

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

**April 3, 2018
Informal Minutes**

The meeting of the Board's Finance, Audit and Operations Committee convened on the above date at 3:00pm at the call of Chair Rita Moore, in the Mazama Conference Room at the Blanchard Education Service Center, 501 N. Dixon St., Portland, Oregon, 97227.

There were present:

Board Committee Members

Rita Moore, Chair
Amy Kohnstamm
Mike Rosen
Paul Anthony

Staff

Jim Scherzinger, Interim Chief Finance Officer
Ryan Dutcher, Interim Chief Budget Officer
Carlton Steele, Interim Treasury Manager
Emily Courtnage, Director Purchasing and Contracts

Budget Update and Discussion

Mr. Dutcher provided a PowerPoint presentation, stating that for the Central Office, "Bottoms Up Budgeting" would occur. Department Directors would submit information on their staff and contracts, along with additional spending. Their first submission was due to the Budget Office by April 6th. Mr. Dutcher outlined the next steps and a revised Budget timeline. A chart was provided on School Site Budget Allocations which reflected the current year, the 2018-19 proposed budget, and the variance. Mr. Dutcher described the new staffing model which ensures staff follow the students, allocates necessary staff for each classroom, and adjusts for high need schools. The staffing model changed due to inconsistent course offerings in middle grades and high schools, lack of consistent rationale for school site FTE due to historical, discretionary, and non-formula FTE variations, variation in the use of Equity allocation results in unclear connection to student outcomes, neighborhood programs without enough teachers due to Dual Language offerings, and changing state requirements that may result in ongoing shifts. The goals of the new staffing model include: equitable, provides an academic baseline, explainable, offers constrained flexibility, scalable, provides stability over time, and limits the need for non-formula.

Student Proposal and Pilot Project: Menstrual Hygiene Products in Schools

A group of students from Grant High School provided a PowerPoint presentation, asking the District to provide menstrual hygiene products free in middle schools and high schools. Their pilot project at Grant was a success. The students kept detailed data on usage, and from the data, staff was able to approximate likely usage and District-wide costs. Annual cost for providing this service District-wide averaged around \$25,0000 per year. The Committee thanked the students for their excellent work and proposed that the service be included in the annual budget.

Lincoln CMGC

Ms. Courtnage reported that ORS 279C.335(2) authorizes the Board to exempt certain public improvement contracts or classes of contracts from the traditional design/bid/build competitive bidding (i.e, low bid) procurement process. Staff was requesting that the Contract Review Board approve an exemption from low bid competitive bidding for the Lincoln High school Modernization Project and authorize staff to utilize the CM/GC alternative contracting method procured by a bully competitive Request for Proposals process. The CM/GC method was previously approved

and utilized for the Franklin, Roosevelt, Grant, and Madison High School Modernization Projects. Having no questions, the Committee unanimously agreed to send the Lincoln CMGC to the full Board for a vote on April 24th.

Adjourn

Chair Moore adjourned the meeting at 5:07pm.

Submitted by:

Caren Huson-Quiniones, Board Clerk
PPS Board of Education