

**Portland Public Schools
Community Budget Review Committee
Meeting Minutes
February 11, 2021**

CBRC Members present: Brad Nelson, Irina Phillips, Jackson Weinberg, Jennifer Samuels, Renee Anderson, Lisa Selman, Parker Myrus, Roger Kirchner, Sara Kerr, Elona Wilson

PPS Staff Present: Rita Moore, Claire Hertz, Nicole Bassen, Terry Proctor, Nolberto Delgadillo, Shanice Clarke, Yasury Valdez

CBRC Members not present: Tastonga Davis, Judah McAuley

Agenda

6:15 pm

1. Approval of last meeting's minutes (*Sara Kerr*)

6:25 pm

2. CFO Comment (*Claire Hertz/Nolberto Delgadillo*)
Introductory Comments from New CFO: Nolberto Delgadillo

6:40 pm

3. PPS Budget Updates (*Claire Hertz/Nicole Bassen*)
Three-Year Board Goals
[COVID Related Expenditures & Resources Available](#)
[Quarterly Financial Report](#)
Questions on CBRC Monthly Report

7:10 pm

4. Open Discussion:
Respond to Questions Submitted by CBRC members
Looking ahead to the March 9th Joint Work Session with the Board: What do we want to discuss?
What information do we want in advance?

8:00 pm

5. Q & A Form: Questions due Wednesday February 24th, 2021
6. Adjourn

Last Meeting Minutes

Comments: Member Roger would like to continue to see attendance on top

Action: Minutes moved by Sara Kerr, seconded by Parker Myrus and approved unanimously.

Introductions from our Chief Financial Officer,

Nolberto Delgadillo introduced himself and opened to any questions the members may have. Many of the members welcomed him. No questions. Officially starts on March 16th.

Budget Memo

Delivered on Monday by Claire Hertz through email with a meeting packet included. All of the questions that were delivered by email to Claire Hertz were responded to in the packet. A google form was created for future question tracking which will be used until the end of the school year. Nolberto Delgadillo , the new CFO figures out a system in our next year's budget process.

Claire Hertz reviewed the highlights from the CBRC Packet delivered the previous Monday. The Board adopted the general fund goal for the end of June 2021-22 of 7% of revenue. This allows a 2% of use of fund balance. As the 2021-22 budget is built there will be fewer reductions assuming the district will use the fund balance.

Since the district has been in Comprehensive Distance Learning (CDL) and limited in person instruction, there is lower costs for transportation and fewer substitutes helping the district reach a goal of saving an additional 2% in expenses in 2020-21.

Budget development, the district is investing and aligning to the strategic plan. The Strategic Budget Team comprised of school leaders, central leaders and finance staff, worked to support the superintendent to develop the proposed budget.

In our last meeting, there was a request for hiring and retention of staff data, and retention data has been included in the memo. It was reported the System Planning and Performance team will develop metrics for the hiring and retention of diverse staff to support the system shift in the strategic plan. The packet included the amount of Federal stimulus funding received due to the pandemic and a summary of what has been spent to date. The District is also developing a learning recovery plan for accelerated student learning.

In October 2019 prior to the pandemic, the Board set student achievement and growth goals that would be used to measure the progress of strategic investments. . There is a link in the memo of a mid-year progress report from February 2020, and the CBRC was directed to the first page for the executive summary. The district was on track to reach the first year goal. Since schools closed in March 2020, there have been no further assessments to measure progress. The federal government allowed and the state allowed a waiver for Spring 2020 testing. The

MAP assessment is being administered in February 2021 and will help the district determine which students will need extra supports as schools reopen.

In the future, the district will need to recalibrate the goals based on assessment results. For now, the focus is getting students back to school.

Questions from CBRC Members

Q: Does anyone here know the status of ODE's request for a waiver from summative assessments this spring? (Sara Kerr)

A: Staff will need to double check on the status of state testing for the spring.

Q: Is there data on the MAP assessment participation rates? (Sara Kerr)

A: There will be when the assessment period is completed.

Claire Hertz restates the main question: How is the district spending the federal funds, and how is the district helping students with these funds? Staff will continue to provide data with student progress/metrics.

Brad Nelson asks for clarification: How can CBRC digest the goals and students numbers if the data isn't there due to no MAP testing?

Claire Hertz asked CBRC to understand the need to have patience in having data during a pandemic

Sara Kerr would like to know what data the district is gathering to measure engagement so the community can know how students are doing.

Director Moore summarized the struggle to collect data.

Sara Kerr shared possible implementation tools to evaluate virtual student learning engagement:

<https://aheadoftheheard.org/how-can-educators-evaluate-virtual-student-engagement-during-the-covid-19-pandemic/>

She asked how will the District determine the need for recovery learning/summer school/additional resources, etc.?

Open Discussion:

Brad Nelson asked if there was budget tracking down to the class or student level to help write their budget report. A: Staff are working with Prospect Studio to provide a strategic investment report to be included in the proposed budget. Staff will summarize the progress on the Student Investment Account (SIA) report for the two quarters of 2020-21 and share with the CBRC.

Brad Nelson asks has the district used these consultants in previous budget cycles? The district has Worked Prospect Studio in the visioning process to create ReImagine PPS. They are now working with us to finalize the Strategic Plan by May 2021.

Sara Kerr reviewed the process for question submission. Also would like the members to talk about what all members would like to see in the next meeting.

A: On the agenda there is a Q &A google form link; all questions are to be submitted by the 24th of February so that staff can respond to CBRC members for the next meeting.

There was a request to modify the form to submit multiple questions.

Sara Kerr directs a question to Director Moore: What are you and fellow board members hoping to get out of the next session? What is the feeling you want us to walk away with?

Answer: Narrow down on recovery plan and investments. Input/output, won't be able to know what the impact will be for investments.

The Priority Framework will continue the same.

Action before the next meeting:

For future meetings, CBRC leadership will meet with staff to plan the agenda. Dr. Russ Brown and his team are developing metrics to measure the strategic investments. CBRC Members would like Dr. Brown to join the work sessions to review data.

CFO Nolberto applauds the CBRC members' interest and questions of the budget process.

Irina Phillips - Why did the support services budget go up significantly? From the 1st Quarter Financials?

A: The district spent resources in preparation to open schools in a pandemic including hand sanitizers, Plexiglas dividers, cleaning supplies This was originally charged to the general fund, because the district wasn't sure how much stimulus funding the district would receive. Roger Kirchner mentioned that he felt uncomfortable to see that a member submits questions right before the meeting and seeing staff respond within a short period of time of the next meeting.

Sara Kerr reviewed the process to ensure the members will follow the question submission deadline and ensure no one's questions get missed. If some questions don't get submitted before the deadline, they will be answered for the next meeting packet.

Actions: Agenda and Meeting Packet will be sent on Monday the week of the meeting. For the work session, three departments will be working together on the agenda. For remaining CBRC meetings, the Chair and Co-Chair will meet with PPS staff to set the agenda for the meetings.

Meeting Adjourned at 8:03 pm