

**Portland Public Schools
Community Budget Review Committee
Meeting Minutes
January 28, 2021**

CBRC Members present: Elona Wilson, Brad Nelson, Hoang Samuelson, Irina Phillips, Jackson Weinberg, Jennifer Samuels, Judah McAuley, Lisa Selman, Parker Myrus, Roger Kirchner, Sara Kerr, Leesha Posey, Renee Watson

PPS Staff Present: Rita Moore, Claire Hertz, Nicole Bassen, Terry Proctor

CBRC Members not present: Tastonga Davis

Agenda

- Welcome and Approval of Meeting Minutes from 12/16/20
- Read-out of CBRC Leadership Meeting with Director Moore, and Suggested Next Steps
- PPS Budget Updates:
 1. New CFO – Nolberto Delgadillo
 2. Budget Process Update
 3. Upcoming Budget Activities
- Review PPS Budget Principles Adopted by the Board:
- Breakout Sessions: 2021-2022 CBRC Budget Priorities
 1. Communication / Engagement with Broader Community
 2. Follow-up and Accountability
 3. COVID-Related Priorities / Use of Federal Stimulus Funding
- Debrief of Breakout Sessions
- Q & A
- Adjourn

The meeting was called to order at 6:07 p.m.

1. Approval of last meeting's [minutes](#) (Sara Kerr)

NOTES:

- Amend the minutes to include attendees and motion to approve prior meeting minutes.
- For 12/16/2020 meeting minutes, Roger Kirchner moves to approve and Irina Phillips seconds with unanimous approval.

2. Read-out of CBRC Leadership Meeting with Director Moore, and Suggested Next Steps, Co-Chair remarks (*Judah McAuley*)

NOTES:

- Request: Can we come up with an agreed set of topics to provide input on so that we can direct staff on the information needed? Topics that came up included communication and engagement with democratizing the proposed and adopted budget, including Portland Public Schools (PPS) budget principles.
- Director Moore was asked to report on communicating the CBRC request to better align efforts and develop shared priorities for this year's budget cycle. Director Moore reported the Board retreat was originally scheduled for last Saturday, but the retreat was postponed, so she has not been able to speak to the rest of the board. She shared her regrets about the delay.
- Clare Hertz shared the Board's request for the CBRC to provide input on budgetary decisions especially with the five-year financial forecast and fund balance decision will become an annual fall process. Director Moore added the board wants the CBRC to provide input on the five-year forecast by reviewing the staff recommendation and provide a recommendation to the board. Looking ahead to next year, planning for CBRC meetings will include a November or December review. Co-Chair Sara Kerr suggested adjusting next year's schedule of the CBRC meetings around the availability of enrollment data that informs budget forecast and plan accordingly. There is agreement among CBRC, Board, and PPS staff any time there is a budget-related item going to the board it will go to CBRC for discussion before approval.

Roger Kircher suggested the Board should consider including a fiscal impact statement when a policy is adopted.

Claire Hertz asked for a better understanding of when PPS staff should bring budgetary items to the CBRC for review and to provide input for the Board.

Irina Phillips suggested a threshold be established for the CBRC to review changes in the budget.

Parker Myrus suggested the CBRC would be briefed of budgetary changes of an established amount.

Director Rita Moore stated in terms of forward-looking that would be part of the budget building process. When the proposed budget is presented staff identifies any areas that are substantially different than the previous year. Once the Board adopts the budget there is a need for periodic supplemental budgets. We are already getting that through the resolution process. She reminded the CBRC roughly 80% of the budget is personnel and the bulk of that is in schools, and the staffing process usually happens in March.

Claire Hertz shared the past year's experience with the COVID pandemic. In May 2020 the state economic forecast anticipated lower funding, the governor held a special legislative session and updated the budget. Staff gave an update to CBRC and the

Board adopted a supplemental budget. This would be an example of a budgetary item to have CBRC review in the future. As another example, this year the District refunded construction bonds and staff will prepare a supplemental budget to update the debt service appropriation to include the refunding. Staff will share the supplementary budget with the CBRC before referring to the Board for approval.

- Update on federal stimulus spending:
 - The first federal funds arrived in the spring, and were spent on Comprehensive Distance Learning including software, and Chromebooks.
 - The District has invested in air purification units, as well as assessments for all HVAC units.
 - The District has purchased Personal Protection Equipment, hand sanitizer, cleaning supplies, and is now preparing to open in a Hybrid model in April. The first students of Limited In Person Instruction (LIPI) were at Madison earlier in the week working on credit recovery.
 - The District is purchasing equipment to allow for broadcasting from the classroom so we can have students in the class and at home.

Chair Sara Kerr stated Biden has a massive proposal for relief that includes schools and would bring additional resources. Looking ahead, CBRC would like regular updates on COVID-specific expenditures.

Brad Nelson requested PPS budget staff share materials ahead of meetings so that CBRC members can review in advance and focus the meeting time on questions and discussion, rather than staff presentation.

3. PPS Budget Updates (*Claire/Nicole*)

1. New CFO: [Nolberto Delgadillo](#) Edweek Video [BPPS Announcement](#)
2. Budget Process Update
3. Upcoming budget activity

Key Updates:

Staff shared the first quarterly financial report in December, and will share this in the next meeting's materials. The second quarterly report will be delivered to the Board in the second February meeting, and staff anticipates additional growth in the General Fund Balance.

The Strategic Budget Team consisting of School Principals, Senior Leadership Team and Finance staff held four meetings in January and has submitted a strategic investment proposal to the Superintendent. The Superintendent will review and ensure alignment to the strategic plan. The Superintendent and staff are working to finalize the Strategic Plan based on the community visioning process.

COVID:

Staff are now receiving vaccines. The first phase includes staff who have contact and are working with students. Most staff will receive their first vaccine shot in four rounds by the end of the month.

Director Rita Moore shared more on the Five-Year Financial Forecast and the general fund ending balance was set at 7% for 2021-22 and 2022-23. The forecast started with an assumption of a 9% fund balance. The Board approved 2% to be used for next year with the assumption that there will be more costs around providing additional instruction for children for learning recovery.

Renee Watson suggested the District needed year-round school to catch kids up.

Claire Hertz described the plan being developed by the instructional team to address learning loss including additional instructional time in the spring, summer and into the next school year and summer.

Review [PPS Budget Principles](#) (Sara Kerr)

Renee Watson asked about using data as is included in the budget principles. She requested it data, on recruiting and retention of teachers of color. She would like to see data on the number and characteristics of teachers of color for the last three years including years of experience, placement, tenure, and if the District is increasing year over year and if so, how much?

Sara Kerr reminded the CBRC to consider this year's budget in the context of Covid, which may mean some departures from the budget principles will be necessary. She shared a blog post from Education Resource Strategies (ERS) [document](#) that outlines recommendations for district budgeting in a year like this.

4. Breakouts: 21-22 CBRC Budget Priorities - within each bucket, what are our key questions/ideas and what [role](#) should CBRC play in next 5 months? (Sara Kerr)

The CBRC met in [Small Groups](#) and reported out:

1. Communication/engagement with the broader community
 - i. During covid best outreach would be infographic asking staff to provide executive summary on previous budget, current budget, previous expenses, current expenses, ask the community what has worked well in the budget process. Jackson suggested questionnaires to the community and ask the community if they agree and approve and are we working in the right direction. Jackson Weinberg would like students to understand what it means for a school when budget decisions are made.
2. Follow up and accountability - did what PPS spend money on have the desired impact?
 - i. Trouble the topic is super high level, what do we mean by this and do we want to select specific items? General side there is a suggestion to add a section that lays out the topics that we are addressing in the recommendations. Suggested areas included equity allocations,

recruitment and retention of teachers of color, school foundation changes, achievement goals and metrics.

3. COVID-related budget priorities for spending/use of federal stimulus funding
 - i. How can the CBRC make sure the community feels heard in this process? CBRC should make sure that the community is heard. This is an important role for the CBRC, and there are decisions already made. The CBRC would hope the Board would want their input on the spending. What data is being used to base decisions to allocate resources and priorities?
 - ii. Group identified a set of questions for PPS that it would like answers to:
 1. Has PPS prioritized student, staff, and community needs that are most urgent and foundational to address and allocated resources accordingly?
 2. What data and information were those needs based on? Quantitative and qualitative measures.
 3. How will PPS promote equity in its proposed budget and ensure funding is being allocated to students and communities that have been most impacted (above equity formula)?
 4. Given the uncertainty this year, do we know what the biggest variables that will drive revenue uncertainty are?
 5. How is the District targeting student needs? Where and how is the District prioritizing investments (e.g. tutoring, extended learning)?
 6. What foundational, long term investments can we make this year? - for example - teacher professional development that will have longer-term impacts?

5. Next steps (*Sara Kerr*)

Sara debriefed and asked if members thought the breakout groups were helpful. Judah McAuley asked the joint working session with the board be scheduled, the earlier the better. Roger Kirchner confirmed the next two meetings are scheduled for February 11 and March 9. Claire Hertz asked if we can't schedule a joint session with the Board in February, would the CBRC still prefer to receive the COVID related information in the February meeting. Judah McAuley suggested February would be best to review the information.

The meeting adjourned at 8:28 p.m.