



**PORTLAND PUBLIC SCHOOLS**  
**OFFICE OF DEPUTY SUPERINTENDENT**  
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**Date:** September 28, 2023  
**To:** PPS Board of Directors  
**From:** Myong Leigh, Interim Deputy Superintendent of Business & Operations  
**Subject:** Adoption of the 2024-25 Budget Calendar

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### **BACKGROUND**

Staff is requesting that the Board resolve to adopt the 2024-25 budget calendar at the Board's October 10, 2023 meeting. A draft budget calendar was shared with the Board at the September 26, 2023 study session. Some changes have been incorporated into the calendar based on Board feedback.

### **RELATED POLICIES/BEST PRACTICES**

Action is being taken to:

- allow sufficient time to adopt the budget by June 30, as required by ORS 294.408,
- comply with Oregon Local Budget Law,
- leverage Government Finance Officers Association (GFOA) best budgeting practices,
- ensure the budget incorporates accurate data inputs, and
- meet Meritorious Budget Award (MBA) requirements.

Community engagement is a key component of resource planning and included in this plan are multiple community touchpoints. The 2024-25 budget development process includes engagements with the Community Budget Review Committee (CBRC). Not captured here are the various meetings CBRC will attend with PPS staff to support their work on the proposed budget report.

Staff are also planning to hold some budget meetings at non-PEC locations. This shift aims to accommodate the large volume of community engagement we have seen in recent cycles. Additionally, staff will work with Communications to inform communities about budget engagements.

Engagements with the board are included in the calendar and additional engagements are being explored, including a fall priority-setting work session.

### **ANALYSIS OF SITUATION**

The Board may choose to adopt the budget calendar as presented, adopt it with revisions, or not adopt it. It includes steps of budget preparation and is built around mandated requirements to allow sufficient time to adopt the budget by June 30, as required by ORS 294.408.

Staff are committed to getting the proposed budget document to the Board for their review two weeks prior to the proposed budget message from the superintendent. This will give the Board six weeks to review the budget before approval.

**FISCAL IMPACT**

No further impacts beyond those identified in the Analysis of Situation section above.

**COMMUNITY ENGAGEMENT (IF APPLICABLE)**

The leadership of the CBRC have reviewed the budget calendar. Community engagement will continue with the budget process.

**TIMELINE FOR IMPLEMENTATION / EVALUATION**

If approved, staff will work on developing the budget for 2024-25 as scheduled.

**BOARD OPTIONS WITH ANALYSIS**

See Analysis of Situation section above.

**CONNECTION TO BOARD GOALS**

This budget calendar has been developed to ensure the alignment of resources to the Board Goals and *Forward Together*.

**STAFF RECOMMENDATION**

Staff recommends the passage of the board resolution to adopt the 2024-24 Budget Calendar.

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

ML (Initials)

ATTACHMENT  
Resolution to adopt the 2024-25 Budget Calendar