



PORTLAND PUBLIC SCHOOLS
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Date: November 19, 2019
To: School Board
From: Cynthia Le, Chief Financial Officer
Subject: Community Budget Review Committee (CBRC) charter

BACKGROUND

A Community Budget Review Committee (CBRC) is established for the purpose of budget review and recommendations. The CBRC also monitors and advises the Board on the allocation and expenditure of Local Option Levy funds. The CBRC serves in an advisory capacity to the elected members of the Board.

Members may be appointed by the Board from a pool volunteer applicants. The criteria for selection:

- Geographic Area
- Equity Focus
- Volunteer/District Highlights
- Strengths aligned with district priorities and CBRC deliverables

The Board determines CBRC composition and terms of service.

RELATED POLICIES/BEST PRACTICES

The Government Finance Officers Association (GFOA) best practices budget framework encourages effective and well-implemented public engagement and budget processes.

ANALYSIS OF SITUATION

There is a desire for developing a clear charter and parameters for the CBRC, including an annual selection process, which the Board will facilitate with support from designated staff.

FISCAL IMPACT

N/A

COMMUNITY ENGAGEMENT (IF APPLICABLE)

N/A

TIMELINE FOR IMPLEMENTATION / EVALUATION

N/A

BOARD OPTIONS WITH ANALYSIS

N/A

STAFF RECOMMENDATION

Staff recommends the Board review the proposed CBRC charter.

As a member of the PPS Executive Leadership Team, I have reviewed this staff report.

CA (Initials)

ATTACHMENT

Community Budget Review Committee Charter



PORTLAND PUBLIC SCHOOLS COMMUNITY BUDGET REVIEW COMMITTEE CHARTER

Draft

MISSION

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 serves as an advisory group to the elected members of the Board.

STRUCTURE

The CBRC is composed of eight to twelve volunteer members. From an applicant pool, members are selected and appointed by the Board to a three-year term, and may serve up to three terms. A student member is generally appointed to a one-year term.

CHARGE

1. A Community Budget Review Committee will be established for the purpose of budget review and recommendations.
2. Members will be selected and appointed by the Board after a review of the volunteer applicants. Diverse geographical representation is preferred as well as representation from diverse communities.
3. The CBRC will incorporate the district's Racial Equity and Social Justice (RESJ) Framework in leading with racial equity and a bold commitment to social justice.
4. The Board will determine the CBRC composition and terms of service.
5. The CBRC shall appoint a Chairperson from among the members. The Chair, with the assistance of the committee, shall review pertinent background materials, current and proposed district budgets, and prepare an annual budget recommendation for presentation to the Board. The chair shall be limited to no more than four years.

The CBRC receives direction from the Board and is charged with reviewing the Superintendent's Proposed Budget and providing feedback to the Board. The CBRC will also monitor and advise the Board on the allocation and expenditure of Local Option Levy funds. If a special project is chosen, the Board will direct the CBRC to discuss the charge in more detail. Members of the CBRC are invited and encouraged to attend Board meetings.

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 and their appearance, and exercise care in performing their duties and making recommendations from which they may personally benefit. All CBRC members, as appointed members of a public advisory body, shall follow the ethics rules contained in ORS Section 244.

PROPOSED PROTOCOL FOR SELECTING MEMBERS

The CBRC generally has 8-12 members appointed at any given time, each member serving a three-year term. In June of each year, the number of vacant positions is reviewed and vacancies confirmed is posted on the main PPS and CBRC web pages, soliciting membership for the appropriate number of positions.

- The application process is open through the end of August; the process including timeline and criteria shall be transparent to the community and board
- At the close of the solicitation period, applications from each candidate are reviewed by CBRC leadership and 2-3 Board representatives.
- Factors for consideration include relevant experience, volunteerism, school association, geographic representation from within the boundaries of PPS, commitment to Racial Equity and Social Justice, availability to attend meetings, ability to deliver on the charter of the CBRC, and provide advice to the Board regarding investment of district resources to support the district’s vision.
- Interviews with each candidate are conducted by a panel of Board representatives and continuing CBRC leadership either in person or via telephone. The majority of interviewing panel shall be board members.
- Candidates are then rated by each member of the panel using an evaluation measurement tool, assigning a score for various components and areas of qualifications from 1 (least suited) to 5 (most suited). All candidates for appointment, including members seeking re-appointment, will go through this process.
- The candidates with the highest overall scores are recommended to the full Board for consideration and formal appointment.
- Candidates are appointed by the Board of Education for a three-year term.

