

Portland Public Schools

Outdoor Learning Procurement Checklist

For all in-person students in district:

Drawstring bag with

- Clipboard
- Spiral notebook
- Pen

For each teacher station (12 per school):

- Whiteboard (Constructed with [wallboard from Lowe's](#) cut into 6 pieces, making boards a bit smaller than 24 x 36)
- Inexpensive easels being made by United Way (Read [How to Build an Easel](#) - the marker holder part was removed because each teacher is using their own personal set, and it got caught when stacking a pile of easels)
- Microfiber cloth for erasing
- Large outdoor storage bin (Rubbermaid type) with lock for whiteboards
- Binder Clips and Pad Large Paper for clipping on whiteboard if desired
- Markers (dry erase and regular)
- Sanitizing spray bottles for cleaning between classes
- Seating options – whatever could be procured including stumps, 5-gallon buckets, carpet squares, folding chairs, etc. approx 120 Buckets were purchased from Uline for each of the High Schools and Middle schools in school colors.
- Individual schools within the district have gone beyond this list, including camp chairs or other seating for teachers, cones to mark areas, and more

For each school:

Each school will get two [Transformit](#) sun/light rain shelter/shades. They will be approximately 27x30, with two points anchored to the ground and two points connected to poles. These are just now getting final designs and are soon going into production.