

**Portland Public Schools District 1J, Multnomah County, Oregon
Board of Education's
Finance, Audit and Operations Committee**

**November 21, 2017
Informal Minutes**

The meeting of the Board's Finance, Audit and Operations Committee convened on the above date at 3:08 pm at the call of Chair Rita Moore in the Wy'East Conference Room of the Blanchard Education Service Center, 501 N. Dixon St., Portland, OR 97227.

There were present:

Board

Rita Moore-Chair
Paul Anthony
Mike Rosen

Staff

John Burnham- Interim Senior Director for Environmental Health and Safety
Joe Crelier-Senior Director, Risk Management
Dave Northfield-Director of Media Relations
Mei Lee-Chief Financial Officer
Pradeep Raju-Principal Business and Finance Operations Analyst
Emily Courtnage-Director, Purchasing and Contracting
Rosanne Powell-Board Manager
Ken Fisher-Program Manager, Office of School Modernization

TUBMAN HEALTH AND SAFETY UPDATE

Joe Crelier shared that staff met with the Department of Environmental Air Quality (DEQ) and the Environmental Protection Agency (EPA). They will share the plan with the Board by December 1st. They will use what the Board has approved as the scope of testing. John Burnham shared they are testing both inside and outside air quality, mostly for freeway and brake lining emissions. They are in the process of hiring an environmental testing group. Director Rosen asked what studies have been conducted at the Tubman site. John Burnham stated there was testing in 2009 and 2011. Director Rosen would like to know more information about community involvement. Dave Northfield said there is an effort to include the Middle School community in the process and that Tubman Unity would be actively engaged. The goal would be to have testing begin in January. Chair Moore asked that testing also focus on the outside areas where students will be. They will report back to the committee on December 12th.

MIDDLE SCHOOLS IMPLEMENTATION REVISED COST AND FUNDING SOURCE AND
AUTHORIZATION TO USE CONSTRUCTION EXCISE TAX FUND

Mei Lee shared revised estimate for the implementation of the new middle school programs, including the funding sources. Director Anthony asked why there was a line item for architects. Emily Courtnage stated that all work done to modify Tubman will need a design firm. Chair Moore would like more detailed budget information on the community engagement plan and partnership supports. She would like to build up internal capacity within Communications. Communications will send more detailed information on the budget breakdown to the committee. She would also like to see more detailed information from the Equity Department.

Chair Moore asked how much of the Construction Excise Tax (CET) funds are slated to support the Middle School implementation. Mei Lee said \$18 million, \$10 million of that is restricted. Mei Lee will send an explanation on how the CET funds are restricted. There was discussion on how the CET fund could be used and whether or not the Board had approved using CET funds for building maintenance. The committee unanimously approved recommending the revised budget to the full Board for approval.

CMCG EXEMPTIONS FOR MADISON HIGH SCHOOL

Emily Courtnage provided an overview on the Construction Manager/Design Contractor (CMCG) exemption process. She stated that the design bid build is the normal process for public works projects and shared the advantages of using the exemption process for Madison. The committee unanimously approved recommending the revised budget to the full Board for approval at the December 19th meeting.

EXEMPTION FOR MIDDLE SCHOOLS CONVERSION PROJECT

Emily Courtnage shared that due to the shortened timeline in order to open middle schools in August, there is a need to request an exemption in order to start appointing firms to get the work done in time. If they went the traditional route, then design would not be complete until July. They will need to add the addition of the new HVAC system for Harriet Tubman Middle School to the exiting roofing contract. Director Rosen asked how Mike: how does this effect our goal to contract with Minority, Women and Emerging Small Businesses (MWESB). She acknowledged it was more difficult to do with the accelerated timeframe. The committee unanimously approved recommending the revised budget to the full Board for approval.

PUBLIC COMMENT

There was no public comment.

Chair Rita Moore adjourned the meeting at 4:52 p.m.

Submitted by:

Rosanne Powell, Board Manager