

Policy Committee Meeting
Wednesday, September 8, 2021 4:00 PM

Dr. Matthew Prophet Education Center -
Windows Cafeteria / Conference Room (Floor
2)
501 N. Dixon St.
Portland, OR 97227

Agenda

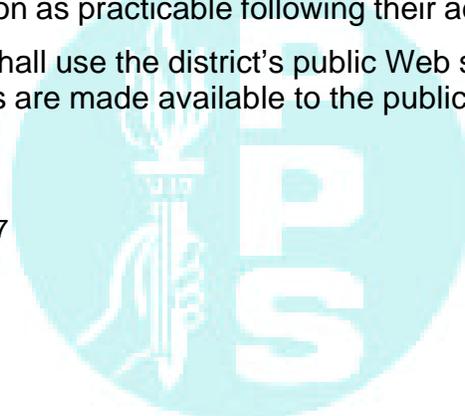
1. 4:00 pm - Introductions (5 minutes)
2. 4:05 pm - Introduction to the Policy Committee, Overview of the Policy/ADs on Policy Development; organizing our work; work plan framework; status of Oregon School Board Association (OSBA) alignment (40 minutes)
3. 4:50 pm - Committee Discussion: Vacation Policy/Holidays revisions (25 minutes)
 - a. 5.60.031-P Vacation Eligibility
 - b. 5.70.052-P Work Year-Vacations
 - c. 5.50.064-P Religious Holidays – Teachers
 - d. Current practice
4. 5:15 pm - Draft Climate Policy: Community engagement and First Reading timeline (10 min) *Possible Action Item - Public Comment Accepted*
5. 5:25 pm - Proposed Rescissions/Process for Committee Action (20 min) *Action Item - Public Comment Accepted*
 - a. 5.50.073-P Health and Welfare Trust Fund
 - b. 5.60.040-P Administrator Consultations
 - c. 5.70.054-P Compensation - Miscellaneous
 - d. 5.70.060-P Personnel File
6. 5:45 pm - Public Comment (10 minutes) *5 Two-Minute slots*
**To sign-up for public comment*
email PublicComment@pps.net
or call Kara Bradshaw at 503-916-3906.
7. 5:55 pm - Adjourn

1.70.020-P Policies and Administrative Directives

- (1) It is the responsibility of the Portland Public School Board (Board) to develop, evaluate and adopt policies for the governance of the district.
- (2) It is the responsibility of the superintendent to initiate and direct the development of administrative directives, which implement board-adopted policy.
- (3) The superintendent shall develop and maintain administrative directives that ensure an open, participatory and consistent process for the adoption and use of policies and administrative directives.
- (4) Policies and administrative directives are intended both as tools for district management and as sources of information for students, parents, staff and other community members about how the district operates.
- (5) The superintendent shall ensure that policies and administrative directives are available on the Portland Public School Web site and in manuals kept in each school, as soon as practicable following their adoption.
- (6) The superintendent shall use the district's public Web site to ensure draft and proposed policies are made available to the public for review and comment.

Legal References: ORS 332.107

History: ad 6/71; am 12/83;



5.50.064-P Religious Holidays – Teachers

Teachers who are members of a religious faith may be absent without loss of pay on days specified by that faith as religious holidays, which require participation during the school day in religious observances.

Legal References: ORS 332.107; ORS 659.020

History: Adpt. 6/71



5.60.031-P Vacation Eligibility and Scheduling

I. Vacation Eligibility and Accrual Rate

- (1) Administrative employees in grades 20-24, as designated by the district, shall receive an annual vacation with pay of 22 days accrued at a rate of 14.7 hours a month.
- (2) Administrative employees in grades 19 and below, as designated by the district, shall receive an annual vacation with pay as specified below:

<u>Completed Years of Employment</u>	<u>Days of vacation/rate of accrual</u>
1-4 years:	10 days / 6.7 hours per month
5 years:	11 days / 7.4 hours per month
6 years:	12 days / 8.0 hours per month
7 years:	13 days / 8.7 hours per month
8 years:	14 days / 9.4 hours per month
9 years:	15 days / 10.0 hours per month
10 years:	16 days / 10.7 hours per month
11 years:	17 days / 11.4 hours per month
12 years:	18 days / 12.0 hours per month
13 years:	19 days / 12.7 hours per month
14 years:	20 days / 13.4 hours per month
15 years:	21 days / 14.0 hours per month
16 years:	22 days (maximum) / 14.7 hours per month

II. Vacation Scheduling

- (1) It is recommended that a vacation plan for all 12-month administrative personnel be developed cooperatively with employees and their supervisors annually.
- (2) The number of days accumulated at the end of each calendar year shall be taken by December 31 of the following calendar year.

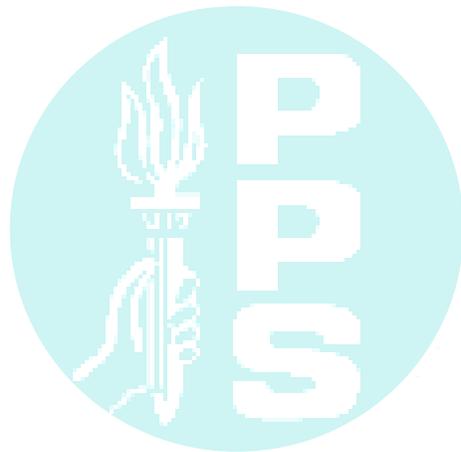
III. Exceptions

- (1) Exceptions to this policy may be made in individual circumstances and shall be approved by the employee's supervisor and the superintendent or designee.

Legal references: ORS 332.107; ORS 332.505

5.60.031-P Vacation Eligibility and Scheduling

History: Adpt. 6/71; Amd, 5/02; Rev. 6/24/02



5.70.052-P Work Year - Vacations

(1) Vacations — General.

- (a) Twelve-month employees not otherwise designated shall be entitled to receive vacations with pay on the following basis:

Monthly Accrual Factor (Hours)

1-5 years:	2 weeks vacation (6.7)
6 years:	2 weeks vacation plus 1 day (7.4)
7 years:	2 weeks vacation plus 2 days (8.0)
8 years:	2 weeks vacation plus 3 days (8.7)
9 years:	2 weeks vacation plus 4 days (9.4)
10 years:	3 weeks vacation (10.0)
11 years:	3 weeks vacation plus 1 day (10.7)
12 years:	3 weeks vacation plus 2 days (11.4)
13 years:	3 weeks vacation plus 3 days (12.0)
14 years:	3 weeks vacation plus 4 days (12.7)
15 years:	4 weeks vacation (maximum) (13.4)
Designated employees.	1 month (14.7)

- (b) Employees who begin service with the district after July 1 of any year shall receive vacation according to the following formula: 5/6 workday for each whole month between the time of employment and the end of the fiscal year.
- (c) Employees who occupy a 210 day work year position and transfer to a 12-month position may count the time employed in the 210-day position for vacation allowances. The basis for vacation credit will be the total number of days worked in the 210-day position divided by a 22-day calendar month. This will be accredited to the total accumulated vacation time, as outlined above.
- (d) Vacations must be used during the fiscal year; i.e., July 1 to the following June 30. They do not accrue.

5.70.052-P Work Year - Vacations

- (2) **No Vacations Allowed**. Unless otherwise provided in these rules and regulations or as may be specifically authorized by the Board, vacations with pay shall not be granted to employees whose employment is on less than a 12-month basis or to classified personnel (daily or hourly).

Legal References: ORS 332.107; ORS 332.505

History: Adpt. 6/71



Vacation Eligibility and Accrual Rates

260-Day

Senior Leaders, Licensed Administrators, and Confidential, Professional and Management Employees

I. Vacation Eligibility and Accrual Rate

- (1) EXEMPT employees, as designated by their classification, shall receive annual vacation with pay of 22 days accrued at a rate of 14.7 hours a month.
- (2) NON-EXEMPT employees, as designated by their classification, shall receive annual vacation with pay as specified below, which is based on years of service.

Non-Exempt Confidential Professional and Management Employee Vacation Accrual Schedule		
Years of service completed	Days of Vacation	Rate of accrual per month
Less than 1 year	10 days	6.7 hours
1 year to less than 5 years	15 days	10 hours
5 years to less than 6 years	20 days	13.4 hours
6 years to less than 7 years	21 days	14 hours
7 years and greater	22 days	14.7 hours

II. Vacation Scheduling & Carryover

- (1) It is recommended that a vacation plan for all 12-month staff be developed cooperatively with employees and their supervisors annually.
- (2) Effective June 30, 2016, the number of days carried over at the end of each fiscal year, June 30th, shall not exceed two years' accrual allowance. Any vacation in excess of the maximum accrual will not carry over and will no longer be available for use.

III. Exceptions

- (1) There will be no exceptions.

NOTE: These vacation eligibility and accrual rates only apply to employees on the Senior Leader, Licensed Administrator, and Confidential Professional and Management Employee Salary Schedules that follow a 260 day schedule. Employees on these salary schedules who do not follow a 260 day work year schedule do not accrue vacation.

District salary schedules can be viewed here: <http://www.pps.net/Page/1195>

In response to the human-caused climate crisis currently underway and the direct harm being done to our District, society, and planet, Portland Public Schools (PPS) is committing to immediately mobilize resources for climate action. To this end, the District commits to reducing greenhouse gas (GHG) emissions and minimizing other negative environmental impacts; improving our school communities' health and wellness; and building a culture of learning, responsibility, and sustainability centered on our values of racial equity and climate justice.

Climate change will disproportionately impact the vulnerable members of our community. Implementation of this policy will prioritize serving people with disabilities, communities of color, and other vulnerable populations.

The District aims to educate and empower students as leaders in the just transition to a sustainable city and restorative society. Our goal is for all students to be environmentally literate and to understand the connections between their daily actions and the natural world by using community-based learning and civic action as a context for meeting academic goals described in the Graduate Portrait.

The District shall prioritize efforts that have the largest environmental return on investment for immediate action, while integrating climate action into our curriculum and developing a culture of environmental stewardship and climate justice throughout our organization. Other efforts which have a lower impact and require major changes in infrastructure can be implemented over the longer term.

Our two overarching objectives are:

Emissions Reduction: PPS will reduce its greenhouse gas emissions by 50 percent by 2030, using the 2018-2019 school year baseline, and reach net zero emissions by 2050.

For the sake of emissions tracking, PPS will use a Scope 2 analysis, which includes all emissions associated with the following: district-operated buses and fleet vehicles, and building energy use from both natural gas and electricity. In addition to Scope 2, PPS will also track emissions associated with waste disposal (food waste, recycling, and landfill-bound garbage), which is defined as part of a Scope 3 analysis.

Engagement, Resilience, and Wellness: The district will take steps to prepare schools for the effects of climate change; PPS will ensure staff and students learn about and engage in climate solutions, climate resiliency, and climate justice practices.

We will align our work with the U.S. Department of Education's Green Ribbon School Pillars. In accordance with those pillars, PPS is adopting the following goals.

Pillar 1: Reduce Environmental Impact and Costs

Goal 1.1: PPS will design, construct, and operate new low-carbon, high performance schools and renovations that are energy-efficient, resilient, and adaptable. The District will:

1. Use appropriate industry standards (e.g. LEED Gold, Net-Zero ready, Oregon's Energy Ready Commercial Code) when designing new and modernized buildings.
2. Prohibit the installation of fossil fuel infrastructure (gas-fired equipment) in all new buildings.

3. Phase out fossil fuel infrastructure (gas-fired equipment) in all existing buildings by 2050.
4. Increase energy efficiency and minimize the indirect use of fossil fuels.
5. Limit the amount of refrigerants used. Manage existing refrigerants with best available technology.
6. Transition to building materials produced with less carbon and are more sustainable (e.g. green concrete).
7. Design, renovate, and construct new facilities to maximize resiliency to heat, smoke, flooding, and storms to protect district assets and provide community respite during climate related emergencies.
8. Include infrastructure to support sustainable practices in school nutrition programs.

Goal 1.2: PPS will maximize reductions in GHG emissions from district operations, maintenance, and facilities management. The District will:

1. Maximize efficiency in fuel, electricity, and water use.
2. Establish standardized systems for waste prevention practices, including reuse, recycling, and food waste reduction at all campuses.
3. Minimize disposable materials and fully utilize all materials before disposal.

Goal 1.3: PPS will maximize the carbon-absorbing potential of grounds and increase the ability of grounds to adapt to climate extremes. The District will:

1. Increase shade trees, green spaces, and de-pave projects, with highest priority in low-canopy neighborhoods.
2. Maximize onsite stormwater management techniques such as installing bioswales, rain gardens, and de-paving projects, in preparation for intense rain and potential flooding.
3. Establish maintenance plans to care for school grounds, including through community partnerships and student stewardship programs.
4. Utilize risk maps of district-owned sites and populations most vulnerable to climate impacts and plan accessible grounds improvements accordingly.
5. Phase out gas powered equipment used for grounds maintenance.
6. Phase out the use of pesticides and herbicides where feasible.

Goal 1.4: PPS will minimize greenhouse gas emissions from student and staff transportation. The District will:

1. Establish incentives for staff to walk, bike, bus or telecommute, in order to reduce single-occupant car commuting.
2. Offer free TriMet Youth Passes to all high school students.
3. Transition PPS and contracted vehicle fleet to electric or low emissions, renewable fuels, based on a vehicle life-cycle evaluation of carbon impact. Work with the state and federal government to defray costs of shifting towards electric vehicles.
4. Evaluate bus routes annually to improve route efficiencies and capacities.
5. Enforce the “no idling” policy to lessen emissions for fleet vehicles and student transportation. Establish an awareness campaign for school communities to minimize idling.

Goal 1.5: PPS will reduce the demand for new materials and resources, and procure materials, products, and services in a manner that integrates climate considerations, fiscal responsibility, and equity priorities. The District will:

1. Use best practices related to environmentally preferable purchasing to make product recommendations to staff and make centralized purchasing decisions.
2. Reduce paper copying by transitioning to increased electronic communication.
3. Where feasible, divest banking investments from fossil fuel industries.

Pillar 2: Improve Health and Wellness

Goal 2.1: PPS will address climate-based impacts on health, safety, and wellness. The District will:

1. Include climate change impacts, such as flooding, landslides, and wildfires, as risks in district asset assessment and management.
2. In consultation with labor organizations, implement health and safety standards to ensure a climate-safe work environment (i.e. protected from heat, smoke, and pollution).
3. Work with partners to promote safe routes to schools and invest in walk and bike infrastructure on school property.

4. Where possible, prioritize foods that are local, organic, seasonal, plant-based, minimally processed and/or minimally packaged, while meeting requirements of the USDA Child Nutrition Programs. Work with USDA to advocate for nutrition programs to be sourced from regenerative agriculture practices.

Goal 2.2: PPS will empower frontline communities to build resiliency from climate change induced stresses and support preparation for and recover from these events. The District will:

1. Identify and monitor climate trends and impacts on district families, especially groups vulnerable to impacts of extreme heat and poor air quality. Coordinate with partner agencies to deliver relief resources.
2. Coordinate with the County Office of Emergency Management to develop and distribute accessible and culturally appropriate communications to help families understand, prepare for, and respond to climate impacts such as heatwaves, smoke, heavy rain, landslides, wildfires, and flooding.
3. Incorporate climate justice priorities and climate resiliency design to inform long-term facility planning. Plans should prioritize serving people with disabilities, communities of color, and vulnerable populations.
4. Host climate related emergency preparedness events for students, staff, teachers, and families.

Pillar 3: Provide Effective Environmental and Sustainability Education

Goal 3.1: PPS will empower all PPS staff as allies for a healthy climate. The District will:

1. Provide learning opportunities for all staff on key aspects of climate science/climate justice, and the mobilization needed to respond.
2. Provide annual training to custodians, kitchen staff, principals, and all school staff related to climate impacts and solutions relevant to their jobs, and integrate sustainable practices into each position.
3. Establish a program to have a sustainability liaison in every school.
4. Review and remediate inadequate capacity and compensation for staff taking on extra responsibility for climate crisis response efforts.
5. Increase capacity of school and district staff to respond to climate-related crises to safeguard lives, health, facilities assets, and environment.

Goal 3.2: With guidance from Black, Indigenous, and other People of Color (BIPOC) students and communities, PPS will develop curricular learning opportunities, so PPS graduates know the causes and consequences of climate change, understand climate justice, and have opportunities to practice climate solutions. The District will:

1. Develop and deliver content to help students understand, prepare for and respond to climate change impacts, with priority special support and resources available to schools serving the most vulnerable populations.
2. Utilize an integrative approach to teaching that recognizes the emotional impact of climate change on individuals and teaches emotional resilience.
3. Offer climate justice learning opportunities that are culturally relevant and solutions focused.
4. Increase workforce training in living-wage green jobs, prioritizing opportunities for students from frontline communities.
5. Support partner organizations that provide hands-on, place-based, experiential climate education for students.

Goal 3.4: PPS staff will collaborate with students to create opportunities to engage youth in hands-on climate learning, preparation, and practice on a regular basis at all PPS schools. The District will:

1. Support development of youth leadership and engagement opportunities around climate solutions.
2. Co-create meaningful opportunities with BIPOC students to shape the development and implementation of climate related programs.
3. Support student-led climate justice, climate action, and climate resiliency initiatives.
4. Treat the grounds and garden of each school as a learning space and involve students in nature-based grounds improvements and design.
5. Support student and staff participation in non-partisan advocacy to local, state, and federal jurisdictions for climate policies.
6. Support youth leaders in their ongoing and critical role in ensuring student engagement becomes a standard practice in District programs.

5.50.073-P Health And Welfare Trust Fund

See Provisions in the Professional Agreement

History:



5.60.040-P Administrator Consultations

- (1) Unless determined otherwise in subsequent elections conducted according to Board adopted procedure, and ORS 342.460(4), the administrators of this district included in that statute shall be represented individually in conferring, consulting and discussing with the Board of Directors, or a committee thereof, matters of salary and related economic policies affecting their services.
- (2) Outside the scope of the statute, however, and in order to facilitate this arrangement, the Board or its representative(s) shall meet with a representative group of administrators for discussions on salaries and related economic benefits.

Legal References: ORS 332.107; ORS 332.505

History: Adpt. 6/71



5.70.054-P Compensation - Miscellaneous

- (1) All administrative-clerical and school-secretarial personnel on a monthly or annual salary shall, upon initial employment only, receive an increment if employed prior to March 1 of their established working year.
- (2) The annual salary increment for regularly employed classified personnel shall be granted on July 1 of each year.
- (3) Any employee who is at the maximum of his/her salary schedule, if his/her salary schedule is increased or if he/she is transferred to a higher salary schedule, shall receive his/her earned increment at the time the transfer to a higher schedule becomes effective following the date that normal increments are granted.
- (4) An employee must be regularly employed 50 percent of the established work year to be eligible for an increment the following year. Regularly granted sick leave shall be counted as days worked.

Legal References: ORS 332.107; ORS 332.505

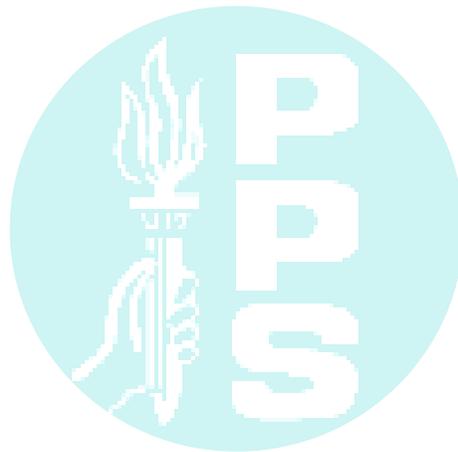
History: Adpt. 6/71; Amd. 11/72



5.70.060-P Personnel File

See provisions in Negotiated Agreement.

History:



5.50.064-P Religious Holidays – Teachers

Teachers who are members of a religious faith may be absent without loss of pay on days specified by that faith as religious holidays, which require participation during the school day in religious observances.

Legal References: ORS 332.107; ORS 659.020

History: Adpt. 6/71



5.60.031-P Vacation Eligibility and Scheduling

I. Vacation Eligibility and Accrual Rate

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- (2) Administrative employees in grades 19 and below, as designated by the district, shall receive an annual vacation with pay as specified below:

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II. Vacation Scheduling

- (1) It is recommended that a vacation plan for all 12-month administrative personnel be developed cooperatively with employees and their supervisors annually.
- (2) The number of days accumulated at the end of each calendar year shall be taken by December 31 of the following calendar year.

III. Exceptions

- (1) Exceptions to this policy may be made in individual circumstances and shall be approved by the employee's supervisor and the superintendent or designee.

Legal references: ORS 332.107; ORS 332.505

5.60.031-P Vacation Eligibility and Scheduling

History: Adpt. 6/71; Amd, 5/02; Rev. 6/24/02



5.70.052-P Work Year - Vacations

(1) Vacations — General.

- (a) Twelve-month employees not otherwise designated shall be entitled to receive vacations with pay on the following basis:

Monthly Accrual Factor (Hours)

1-5 years:	2 weeks vacation (6.7)
6 years:	2 weeks vacation plus 1 day (7.4)
7 years:	2 weeks vacation plus 2 days (8.0)
8 years:	2 weeks vacation plus 3 days (8.7)
9 years:	2 weeks vacation plus 4 days (9.4)
10 years:	3 weeks vacation (10.0)
11 years:	3 weeks vacation plus 1 day (10.7)
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14 years:	3 weeks vacation plus 4 days (12.7)
15 years:	4 weeks vacation (maximum) (13.4)
Designated employees.	1 month (14.7)

- (b) Employees who begin service with the district after July 1 of any year shall receive vacation according to the following formula: 5/6 workday for each whole month between the time of employment and the end of the fiscal year.
- (c) Employees who occupy a 210 day work year position and transfer to a 12-month position may count the time employed in the 210-day position for vacation allowances. The basis for vacation credit will be the total number of days worked in the 210-day position divided by a 22-day calendar month. This will be accredited to the total accumulated vacation time, as outlined above.
- (d) Vacations must be used during the fiscal year; i.e., July 1 to the following June 30. They do not accrue.

5.70.052-P Work Year - Vacations

- (2) **No Vacations Allowed**. Unless otherwise provided in these rules and regulations or as may be specifically authorized by the Board, vacations with pay shall not be granted to employees whose employment is on less than a 12-month basis or to classified personnel (daily or hourly).

Legal References: ORS 332.107; ORS 332.505

History: Adpt. 6/71



For the September 8, 2021 policy committee meeting

Vacation Policy/Holiday revisions

5.50.064-P	Religious Holidays-Teachers	Adopted 6/71	Staff recommends rescission. Religious leaves for teachers is governed by CBA
5.60.031-P	Vacation Eligibility and Scheduling	Adopted 6/71 revised 6/02	Staff recommends rescission.
5.70.052-P	Work Year-Vacations	Adopted 6/71	OSBA recommends rescission and staff recommends rescission. This policy does not comport with current practice. Consider incorporating vacation language into Terms of Employment policy.

Proposed Rescissions/Process for Committee Action

5.50.073-P	Health and Welfare Trust Fund	No date	Staff recommends rescission. This is not a policy. The text says "See Provisions in Professional Agreement."
5.60.040-P	Administrator Consultations	Adopted 6/71	Staff recommends rescission. Refers to complying to a statute that has been repealed.
5.70.054-P	Compensation-Miscel	Adopted 6/71; Amd	OSBA recommended

	aneous	11/72	and staff recommends rescission. This information is included in the Board budget book which is approved annually by the Board.
5.70.060-P	Personnel File	No date	Staff recommends rescission. This is not a policy. The text says "see provisions in professional agreement.