

**JOINT COMMITTEE ON WAYS AND MEANS
SUBCOMMITTEE ON EDUCATION
Subcommittee Overview Information**

INFORMATIONAL & PROCEDURAL ISSUES

Attendance

- Please be in attendance at the 8:30 AM starting time. If you are unable to attend a meeting, please notify the Ways and Means front desk at 986-1828 or with Subcommittee staff. Given the quorum and voting majority requirements, attendance is very important.

Subcommittee Rules

- The Subcommittee will use the Joint Committee on Ways and Means rules which are included in your materials today. The Subcommittee does not have to formally adopt the rules.
- This Subcommittee has three Senate members and three House members. This means two Senate members and two House members are required to make a quorum and to report out or pass legislation from the Subcommittee to the full Joint Committee. Full Committee Co-Chairs are also deemed voting members of the Subcommittee.

Meeting Operations

- Subcommittee members, staff, presenters and audience members should turn off audible pagers, cell phones or other electronic devices. Also please note that the microphones can be very sensitive, and may pick up side conversations.
- Roll call votes should only be used when a decision is in doubt, but may be requested by a Subcommittee member. If a roll call for votes is needed, the roll will be called by the Committee Assistant.
- Most meeting materials will be provided using OLIS or the Oregon Legislative Information System. Subcommittee staff will not be providing “paper” materials that are available on OLIS. It is up to individual Members’ staff to make sure the materials are available, but they should almost always be available on OLIS.

Agendas

- Meeting Notice is required 72 hours ahead of the first public hearing on a bill and 48 hours for subsequent public hearings and work sessions. Bills can be carried over to the next day in cases where the work is not completed with the Subcommittee chair’s announcement.
- A daily agenda will be distributed in the Subcommittee for that day. LFO will provide a weekly agenda for the following week each Friday, but please remember schedules are subject to change.

BUDGET HEARINGS AND WORK SESSION PROCESS

- A list of all budget bills assigned to this Subcommittee is in your meeting materials for today. The Legislative Fiscal Office (LFO), and the Chief Financial Officer or Budget and Management (BAM) analysts assigned to each agency are listed, with phone numbers for each analyst. If you have questions about specific budget or policy issues, check with the LFO analyst for that agency.

- The Subcommittee will spend the first approximately two months doing “Phase 1” budget hearings on each agency. Each agency hearing will include the following:
 - LFO will introduce the agency and describe major policy and budget issues.
 - The agency will present, including:
 - Mission and goals
 - How the agency uses its budget, including major policy and budget issues
 - How the program has been performing
 - Outcomes expected from the budget request
 - Actions taken to improve program delivery
 - Governor’s budget staff will present a high-level summary of the Governor’s Budget
 - Public testimony

Phase 2 hearings will take place in April, and may not include all agencies. The purpose of this phase is to prepare for the work session by going over major budget issues and decisions that need to be made. There may also be special presentation topics likely including the education reorganization proposals made by the Governor and others.

Phase 3 will be the agency work sessions, and could start as early as mid-April for smaller agencies such as Licensing Boards.

- The *tentative* order of budget presentations (not necessarily work session order) is below. Please keep in mind that this order may (likely) change.
 - Various Licensing Boards (roughly the first two weeks)
 - Education Program Area Overview
 - Teacher Standards and Practices Commission
 - Oregon Department of Education and State School Fund
 - Oregon Student Access Commission
 - Oregon University System
 - Community College and Workforce Development
 - Oregon Health Sciences University
 - Higher Education Coordinating Commission
 - Oregon Education Investment Board
- Before each agency’s budget hearings begin, Subcommittee members should receive electronically through OLIS the following materials:
 - The Governor’s budget document for the agency (a paper copy will be available in the hearing room for reference).
 - Agency Ways and Means presentation documents including the PowerPoint presentation and supporting documents.
 - LFO’s 2013-15 budget review documents.
- For work sessions, LFO will provide a summary memo and work session forms to Subcommittee members in advance of the work session. Based on the Subcommittee’s action, staff will develop proposed amendments to the budget bill. A budget report is prepared to document the Subcommittee’s recommendations for the full Committee and for floor action in each Chamber.

- Budget notes may be included in the budget report if essential to clarify or expand on administrative requirements directly related to the budget. Proposed budget notes should be channeled through the Subcommittee Chairs and must be jointly approved by the Co-Chairs. LFO also strongly suggests submitting language to LFO staff for comment and form. There is a Budget Information Brief (2007-3) on the LFO website which outlines the uses and form for Budget Notes.
- The Subcommittee Chair will assign a member to carry the Subcommittee's recommendations to the Full Committee on Ways and Means and to the floors of each chamber. LFO will prepare a "pony" for the carrier for the Full Committee on Ways and Means and the floors of each chamber. LFO will be available on the floor to provide staff support for floor discussions. Staff will sit on the side aisle unless requested by the carrier or other subcommittee member to sit at their desk.

Other Subcommittee Work

- Budget-related fee bills
- Federal grant application requests
- Agency reports
- Substantive legislation or "policy bills" with fiscal impact, as assigned by the co-chairs