



# Staff Analysis and Report to the Board

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**Board Meeting/Work Session Date: June 25, 2019**

**Senior Lead: Cynthia Le**

**Department Lead: Jordan Ely**

**SUBJECT: Adoption of the 2019-20 Budget**

**I. BACKGROUND**

Staff is requesting that the Board resolve to adopt the 2019-20 budget as approved at the Board's May 28, 2019 meeting. This budget appropriates anticipated resources in alignment with the values and priorities of the Board and broader community.

**II. RELATED POLICIES/BEST PRACTICES**

ORS 294.456 requires the governing body to appropriate spending authority before staff can spend any resources in a fiscal year. The same statute stipulates that for governments organized by program, the governing body must appropriate resources by fund and program, as presented in the attached resolution.

**III. ANALYSIS OF SITUATION**

The Board may choose to adopt the budget as presented, adopt it with revisions, or not adopt it. However, current spending authority ends on June 30, 2019. If a budget is not adopted by June 30, 2019, the District would need to shut down until the Board adopts a budget. ORS 294.100 indicates that officials who authorize spending without an adopted budget on or after July 1, 2019 can be held personally liable for repayment of monies spent.

**IV. FISCAL IMPACT**

No further impacts beyond those identified in section III.

**V. COMMUNITY ENGAGEMENT (IF APPLICABLE)**

Matters related to the 2019-20 budget have been discussed at eight Board meetings/work sessions, including three public hearings and public testimonies, and nine Community Budget Review Committee (CBRC) meetings. The Board received the 2019-20 budget report from the CBRC on May 14, 2019.

Moreover, a feedback tool posted on the District's Budget Department page has been widely used, with answers to questions being posted on the same page and these are being made available to the Board as indicated below:

| Questions Submitted By | Responses Due  | In Board Packet Date | Board Meeting Date |
|------------------------|----------------|----------------------|--------------------|
| March 10, 2019         | March 12, 2019 | March 13, 2019       | March 19, 2019     |
| April 14, 2019         | April 16, 2019 | April 17, 2019       | April 23, 2019     |
| April 21, 2019         | April 23, 2019 | April 24, 2019       | April 30, 2019     |
| May 5, 2019            | May 7, 2019    | May 8, 2019          | May 14, 2019       |
| May 19, 2019           | May 21, 2019   | May 22, 2019         | May 28, 2019       |
| June 16, 2019          | June 18, 2019  | June 19, 2019        | June 25, 2019      |

**VI. TIMELINE FOR IMPLEMENTATION/EVALUATION**

If adopted, the appropriations will be uploaded into the District's financial system on July 1, 2019.


**VII. BOARD OPTIONS WITH ANALYSIS**

No further analysis beyond section III.

**VIII. STAFF RECOMMENDATION**

Staff recommends adoption of the 2019-20 Budget appropriations, as presented in the attached resolution.

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

  
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**Guadalupe Guerrero**  
**Superintendent**  
**Portland Public Schools**

June 20, 2019  
 \_\_\_\_\_  
**Date**

**ATTACHMENTS**

*(List all supporting documentation, including resolution, etc.)*

- A. Resolution to Impose Taxes and Adoption of the FY 2019-20 Budget.
- B. Attachment "A" to the Resolution to Impose Taxes and Adoption of the FY 2019-20 Budget.

**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*
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**Attachment "A" to Resolution No. XXXX**

**2019-20 Budget**

Schedule of Appropriations and Other Balances

|  | Proposed           |                | Approved           | Adopted            |
|--|--------------------|----------------|--------------------|--------------------|
|  | Original           | Adjustment     |                    |                    |
| <b>100 - General Funds</b>                     |                    |                |                    |                    |
| 1000 - INSTRUCTION                             | 370,511            | 1,459          | 371,970            | 371,970            |
| 2000 - SUPPORT SERVICES                        | 283,849            | 5,663          | 289,512            | 289,512            |
| 3000 - ENTERPRISE AND COMMUNITY SVCS           | 1,901              | -              | 1,901              | 1,901              |
| 5200 - TRANSFERS OF FUNDS                      | 3,704              | (2,000)        | 1,704              | 1,704              |
| 6000 - CONTINGENCIES                           | 26,682             | -              | 26,682             | 26,682             |
| <b>Fund Total</b>                              | <b>\$686,647</b>   | <b>5,122</b>   | <b>\$691,769</b>   | <b>\$691,769</b>   |
| <b>200 - Special Revenue Funds</b>             |                    |                |                    |                    |
| 1000 - INSTRUCTION                             | 52,519             | -              | 52,519             | 52,519             |
| 2000 - SUPPORT SERVICES                        | 30,839             | -              | 30,839             | 30,839             |
| 3000 - ENTERPRISE AND COMMUNITY SVCS           | 22,385             | -              | 22,385             | 22,385             |
| 4000 - FACILITIES ACQUISITION AND CONSTRUCTION | 59                 | -              | 59                 | 59                 |
| 5200 - TRANSFERS OF FUNDS                      | 2,000              | -              | 2,000              | 2,000              |
| 7000 - UNAPPROPRIATED FUND BALANCE             | 29,606             | -              | 29,606             | 29,606             |
| <b>Fund Total</b>                              | <b>\$137,408</b>   | <b>-</b>       | <b>\$137,408</b>   | <b>\$137,408</b>   |
| <b>300 - Debt Service Funds</b>                |                    |                |                    |                    |
| 5100 - DEBT SERVICE & 5400 - PERS UAL PROGRAMS | 177,734            | -              | 177,734            | 177,734            |
| 7000 - UNAPPROPRIATED FUND BALANCE             | 12,659             | (1,511)        | 11,148             | 11,148             |
| <b>Fund Total</b>                              | <b>\$190,393</b>   | <b>(1,511)</b> | <b>\$188,882</b>   | <b>\$188,882</b>   |
| <b>400 - Capital Project Funds</b>             |                    |                |                    |                    |
| 2000 - SUPPORT SERVICES                        | 2,779              | -              | 2,779              | 2,779              |
| 4000 - FACILITIES ACQUISITION AND CONSTRUCTION | 303,488            | (500)          | 302,988            | 302,988            |
| 5200 - TRANSFERS OF FUNDS                      | 620                | -              | 620                | 620                |
| 6000 - CONTINGENCIES                           | 42,933             | -              | 42,933             | 42,933             |
| <b>Fund Total</b>                              | <b>\$349,821</b>   | <b>(500)</b>   | <b>\$349,321</b>   | <b>\$349,321</b>   |
| <b>600 - Internal Service Funds</b>            |                    |                |                    |                    |
| 2000 - SUPPORT SERVICES                        | 3,755              | -              | 3,755              | 3,755              |
| 6000 - CONTINGENCIES                           | 8,324              | -              | 8,324              | 8,324              |
| <b>Fund Total</b>                              | <b>\$12,078</b>    | <b>-</b>       | <b>\$12,078</b>    | <b>\$12,078</b>    |
| <b>All Funds</b>                               |                    |                |                    |                    |
| <b>All Funds Total</b>                         | <b>\$1,376,347</b> | <b>3,111</b>   | <b>\$1,379,458</b> | <b>\$1,379,458</b> |

**Attachment "A" to Resolution No. 5912**

**2019-20 Budget**

Schedule of Appropriations and Other Balances

|  | Proposed           |                | Approved           | Adopted            |
|--|--------------------|----------------|--------------------|--------------------|
|  | Original           | Adjustment     |                    |                    |
| <b>100 - General Funds</b>                     |                    |                |                    |                    |
| 1000 - INSTRUCTION                             | 370,511            | 1,459          | 371,970            | 371,970            |
| 2000 - SUPPORT SERVICES                        | 283,849            | 5,663          | 289,512            | 289,512            |
| 3000 - ENTERPRISE AND COMMUNITY SVCS           | 1,901              | -              | 1,901              | 1,901              |
| 5200 - TRANSFERS OF FUNDS                      | 3,704              | (2,000)        | 1,704              | 1,704              |
| 6000 - CONTINGENCIES                           | 26,682             | -              | 26,682             | 26,682             |
| <b>Fund Total</b>                              | <b>\$686,647</b>   | <b>5,122</b>   | <b>\$691,769</b>   | <b>\$691,769</b>   |
| <b>200 - Special Revenue Funds</b>             |                    |                |                    |                    |
| 1000 - INSTRUCTION                             | 52,519             | -              | 52,519             | 52,519             |
| 2000 - SUPPORT SERVICES                        | 30,839             | -              | 30,839             | 30,839             |
| 3000 - ENTERPRISE AND COMMUNITY SVCS           | 22,385             | -              | 22,385             | 22,385             |
| 4000 - FACILITIES ACQUISITION AND CONSTRUCTION | 59                 | -              | 59                 | 59                 |
| 5200 - TRANSFERS OF FUNDS                      | 2,000              | -              | 2,000              | 2,000              |
| 7000 - UNAPPROPRIATED FUND BALANCE             | 29,606             | -              | 29,606             | 29,606             |
| <b>Fund Total</b>                              | <b>\$137,408</b>   | <b>-</b>       | <b>\$137,408</b>   | <b>\$137,408</b>   |
| <b>300 - Debt Service Funds</b>                |                    |                |                    |                    |
| 5100 - DEBT SERVICE & 5400 - PERS UAL PROGRAMS | 177,734            | -              | 177,734            | 177,734            |
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| <b>400 - Capital Project Funds</b>             |                    |                |                    |                    |
| 2000 - SUPPORT SERVICES                        | 2,779              | -              | 2,779              | 2,779              |
| 4000 - FACILITIES ACQUISITION AND CONSTRUCTION | 303,488            | (500)          | 302,988            | 302,988            |
| 5200 - TRANSFERS OF FUNDS                      | 620                | -              | 620                | 620                |
| 6000 - CONTINGENCIES                           | 42,933             | -              | 42,933             | 42,933             |
| <b>Fund Total</b>                              | <b>\$349,821</b>   | <b>(500)</b>   | <b>\$349,321</b>   | <b>\$349,321</b>   |
| <b>600 - Internal Service Funds</b>            |                    |                |                    |                    |
| 2000 - SUPPORT SERVICES                        | 3,755              | -              | 3,755              | 3,755              |
| 6000 - CONTINGENCIES                           | 8,324              | -              | 8,324              | 8,324              |
| <b>Fund Total</b>                              | <b>\$12,078</b>    | <b>-</b>       | <b>\$12,078</b>    | <b>\$12,078</b>    |
| <b>All Funds</b>                               |                    |                |                    |                    |
| <b>All Funds Total</b>                         | <b>\$1,376,347</b> | <b>3,111</b>   | <b>\$1,379,458</b> | <b>\$1,379,458</b> |