PORTLAND PUBLIC SCHOOLS
COMMUNITY BUDGET REVIEW COMMITTEE CHARTER

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 thirteen 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. Student members are appointed to one-year terms.

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. Members are expected to attend committee meetings. Persistent lack of participation may result in the termination of a member's board appointment.

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.

PROTOCOL FOR SELECTING MEMBERS

The CBRC generally has eight to thirteen 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 are posted on the CBRC webpage 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 and 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. The majority of the 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.

