



TO: Independent Local School Foundations
FROM: Nolberto Delgadillo, Chief Financial Officer
DATE: April 25, 2022
SUBJECT: Invoice Timeline Changes for Independent School-based Foundation Fundraising Groups

This is a message for all independent foundations that operate within Portland Public Schools as a reminder of upcoming changes to the timing of payments.

Dear PPS Independent Local School Foundations Board Leadership,

This letter serves as a reminder of upcoming changes for the 2022-2023 school year. Currently both affiliated and local independent school foundations operate within PPS schools as a fundraising resource for school communities. Historically, affiliated school foundations have paid for FTE positions prior to the school year while independent foundations have paid for FTE positions at the end of the school as a reimbursement to the district.

As announced in Spring 2021, for the 2022-2023 school year, independent school foundations will need to pay for FTE at the beginning of the school year in which the funds will be spent. This timeline change puts independent school foundations on the same payment schedule as affiliated school foundations.

This change will use the same methodology for all school foundations and move to the best practice of principals knowing the funding available to them at the start of the school year.

After 2021-22, The Fund for PPS will no longer provide invoices to independent school foundations. All school foundations will submit their donations to The Fund for PPS by June 30th. The Fund then deducts the 1/3 contribution to the PPS Parent Fund and then writes a lump sum check to PPS by July 31st. PPS Finance department deposits the remaining amount in the school's foundation grant account, enabling the principal to draw on funds for staffing or other services.

Aligning our processes for all school foundations, school foundation leaders will work with their principal to decide how much funding they will donate to The Fund for PPS for the staffing that they are supporting plus the PPS Parent Fund contribution for the upcoming school year. There are resources available at fundforpps.org to help with this, including [PPS Parent Fund Calculator](#) and [Comparison of School-based Foundations: Affiliated & Independent](#).

In summary, here is the timeline:

1. By 4/30/2022, The Fund for PPS will provide an invoice for the 2021-22 school year (current year), which will be due by 6/30/2022.
2. For the 2022-2023 school year, funds to support FTE, and its corresponding PPS Parent Fund contribution, will be due by 8/31/2022. We are giving independent foundations two extra months due to the shift in the timeline but next year's (2023-24) donation will be due by 6/30/2023. No invoices will be sent for FY 2022-23. Neither will commitment letters be required.



We understand this is a shift from the way independent school foundations have operated historically, but are also confident that your engagement with principals over the past year leading to this moment will allow for a smooth transition. For further background, please see the prior communications shared over the past 12 months regarding these timeline changes for independent school foundations:

- [Independent Foundation Invoice – April 2021](#) (Via The Fund for PPS)
- [Fund for PPS Newsletter – April 2021](#) (via The Fund for PPS)

Thank you for your support. Please work with your school principal to decide on a donation amount for the upcoming school year, 2022-23.