

# **2018-19 Budget**

## **Board of Education Update**

May 8th 2018

# Today's Focus

Talent and Culture

Facilities Management

Business Operations

Chief of Staff

Information Technology

Finance and Accounting

General Counsel









# Budget

	Proposed Budget \$	Office budget %	General Fund %
Talent and Culture	\$6.4M		1.00%
Talent & Culture PMO	\$0.9M	14.0 %	
Talent Operations	\$2.4M	38.0 %	
Talent Development & Diversity	\$1.6M	25.0 %	
Talent & Labor Partnership	\$1.5M	23.0 %	
Substitute Workforce	\$12.8M		2.00%
Site Support Instructors	\$0.8M	6.0 %	
Substitute Educators and Counselors	\$10.5M	82.0 %	
Substitute EAs, Paras, and Secretaries	\$1.5M	12.0 %	
Total F	\$19.2M		3.00%



# TALENT & CULTURE 2020: BRINGING EMPLOYEE EXPERIENCE INTO FOCUS

## Talent Operations + Project Management

### HR Shared Services

- Employee customer service
- Leave management & benefits
- Job posting & advertising
- Data management

### Project Management

- Technology
- Reporting & analytics
- Continuous improvement

### 2018-19 TRANSFORMATION FOCUS:

- service & process definition
- technology-enabled service
- data-driven decision making

SEAMLESS | PAINLESS | INVISIBLE

# TALENT & CULTURE 2020: B









# Facilities Management

Stephanie Soden  
Chief of Staff



# Mission



# Priorities for remainder of this year

## Planning and Asset Management:

- Award contract to and commence Facility Condition Assessment (FCA)

- Fill vacated GIS Specialist, Capital Planning Program Manager positions

- Space Planning to support Middle School Conversion

## Project Management & Construction:

- Implementation of the Middle School Conversion Projects

- Continued planning for critical projects for the 2020~~20~~19 year

- Implement training for project managers (procurement rules, permitting, internal processes, etc)

- Close out of remaining project for this fiscal year

## Maintenance, Custodial & Warehouse:

Finish fiscal year closeout of projects, final planning and adjustments of summer work and begin execution of summer work: Summer cleaning of buildings, roof repairs, boiler inspections and compliance, generator maintenance, alarm compliance, plumbing repairs etc

Plan for next fiscal year reduced FTE and budget.8(o)-1.9(s)-1.2(e)]TJ 0 T4Cudgafir2T1 1 Tf -0.004 T

# Budget

Facilities Management	Proposed Budget \$	Office budget %	General Fund %
Planning and Asset Management	\$1.7M	3.9%	0.29%
Maintenance	\$11.1M	22.3%	1.70%
Custodial	\$22.2M	44.8%	3.40%
Warehouse	\$0.9M	1.8%	0.13%
Project Mngmt, Construction & Support	\$3.3M	6.7%	0.51%
Utilities	\$10.2M	20.5%	1.60%
Total	\$49.4M	100%	7.60%



Maintenance, Custodial & Warehouse:





# Business Operations

Stephanie Soden  
Chief of Staff



# Priorities for remainder of this year

## Security:

- Fill the Director of Security Services position

- Amend our contracted security contracts (First Response & Portland Patrol)

- Provide a safe environment for our end of year activities (proms and graduations)

## Transportation:

- Finish negotiations and ratification of a new labor contract with the ATU for our bus drivers

- Negotiate a contract extension with First Student for home to school transportation services

- Issue a new RFP for a new home to school contract for yellow bus vendors

- Begin implementation of new routing software that will ensure accurate routing for bus drivers, on time performance tracking and analytics to be able to track efficiencies in operations



# Budget

Business Operations	Proposed Budget \$	Office budget %	General Fund %
Student Transportation	\$24.0M	81.7%	3.69%
Security Services	\$2.7M	9.4%	0.42%
Nutrition (GF)	\$0.1M	0.4%	0.02%
Publications	\$0.9M	3.1%	0.14%
Purchasing & Contracting	\$1.6M	5.4%	0.25%
Total	\$29.3M	100%	4.52%

## Notes:

Nutrition budget is fund 202 the above is General fund only and supports 1.75 FTE in the 501 deli

Publications and Purchasing & Contracting were previously under Finance

# What new services we are providing

## Security:

None at this time

## Transportation:

Student Transportation will be providing additional bus routes to support the two new middle schools opening in 2018-2019 (\$700K)

Student Transportation will be providing additional bus route to support the ACCESS program to the yet to be named location for 2018-2019 (Unknown cost impact at this time)

# What services we are no longer providing

## Security:

Limited field supervision for the 27 Campus Security Agents (Reduction in a previous budget cycle)  
(Campus Security Supervisor)

The proposed budget contains an add for \$250K to cover contracted security. This will only allow us to maintain our current service level

Will not be able to add additional Campus Security staff to high schools

## Transportation:

Strategies will need to be developed to mitigate for the loss of our Communications Manager in the budget and for the lack of customer services staff in the department to manage the inbound and outbound communications.

# Office of the Chief of Staff

Stephanie Soden  
Chief of Staff



# Mission



# Priorities for remainder of this year

Fill repurposed open positions

Continue to improve and enhance communication and collaboration with school communities and key stakeholders

Support the work and processes of the Board of Education

Implement and enhance government accountability and access

Revised complaint policy

Title IX program



# Focus for 2018-19

Inventory positions and workload; realign to district strategic plan

Streamline processes for internal/external communications strategy, planning and execution

Develop and implement meaningful engagement practices with school communities

Build PPS brand to reflect a culture of excellence, stewardship and partnership



# Budget

Chief of Staff	Proposed Budget \$	Office budget %	General Fund %
Ed TV Svcs	\$0.3M	6.7%	0.05%
Board Of Education	\$0.5M	11.1%	0.08%
Communication & Public Engagement	\$1.9M	42.2%	0.29%
Chief of Staff	\$1.1M	24.4%	0.17%
Translation & Interpretation	\$0.7M	15.6%	0.11%
Total	\$4.5M	100%	0.70%

\*Does not include Office of the Superintendent Budget

# Proposed Investments

Proposal	Proposed By	Estimated Spend
Learning Gardens	Board Member	\$155 - \$235K (12 - 18 Schools @ \$13K per School)

- Estimates based on assumed scope

# Department of Technology

Travis Paakki  
Interim Senior Director of Technology



# Priorities for remainder of this year

Redistribution of work to account for staffing level changes and moving staff into the new organizational structure.

RFP completions and contract approvals for process automation: IT Service Management, Identity and Access Management, Outsourcing PeopleSoft Hosting and Administration

Implementations: Pepper Professional Development Learning Management System ready for compliance training by July 1. Transportation building interfaces between existing and new systems.

Investigating development innovations to further reduce data center burden.



Infrastructure device refreshes on some ~~out~~life switches and phones

Refreshed and highly integrated professional development learning management system

Improved network connectivity to some schools

More efficient IT service management platform





# Finance Department

Ryan Dutcher (for Jim Scherzinger)  
Interim Budget Director (CFO)



# Priorities for remainder of this year

Retaining, recruiting, and hiring talent

Process improvements necessary to be more efficient

System enhancements to streamline work across the district

Critical software applications to improve quality and timeliness of data and analyses

Reporting and information to build improved financial management capabilities

Construct a five-year financial plan

# Budget

Finance	Proposed Budget \$	Office budget %	General Fund %	
Accounting	\$3.3M	11.0%	0.50%	
Budget and Analytics	\$2.4M	8.0%	0.40%	
Payroll	\$0.8M	3.0%	0.10%	
Sub Total Finance Operations	\$6.5M	22.0%	1.00%	
School Focused Costs	\$5.9M	20.0%	0.90%	
Transfers and Interest	\$7.9M	27.0%	1.20%	
Total Finance 2018-19	\$20.3M	69.0%	3.00%	
Transferred to other Depts	Publication Services	\$1.7M	6.0%	0.30%
	Purchasing & Contracting	\$1.6M	5.0%	0.20%
	Risk Management	\$5.7M	20.0%	0.90%
Total Finance (Before Transfers)	\$29.3M	100%	5.00%	

Close partnerships through Forecasting, Budget, and Analysis group  
Financial information and analysis to support decision making

# What services we are no longer providing

No reduction in service eliminating manual, inefficient steps in major processes

Reduce the amount of burden created by unnecessary work, both in finance and across the district

# GENERAL COUNSEL

Liz Large  
Interim General Counsel



The mission of the General Counsel office is to provide exemplary, timely legal advice that promotes district goals, accelerates equity,

# Priorities for remainder of this year

Reduce percase legal spend

Strategic case management

Continue to provide prompt and efficient guidance to school personnel

Process improvement

Policy, administrative directive development and revision

Legal compliance



# Budget

General Counsel	Proposed Budget \$	Office budget %	General Fund %
Internal Legal Counsel			

# APPENDIX