

### Committee Members

Rita Moore - Chair  
Julia Brim-Edwards  
Eilidh Lowery

### Staff and Other Attendees

Kara Bradshaw - Executive Assistant, Board of Education  
Judy Brennan - Director of Enrollment and Transfer  
Guadalupe Guerrero - Superintendent  
Janise Hansen - Internal Auditor  
Claire Hertz - Deputy Superintendent of Business and Operations  
Mary Kane - Legal Council  
Amy Kohnstamm - Board Director  
Liz Large - Interim General Council  
Cynthia Le - Chief Financial Officer  
Rachel Lent - Paralegal  
Rosanne Powell - Senior Board Manager  
Stephanie Soden-Back - Chief of Staff

### District Funds for Purchase of Gifts, Meals, and Refreshments

Director Brim-Edwards shared that the Secretary of State Audit mentions the Meals policy and the PCard policy as one policy, however Portland Public Schools has two separate policies. Cynthia Le explained that the district has already updated their purchasing and contracting policies, following the states policy as their guidelines. The committee discussed whether the policy should specifically mention each of the points made in the Secretary of State Audit, or if it can be broader, since the district has a purchasing and contracting policy which is implemented and binding, and an Administrative Directive which will be completed soon. Superintendent Guerrero noted that the PCard guidelines address all of the suggestions made in the audit. Cynthia Le noted that they are focusing on principals and staff knowing who to call if they have questions and or are unsure about anything in the policy.

There was a discussion regarding how to note that the policy is not applicable to funds not generated by the district, for example that the Parent Teacher Association (PTA) can use funds held in their own account to purchase lunch for staff, or a neighborhood coffee shop can provide coffee for staff at no cost to the district. It was decided to add "district funds generally should not be used" and add language regarding purchases not made with district funds.

Exceptions to the policy regarding the purchase of gift cards were discussed. There was a question regarding tracking the purchased of gift cards under the exception. Cynthia Le noted that yes they are tracked, and that there are very few cases. She noted that she has been working with local stores, such as Fred Meyers, to make sure that only certain items that could not be purchased (such as alcohol). It was asked what in what scenario would be where district funds would be used for a gift or gift card for a community member, and it was noted that one would be to offer as incentive to join a focus group.

The group discussed employee retreats under the policy. It was asked if there were guidelines regarding retreats and it was noted that there are guidelines regarding retreats. It was noted that the district guidelines state that meals cannot be purchased for 10 or less employees, with no exceptions, and that students are not included in that guideline.

The definition of Refreshments was discussed. It was noted that a definition of what is meant by refreshments which matches the definition in the district guidance will be added to the policy. There was a request for clarification regarding “money ... from parent organization” specifying that it refers to the funds from the parent organizations that are held in student body funds, not money they hold in their own accounts.

#### Search and Seizure Policy

Mary Kane provided a brief overview of the status of the Draft Search and Seizure Policy. She noted that Maxine Latterell and Dani Ledezma are working to finalize proposed policy updates will submitted. It should be brought to the next policy committee meeting with a summary of engagement.

#### Enrollment Related Policies

Claire Hertz reviewed the timeline for the two board parts of the equitable programs and enrollment balancing, which are the policy committee timeline and the Board Charge Timeline. Ms. Hertz shared that the larger work plan includes a review of the educational options program, Board policy work, the Policy Committee process, community engagement, and project planning. Future meetings will have detailed work plans for each of the categories that are represented at a high level on the current plan. The initial data report will be brought to the full board at the work session scheduled for February 4, 2020, which will include High school and co-location data.

#### Student Conduct and Discipline

Rosanne Powell updated on the Student Conduct and Discipline Policy, noting that there is a community engagement meeting to be held with Latino Network for further feedback.

#### Public Comment

Jessica Colby: More transparency is needed in the transfer process so that parents don't feel frustrated with the results.

Committee Chair Rita Moore Adjourned the meeting at 5:46 pm.

Submitted by:

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Kara Bradshaw, Executive Assistant  
PPS Board of Education