



Staff Analysis and Report to the Board

Board Meeting/Work Session Date: 10/16/18
Senior Lead: Claire Hertz
Department Lead: Ryan Dutcher
Staff Lead: Molly Bradley

SUBJECT: CBRC Candidates

I. BACKGROUND

Each year, the Board of Education appoints a Community Budget Review Committee (CBRC) to assist in the annual budget process.

The CBRC reviews, evaluates, and makes recommendations to the Board regarding the Superintendent's Proposed Budget and any other budgetary issues the CBRC or the Board identify. The CBRC also monitors and advises the Board on the allocation and expenditure of Local Option Levy funds.

The committee is composed of eight to twelve volunteer members appointed by the Board to two-year terms. The CBRC typically meets on a monthly basis during the course of the budget development season.

There are currently five vacant positions on the Committee, and applications for the vacant positions were accepted through September 30, 2018. Staff received 12 applications and with a goal of achieving a diverse, district-wide representation, evaluated the candidates based on their experience with the district and ability to dedicate the amount of time necessary. The board is being asked to appoint the candidates from the table in Section VIII to fill the vacant positions.

II. RELATED POLICIES/BEST PRACTICES

N/A

III. ANALYSIS OF SITUATION

Four people independently evaluated 12 applications and used the following criteria:

- Volunteerism
- Representation from different demographics
- Districtwide representation
- Strengths aligned with district priorities and CBRC deliverables

The four individuals who evaluated the applications were Harmony Quiroz, Chair CBRC, Ryan Dutcher, Interim Budget Director, Molly Bradley, Interim Budget Manager, and David Stone, Budget Fiscal Services Associate. Attached are the complete applications for the five recommended candidates along with a brief summary of all 12 applications.

IV. FISCAL IMPACT

N/A

V. COMMUNITY ENGAGEMENT (IF APPLICABLE)

N/A

VI. TIMELINE FOR IMPLEMENTATION/EVALUATION

N/A

VII. BOARD OPTIONS WITH ANALYSIS

N/A

VIII. STAFF RECOMMENDATION

From the 12 total applicants, staff recommends the following candidates. Complete applications for the five recommended candidates are attached.

Candidate Last Name	Candidate First Name	School Affiliation	Recommendation Highlights
Oates	Dani	Woodlawn (Current)	PTA Treasurer - Roseway Heights, SPED Advisory, Title I school representation
McCants	Krystine	Woodstock/Franklin (Current)	ACCESS PTA volunteer, SUN volunteer
Lewis	Jeff	Peninsula (Current)	PTA volunteer, facilities manager, project and facilities management; Jefferson cluster
Lannom	Thomas	Alameda (Current)	City of Portland Rev Division, PTA volunteer, brings an understanding of government fiscal responsibility
Villatoro	Ranfis	M. L. King (Current)	Latino and social justice fundraising, Title I school representation, community involvement; Latino and Social Justice experience

IX. I have reviewed this staff report and concur with the recommendation to the Board.

Guadalupe Guerrero
Superintendent
Portland Public Schools

Date

ATTACHMENTS

- A. Recommended Candidate Applications
- B. Summary of All Applications

PPS District Priorities FY 2018-19

1. *Set a clear Vision and Strategic Plan*
2. *Create equitable opportunities and outcomes for all students*
3. *Build management and accountability systems and structures*
4. *Allocate budget, funding and resources focused on improving outcomes for students*

**PORTLAND PUBLIC SCHOOLS
COMMUNITY BUDGET REVIEW COMMITTEE (CBRC)**

Application for a two-year term, ending June 30, 2020.

Applicant Name:	M. Dani Oates	Date:	8/30/18
Home Address:	[REDACTED]		
E-Mail Address:	[REDACTED]		
Primary Phone:	[REDACTED]	Alt Phone:	

Professional Background or Budget Experience:

I am currently the AR Clerk for United Cerebral Palsy of Oregon and perform all the billing requirements for the company. I have worked in budgeting and/or billing positions for the last 15 years. My experiences range from budget creation and management in the interior design field, to small business AP and AR, to PTA Treasurer duties.

Please list all areas of service and/or volunteer activities with Portland Public Schools (i.e., Site Council, PTA, LSAC, Board, Superintendent or District Committees, etc.):

PTA Treasurer for Roseway Heights K-8 2016-2018
PTA Treasurer for SEPTAP 2016-2017
SPEAC member since Spring 2018

Describe other relevant experience:

I am a single mom who attends school FT and works PT, so maintaining my personal budget is imperative.

Reason for applying or interest in serving:

I am very interested in serving the community. My volunteer experience has grown from serving a class, to serving a school, to now serving the district. Budgetary concerns, which affect all our students and their families, are of great importance to me. I would like to support our community by being a member of this committee.

If you have children in PPS, please specify the number of children, grade levels and schools attended:

I have one child that is now a 4th grader at Woodlawn Elementary. She receives special education services and attended Roseway Heights K-8 from kindergarten through 3rd grade.

Are you able to commit to regular attendance at CBRC meetings at least on a monthly basis, and more frequently during the two-month budget process?

Yes.

**PORTLAND PUBLIC SCHOOLS
COMMUNITY BUDGET REVIEW COMMITTEE (CBRC)**

Application for a two-year term, ending June 30, 2020.

Applicant Name:	Ranfis Giannettino Villatoro	Date:	9/25/18
Home Address:	[REDACTED]		
E-Mail Address:	[REDACTED]		
Primary Phone:	[REDACTED]	Alt Phone:	

Professional Background or Budget Experience:

My primary professional background has primarily been in community organizing and fundraising/development work for Latino and social justice-based nonprofit organizations. In both my profession as community organizer and fundraiser/development officer, I've worked with diverse stakeholders on identify common goals, values, outcomes,

My relevant professional background:

Grassroots Giving Director, MRG Foundation 2015-2017

- Developed Revenue budget and reviewed fundraising expense budget for MRG Foundation
- Co-directed the MRG Foundation's fund development plan, donor identification, donor cultivation, donors asks, event planning, and measuring and evaluating fundraising activities.
- Led project management for MRG's *Justice Within Reach* event that raised over \$100,000 in donations and sponsorship and led MRG's Fall (End of year) fundraising campaign that raised over \$250,000 in donations, and \$34,000 in grassroots donations.

Development Director, Voz Workers' Rights Education Project 2013-2015

- Developed Revenue budget and reviewed expense budget
- Developed and reviewed cashflows projections that included grants, individual donations, business sponsorships, etc.
- Led organization's fundraising goal development, grant writing, event planning, grassroots fundraising and communications. Grant development included foundational and government support. Performed website updates, managed donor and grassroots database (CiviCrm), managed photo storage site, and lead web email migration to gmail and organization adoption of googledrive for storing key documents.

Please list all areas of service and/or volunteer activities with Portland Public Schools (i.e., Site Council, PTA, LSAC, Board, Superintendent or District Committees, etc.):

- MLK PTA

Describe other relevant experience:

- Board Member of Social Justice Fund (2017-Current)
- Budget Advisory Committee for Office of Equity and Human Rights, City of Portland (2016-Current)
- Council for Economic and Racial Equity (CERE), Prosper Portland (2017-Current)
- Budget Review Committee for Partnership for Safety and Justice (2017-Current)

Reason for applying or interest in serving:

I'm interested in serving with a team of volunteers in reviewing and advising on Portland Public Schools budget process as a way to stay connected with the community and PPS and track the financial health of the school district. I come with a critical eye for budget details, and equity lens, and come with a solutions-orientated approach in working with teams.

If you have children in PPS, please specify the number of children, grade levels and schools attended:

One child, Kindergarten, MLK Elementary

Are you able to commit to regular attendance at CBRC meetings at least on a monthly basis, and more frequently during the two-month budget process?

Yes.

**PORTLAND PUBLIC SCHOOLS
COMMUNITY BUDGET REVIEW COMMITTEE (CBRC)**

Application for a two-year term, ending June 30, 2020.

Applicant Name:	Jeff Lewis	Date:	09/14/2018
Home Address:	[REDACTED]		
E-Mail Address:	[REDACTED]		
Primary Phone:	[REDACTED]	Alt Phone:	

Professional Background or Budget Experience: I have been a manager of a facilities maintenance program at Multnomah County since Jan 2017. Prior to that I was a maintenance manager for PPS. I currently manage a staff of 25 and a budget of roughly \$5M.

Please list all areas of service and/or volunteer activities with Portland Public Schools (i.e., Site Council, PTA, LSAC, Board, Superintendent or District Committees, etc.): Peninsula PTA

Describe other relevant experience: I was a project manager and operations manager for about 10 years prior to becoming a maintenance manager.

Reason for applying or interest in serving: I am interested to learn more about how PPS functions, and I feel I have perspective I can bring to the committee.

If you have children in PPS, please specify the number of children, grade levels and schools attended:

1 child is a kindergartener at Peninsula

Are you able to commit to regular attendance at CBRC meetings at least on a monthly basis, and more frequently during the two-month budget process? yes

**PORTLAND PUBLIC SCHOOLS
COMMUNITY BUDGET REVIEW COMMITTEE (CBRC)**

Application for a two-year term, ending June 30, 2020.

Applicant Name:	Thomas Lannom	Date:	9/21/2018
Home Address:	[REDACTED]		
E-Mail Address:	[REDACTED]		
Primary Phone:	[REDACTED]	Alt Phone:	[REDACTED]

Professional Background or Budget Experience:

Over 20 years of relevant government budget and finance experience including:

- **2010-present, Director of the City of Portland’s Revenue Division (tax department) collecting and disbursing \$865 million in annual tax and fee revenue to the City of Portland, Multnomah County and other partner jurisdictions, agencies and six school districts including PPS (Portland Arts Tax).**
- **2004-2010, Director and/or Operations Manager of the City of Portland’s Bureau of Licenses, the precursor to the Revenue Division. Led the collection of the \$125 million/year Multnomah County “ITAX” (temporary personal income tax in Multnomah County) from 2003-2005; these tax dollars were allocated to PPS.**
- **1997-2004, Deputy Director and other positions in the City of Portland Office of Neighborhood Involvement (now the Office of Community and Civic Life).**
- **MBA, Portland State University; BBA, University of Georgia.**
- **Certified Public Finance Officer (CPFO), Government Finance Officer’s Association; passed five examinations covering the topics of governmental accounting, auditing, financial reporting, treasury and investment management, debt management, operating and capital budgeting and benefits, risk management and procurement.**

Please list all areas of service and/or volunteer activities with Portland Public Schools (i.e., Site Council, PTA, LSAC, Board, Superintendent or District Committees, etc.):

PTA, Alameda Elementary.

Describe other relevant experience:

Reason for applying or interest in serving:

As a new PPS parent with 20 years of governmental budgeting experience, I bring both stakeholder and practical/technical viewpoints to the discussion. I am keenly aware of the trade-offs and balances that must be struck in governmental budgeting, and the need to adopt a strategic view. I care deeply about the health and education of Portland Public School students and feel that I have a lot to offer the PPS Board in terms of advice and counsel around the budget generally, and more specifically topics related to possibly increasing revenue/funding.

If you have children in PPS, please specify the number of children, grade levels and schools attended:

One child currently enrolled in kindergarten at Alameda ES. Another child (currently two years old) expected to enroll in 2021.

Are you able to commit to regular attendance at CBRC meetings at least on a monthly basis, and more frequently during the two-month budget process?

Yes.

**PORTLAND PUBLIC SCHOOLS
COMMUNITY BUDGET REVIEW COMMITTEE (CBRC)**

Application for a two-year term, ending June 30, 2020.

Applicant Name:	Krystine McCants	Date:	09/12/18
Home Address:	[REDACTED]		
E-Mail Address:	[REDACTED]		
Primary Phone:	[REDACTED]	Alt Phone:	

Professional Background or Budget Experience:

I have been a governmental auditor since January 2016, and prior to that I was a student at Portland State University. While at Portland State, I was a student accountant with Student Activities and Leadership Program, where I processed payments on behalf of student groups, and I reconciled the general ledger.

Please list all areas of service and/or volunteer activities with Portland Public Schools (i.e., Site Council, PTA, LSAC, Board, Superintendent or District Committees, etc.):

I have served in the past assisting the ACCESS PTA, and I have volunteered as a parent teacher for after school SUN classes at Kelly Elementary, and a classroom assistant at Creative Science.

Describe other relevant experience:

While at PSU, I also served for four years on the Student Fee Committee, responsible for allocating student fees totaling over \$14.5 million to university departments including cultural centers, student recreation, the student union facility, and others. I served for two years as chair of that committee, and part of my role including sitting on the faculty senate budget committee. I developed skills in budgeting, program development, communication, conflict resolution, ethical decision-making, political decision-making, and policy implementation.

Reason for applying or interest in serving:

I have been looking for an opportunity to volunteer again with PPS, and this is one that would make the best use of my skills, and which I would be able to do with my work schedule.

If you have children in PPS, please specify the number of children, grade levels and schools attended:

I have two children in PPS. My son is a freshman at Franklin this year. He attended the Russian immersion program at Kelly Elementary for Kindergarten, 1st grade at Vestal, and then 2nd-8th grade at ACCESS. My daughter is a 4th grader in her second year at Woodstock. She attended Buckman for Kindergarten through 2nd grade.

Are you able to commit to regular attendance at CBRC meetings at least on a monthly basis, and more frequently during the two-month budget process?

Yes.

RESOLUTION No. 5744

Appointment of Community Budget Review Committee Members

RECITALS

- A. The mission of the Community Budget Review Committee (CBRC) is to review, evaluate, and make recommendations to the Board of Education (Board) regarding the Superintendent's Proposed Budget and other budgetary issues identified by the CBRC or the Board. The CBRC receives its charge from the Board.
- B. In November 4, 2014 the voters of the Portland Public School (PPS) District passed a new Local Option Levy, Measure 26-161, which became effective in 2015, which mandated independent citizen oversight to ensure tax dollars are used for purposes approved by local voters, and the CBRC serves that function for PPS.
- C. The CBRC is composed of eight to twelve volunteer members. The Board appoints members to two-year terms with a student member appointed to a one-year term.
- D. The Board recognizes that District employees and community members bring specialized knowledge and expertise to the CBRC and budgetary review process. The Board instructs all CBRC members to employ discretion, avoid conflicts of interest or any appearance of impropriety, and exercise care in performing their duties.
- E. Four members of the committee are midway through their two-year term: Justin Elardo, Sara Kerr, Judah McAuley, and Irina Phillips, Harmony Quiroz, Roger Kirchner, and Betsy Salter were appointed last year to serve through June 30, 2019 per Resolution 5503
- F. Recruitment of additional members continued and 12 applications were received to fill up to 5 remaining positions for community members.
- G. Applications have been reviewed and the Superintendent recommends the Board appoint Dani Oates, Krystine McCants, Jeff Lewis, Thomas Lannom, and Ranfis Villatoro as members for two years.

RESOLUTION

- 1. Dani Oates, Krystine McCants, Jeff Lewis, Thomas Lannom, and Ranfis Villatoro are hereby appointed as members of the CBRC for a two-year term through June 30, 2020.

C. Hertz