Community Budget Review Committee
Joint Board of Education Meeting Notes

Tuesday, March 31, 2026
6:40pm - 7:30pm

Committee Members Present:

Aaron Cronan	Adriel Person*	Jen Gray O'Connor	Patte Sullivan***
Shain Corey	Shannon Staley	Sirena Chen**	

* Committee Co-Chair ** Student Member ***Board Representative

PPS Finance Staff Present:

Alexandra Martin	Cheryl Pitman	Michelle Morrison	Nichole Watson	Tami Booth

Facilitator Nichole Watson welcomed the Community Budget Review Committee and staff to the meeting, which was called to order by Co-Chair Adriel Person at 5:02 p.m.

Housekeeping
Ms. Watson reviewed the meeting agenda and reminded the group of the CBRC question form and tracking log, which are always available for requesting and obtaining information; all meetings are recorded and posted, along with meeting materials on our website, and members are always welcome to contact Cheryl Pitman (cpitman@pps.net) for assistance or logistical support. Ms. Watson introduced Budget Director Tami Booth to discuss recruitment for next year's committee.

CBRC Recruitment
Ms. Booth noted that a quorum had not yet been achieved, so will continue material / information review in the hope that additional members will join. Per Ms. Booth all student members' terms, as well as four voting members', expire on June 30. There will be an August-September application window leading to October / November member appointment by the Board of Education, and staff hope that current members will encourage friends, family and other interested community members to apply. Any current members interested in assisting with the application process may contact Cheryl Pitman.

Overview of Budget Milestones
Noting that it was informational, as a quorum still had not been reached, Ms. Booth shared milestones of the 2026-27 budget process. This work culminated in adoption of the budget at the previous evening's Board meeting, at which this committee's exemplary work was also called out. Ms. Booth also noted that budget updates, for those wishing to continue to follow this work, are posted monthly on the PPS Budget website.

Local Option Levy Data & Report Creation
Ms. Booth noted that no additional members had yet joined the meeting, which was therefore still without a quorum, and that discussion would be informational unless more members joined. CFO

Michelle Morrison acknowledged the speed with which this year's CBRC report to the Board was completed, noting that this was the first year in which the Local Option Levy ("LOL") work had been separate from the Budget recommendation, and reported that this will be included as a "look-back" in the District's annual report.

Noting that a quorum had not yet been reached, Ms. Morrison noted that she and staff would be happy to continue the meeting, to give time for additional members to join, and answer any questions on an informational basis with a plan to schedule and additional meeting as soon as possible. Another option could be to have two smaller groups meet separately to discuss the LOL item, then get together to vote. Co-Chair Person opened it up to the group, which elected to continue informational review of the slide presentation, send the materials out to the entire group along with a link to the video of this meeting to review and work asynchronously, then schedule an additional meeting to vote.

CFO Morrison noted that the LOL ballot measure language requires PPS to provide fiscal accountability and independent oversight, which is the function of the CBRC. The language also directs how funds may be used (link to ballot measure language).

Accounting Process Overview:
Ms. Booth continued the overview, inviting questions as they occur, and noting the broad categories through which Local Option Levy funds are managed, ensuring that every dollar collected is used correctly and reported accurately. Director Booth reviewed the Revenue and Expense Summary Balance Sheet, as well as Journal Detail.

Budget Manager Alexandra Martin broke down Average Teacher Cost information and discussed relating to Enrollment trends to ensure as accurate a budget forecast as possible, noting the enrollment data is a snapshot in time. Both Ms. Martin and Ms. Booth discussed how teacher costs are kept separate from administrative costs. CFO Morrison noted that the district would be at least 20% short without this levy and expressed gratitude to the community on the District's behalf for its five-year renewal of the LOL in 2024.

Facilitator Watson led group discussion of next steps; Committee member Shain Corey noted that the LOL draft recommendation is fairly complete but could refine, review with co-chair and send final draft to the Committee for review, then call a final Committee meeting for a vote. The group concurred on this path; Co-Chair Person commended Mr. Corey for strong work on a tight timeline and expressed hope that this could be completed before her term ends on June 30.

CFO Morrison noted that Budget Manager Alexandra Martin has accepted a position at San Francisco Unified School District; the group shared praise for Ms. Martin's work and congratulations on her move; the meeting was adjourned by Co-Chair Person at 6:01 p.m.

Submitted by: Cheryl Pitman, Confidential Executive Assistant to the CFO
Next Meeting: To be determined