

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

**February 6, 2018  
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 Mazama Conference Room of the Blanchard Education Service Center, 501 N. Dixon St., Portland, OR 97227.

There were present:

Board

Rita Moore-Chair  
Mike Rosen  
Amy Kohnstamm  
Paul Anthony

Staff

Guadalupe Guerrero-Superintendent  
Jerry Vincent-Chief Operating Officer  
Kylie Rogers-Chief Human Resources Officer  
Ashleigh Gunter-Principal, Gunter Group  
Max Holfert-Project Manager, Gunter Group  
Ryan Dutcher-Principal, Next Level  
Pradeep Raju- Principal Business and Finance Operations Analyst  
Angel Almendarez-Senior Budget Analyst  
Rosanne Powell-Senior Board Manager

BUDGET PROCESS OVERVIEW

Superintendent Guerrero introduced the transition team that will fill in due to the departure of the Chief Financial Officer (CFO). The team will include Ashleigh Gunter and Max Holfert from the Gunter Group, Ryan Dutcher who has previously served as Interim CFO and Jim Scherzinger, former PPS Superintendent who will serve in an advisory role. Ryan Dutcher stated he will be focusing on the budget and treasury management. He will be bringing someone with deep experience in treasury management soon. Kylie Rogers shared she is focused on filling current vacancies in Budget and Finance. Amy Kohnstamm stated she would like to make sure there is someone who can understand state requirements and process. Ryan Dutcher said that both he and Jim Scherzinger had experience with this. Chair Moore asked what the function of the Treasury Manager was. Ryan Dutcher stated it was mostly to oversee the Cash Management Policy. Jerry Vincent said the District's stability was tied to how we invest bond premium money. Ashleigh Gunter and Ryan Dutcher shared an overview of the Budget timeline. They would like to start the budget conversation at the February 20<sup>th</sup> FAO committee meeting, beginning with school staffing and then central resources. Superintendent Guerrero stated he would like to be transparent in how the staffing formula is formed and would like to be solutions oriented. He will look at Central Office efficiencies to support commitments made to schools. He would like to see school CAP plans to report how funding is being applied to gap areas. There was discussion on how to communicate the budget transition team to the community. Chair Moore stated she would like the committee and the rest of the Board to be helpful and productively involved in developing the budget. She would also like to see a reformatted budget book that is more user friendly, including visibility into departmental budgets. Chair Moore also shared she would like to see a different approach to budget hearings. Director Kohnstamm asked if the District was able to use a staffing model to account for the high school schedules in the new agreement with PAT. Kyle Rogers said yes.

REVIEW OF COMMITTEE WORK PLAN

The committee reviewed the current work plan. There was a discussion on when the committee would get a presentation on the management response to the Activities Fee and Athletics Review. Superintendent Guerrero said he would check with staff to see when it was ready to come back to the committee. Jerry Vincent would like to provide an update to the changes in the Community Eligibility Provisions and the budget implications of a new law that ensure students will be fed regardless of outstanding debt. There was discussion that the calendar would be created by staff and approved by the Superintendent. Jerry Vincent would like for there to be a review of the work being done in committees. Director Kohnstamm would like to see a vision for Information Technology district-wide. The committee agreed they would not take on any additional audits this year due to the current audits being done by the state. The Secretary of State's audit list is very comprehensive. The committee will review the investment policy in March.

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

Submitted by:

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Rosanne Powell, Board Manager