

## **RESOLUTION No. XXXX**

### Audit of Administrative Compensation

#### **RECITALS**

- A. Given Portland Public Schools (PPS) mission to serve Portland students, the District's funds must be focused primarily on the classroom and school-based supports for students, teachers, principals and other critical staff.
- B. The PPS Board of Education (Board) has a fiduciary duty to review, approve and adopt an annual budget that supports and bolsters the District goal of helping students progress through academic milestones and successfully graduate all students ready for college, the workforce and their future.
- C. Given that employee salaries and other compensation is the largest expense of the school district, as part of its responsibilities related to the budget, the Board will review and approve general compensation levels, parameters for salaries, and the overall budget level for central office staff.
- D. It is the intent of PPS to provide competitive compensation -- as the budget allows -- for its employees in order to recruit and retain the best employees possible.
- E. The Board in its governance role, and to ensure fiscal responsibility, sets parameters for the Superintendent to follow and approves the budget.
- F. The Board is interested in obtaining a performance audit to determine whether PPS has adequate processes and procedures in place to guide the Superintendent in determining compensation for all employees while meeting the above provisions, and to review whether the processes and procedures are being followed.
- G. The public and the Board would be well served to have an independent performance auditor review and analyze the supporting documentation, comps, processes and procedures relating to administrative compensation.
- H. The Board Audit Committee requests Board approval for a performance audit to be completed by an independent auditor of the transactions, approvals, justifications, and all relevant materials and communications related to new central office positions earning over \$70,000 or any raise of more than 3% percent and to inventory the year over year change in the number of senior administrators. In addition, the audit will review the effectiveness of the current processes and procedures for setting compensation for employees of PPS.

#### **RESOLUTION**

1. The Board of Education approves the recommendation of the Audit Committee and directs the incoming PPS Performance Auditor to complete an audit that covers, at a minimum, these topics:
  - a) The number of new central office administrative positions at PPS since July 1, 2013 with salaries over \$70,000 and those positions that had an increase of more than 3%.
  - b) For any salary increase of more than 3%, review and report on the employment documentation that was created prior to the positions being added or raises being granted, including market comps, performance evaluations, job descriptions, authorization for all the new positions, and communications to employees.

- c) Where PPS ranks in terms of central office, non-represented position salaries and compensation versus comparable school districts, including those in Oregon, as agreed upon with the Audit Committee.
  - d) The ratio of central office administrators per student compared to comparable school districts, including those in Oregon.
  - e) The effectiveness of the current processes and procedures for setting compensation for PPS employees, including appropriate Board oversight.
  - f) The Independent Performance Auditor will develop the scope of the audit in consultation with the Audit Committee. The Board asks that the audit be completed within four to six months and submitted to the Board Audit Committee for review. The summary of the initial findings should be shared as early as possible with the Board Audit Committee to help inform the Board's work on the budget and in the development of parameters and policies in this area.
2. The Board directs the Superintendent to freeze any further "market adjustments" until the Board has had a chance to review the information and an independent auditor's analysis is completed and the Board has set parameters for any future increases.
  3. In addition, the Board will consider any recommendations from the auditor for creating a formal policy regarding Board review and approval of central office administrative pay, including the differentiation between school administrators (Principals, Assistant Principals, Vice Principals) and central office certified administrators and non-educator administrators and an analysis of market competitive positions and compression.