Large responded that an Administrative Directive would be created, but there was not much left to put in it as the Complaint Policy itself is very thorough. Chair Brim-Edwards commended that the Administrative Directive needed to be clear on all items out of scope of the policy. Chair Brim-Edwards indicated that she would provide a clean copy of the final Complaint Policy and email it to Directors Moore and Rosen for final approval. The Complaint Policy would have a Board First Reading at their April 24, 2018 meeting.

The Committee reviewed five public comments which offered additions to the Complaint Policy. The Committee agreed that one comment should be incorporated: "complaints must be filed with the District's complaint coordinator or the Superintendent". Ms. Large stated that the change was not substantive and the policy would not require an additional First Reading.

Conflict of Interest - Nepotism Policy

The Committee reviewed the draft Conflict of Interest – Nepotism Policy. Ms. Large and Ms. Rogers indicated that they would draft language for the Policy regarding who would be responsible in informing the Chief Human Resources Officer of employment of a related individual. Language would also be added to the policy that the Conflict of Interest document would be maintained in the Human Resources Department and that the immediate supervisor will complete the report. In addition, the records would be reviewed annually. Language would be added that in regards to nepotism, Board members are required to disclose conflicts as required by law. Chair Brim-Edwards recommended that language from ORS 244.120 also be added to the policy. Director Moore suggested that 5.e. should have language added

that a report is necessary if a Board Member has a relative working for the District and that it is to be reported to Human Resources.

Chair Brim-Edwards adjourned the meeting at 8:10pm.

Submitted by:

Caren Huson Quiniones, Board Clerk