



## MINUTES OF THE BOARD MEETING OF THE FUND FOR PORTLAND PUBLIC SCHOOLS AN OREGON NONPROFIT PUBLIC BENEFIT CORPORATION

The Board of Directors of the Corporation planned to hold their meeting on the day at the place set forth as follows:

Time: 4:00 PM – 5:30 PM  
Date: January 17, 2024  
Place: Virtual Meeting

The following board directors were present at the meeting: Victoria Lara (chair), Jonathan Garcia (president), Kelly Huotari

The following guests were present: Jessica Yoder, McDonald Jacobs

The following PPS staff members were present: Robyn Faraone, Tullan Spitz, Nailah Roque

### **4:03 PM Victoria Lara , Chair, called the meeting to order**

- Welcome Kelly Huotari, new Board Director

Jonathan Garcia, President

- Welcome Kelly
- Brief overview PPS: Interim Superintendent announced, district facing budget cuts, important role for The Fund to play

Kelly Huotari

- Brief introduction, past roles and current position at Cambia Health

Introductions

- Nailah Roque, Robyn Faraone, Tullan Spitz, Victoria Lara

### **Financial Report**

- Nailah Roque presented the updated financials for The Fund for PPS.

*Motion to Approve Financial Report: Jonathan Garcia*

*Motion Seconded: Kelly Huotari*

*All Approved.*

**4:34 Jessica Yoder, McDonald Jacobs**

- Jessica Yoder, representing our hired independent auditor, McDonald Jacobs, presented The Fund's audit documents. The Fund received a "clean" or "unmodified" opinion for year ending 6/30/2023.

*Motion to Approve the Audit, Jonathan Garcia.*

*Motion Seconded, Kelly Huotari.*

*All Approved.*

**Transition Plan: Jonathan Garcia**

- Presented a Transition Plan
- Board Development

Victoria Lara

- Not available on proposed 3/21/24 meeting date
- Robyn Faraone will find dates that work. Communications to go out to Board next week.

**5:00 Victoria Lara**

- Meeting adjourned

**“UNOFFICIAL” BOARD NOTES FOR  
THE FUND FOR PORTLAND PUBLIC SCHOOLS  
AN OREGON NONPROFIT PUBLIC BENEFIT CORPORATION**

The Board of Directors of the Corporation planned to hold their meeting on the day at the place set forth as follows:

Time: 4:00 PM – 5:30 PM

Date: May 2, 2023

Place: Virtual Meeting

The following board directors were present at the meeting: Victoria Lara (chair), Jonathan Garcia (president)

The following guests were present: Andrew Scott, PPS Board of Education Chair

The following PPS staff members were present: Robyn Faraone, Tullan Spitz, Nailah Roque, Josephine Navarro

**There was no quorum present and thus an official meeting was unable to occur.**

**Jonathan Garcia, President**

- Excited to “double down” on the Fund’s efforts this year
- Exciting News: over \$15M Investment from the City of Portland

**Andrew Scott, PPS Board Chair**

- Glad Jonathan met with parents re: local school foundations
- Noted the conversations on Facebook had a different tone
- Interested in building new Nike relationship for Fund for PPS

**Robyn Faraone, Director of Strategic Partnerships**

- Thank you all for attending The Fund for PPS’ reception at the Heart of Portland on April 11, 2023.
- The Fund’s Sponsor Reception raised \$74K in Sponsorships, with only \$7K in expenses.
- [Report Out Heart of Portland Reception Event](#)

**Victoria Lara, Board Chair**

- Thanks everyone for attending.



## **MINUTES OF THE BOARD MEETING OF THE FUND FOR PORTLAND PUBLIC SCHOOLS AN OREGON NONPROFIT PUBLIC BENEFIT CORPORATION**

Board of Directors of the Corporation, held their meeting at the time, on the day at the place set forth as follows:

Time: 4:00 PM – 5:30 PM  
Date: January 25, 2023  
Place: Virtual

The following board directors were present at the meeting: Victoria Lara (chair), Chris Minnich, Nolberto Delgadillo, and Jonathan Garcia (president)

The following guests were present: Andrew Scott, PPS Board of Education Chair

The following PPS staff members were present: Robyn Faraone, Tullan Spitz, Nailah Roque, & Josephine Navarro

### **Call to Order – 4:04 PM**

The Fund Board Chair, Victoria Lara, called the meeting to order.

### **Welcome & Introductions**

Chair Lara welcomes everyone to the meeting.

### **Financial Report Review**

- Well Fargo Account Balance - \$1.8M
- Coronavirus Relief Fund - \$1.3M rased as of Mar 2020; \$135K Balance
- Fund for PPS Balance - \$52K
  - HeART of Portland Reception will increase balance
- PPS Parent Fund Balance - \$1.7M
- LSF Balance Sheet - \$410K, No Negative Balances
- Bank Reconciliations Completed July 2022 - Dec 2022
- FY22 Financial Review Meeting with McDonald Jacobs scheduled for Friday, 10 February 2023

### **Consent Agenda: Board Meeting Minutes**

Motion to Approve: Board Minutes: [Board Meeting Minutes\\_11.10.2022](#)

*Motion made by Jonathan Garcia.*

*Seconded by Chris Minnich.*

*All Approved.*

### **PPS Parent Fund Awards 2023-24**

- \$1.2M available to award for next school year. More available this year than in the past two years do to timeline change in payment from Independent Foundations.
- Current balance is at pre-pandemic levels. Team is unsure if this trend will continue.
- Current formula uses 15% Free & Reduced Lunch & 40% Historically Underserved Population
- Head Start is included in awardees which hasn't been done before
- Board members suggest using combined data to determine awards
- **Action Item: Robyn Faraone will develop 1-2 other options for award distribution and award levels by working with PPS Analytics Team.**

### **HeART of Portland Reception - Apr 11, 2023 4 PM - 6 PM**

- Every year the Visual & Performing Arts department hosts the HeART of Portland at the Portland Art Museum
- The Fund for PPS will host a Reception before the event as a fundraising vehicle to bring in sponsors and let the community know that good things are happening and encourage the business community to support our work
- Current Sponsor: Toyota \$25K
- Current Sponsor: Chris Minnich confirms NWEA will sponsor at \$25K
- The team has prepared a list of potential sponsors for review
- Jonathan will meet with each board member 1:1 to review the potential sponsor list to begin making calls
- Fundraising Goal: \$200K

### **Sponsorship Package**

- Board discussed the draft sponsorship package and gave input on the sponsorship levels and content for the staff to finalize document.

### **Fundraising Priorities**

The team has created one pagers for The Fund's priority areas:

#### **Champion PPS Schools - Priorities Flyers.pdf**

- Inspired, Sustainable Schoolyards - fundraising to bring resources to improve schoolyards starting with priority schools such as Rigler Elementary School and George Middle School
- Arts Education & Enrichment- working with VAPA team to support arts at PPS
- Crisis Relief Fund - rebranding the Coronavirus Relief Fund as emergency needs continue to arise
- **Action Item: Chair Lara will review and give feedback on fliers**
- **President Garcia asks Ms. Faraone to share one-pagers for finalization**

### **Adjournment – Chair Victoria Lara**

Chair Lara thanks everyone for being present.

**Meeting Adjourned at 5:13 PM**



## ADDENDA - BOARD MINUTES - 1.25.2023

### Article I. 2023-24 PPS Parent Fund Awards Vote

Board Member	Vote	Date/Time of Vote
Jonathan Garcia, President	Yes	Feb 1, 2023 at 8:31 AM
Victoria Lara, Chair	Yes	Jan 31, 2023 at 10:36 PM
Chris Minnich, Audit Chair	Yes	Jan 31, 2023, at 7:44 PM
Becky Koteen	Yes	Feb 1, 2023, 8:29 AM
Nolberto Delgadillo, Treasurer	Yes	Feb 1, 6:56 AM



## **MINUTES OF THE BOARD MEETING OF THE FUND FOR PORTLAND PUBLIC SCHOOLS AN OREGON NONPROFIT PUBLIC BENEFIT CORPORATION**

Board of Directors of the Corporation, held their meeting at the time, on the day at the place set forth as follows:

Time: 3:30 PM – 5:00 PM

Date: November 10, 2022

Place: Prophet Center, 501 N. Dixon St., Portland, OR

The following board directors were present at the meeting: Victoria Lara (chair), Becky Koteen, Chris Minnich, Nolberto Delgadillo, and Jonathan Garcia (president)

The following ex-officio members were present: Guadalupe Guerrero, PPS Superintendent

The following guests were present: Andrew Scott, PPS Board of Education Chair

The following PPS staff members were present: Robyn Faraone, Nailah Roque, Tullan Spitz.

### **Call to Order – 3:40 PM**

The Fund Board Chair, Victoria Lara, called the meeting to order.

### **Welcome & Introductions**

Chair Lara welcomes everyone to the meeting. President Garcia introduces PPS Board of Education Chair, Andrew Scott. All present introduce themselves.

### **Consent Agenda: Board Meeting Minutes**

Motion to Approve: Board Minutes (October 27th Board Meeting)

*Motion made by Jonathan Garcia*

*Seconded by Becky Koteen.*

*All Approved.*

### **Follow Up Discussion: Board of Directors, Advisory Board; Draft Matrix & Job Description**

#### **Board Update**

- Dexter Pearce has accepted a new position based in Seattle and is resigning from the board

**Current Board Makeup**

Members	President	Ex-Officio/Support
Victoria Lara, Chair Becky Koteen, Secretary Nolberto Delgadillo, Treasurer Chris Minnich, Audit Committee Chair	Jonathan Garcia	Guadalupe Guerrero Andrew Scott

**New Board Member Desired Characteristics**

- Desire to support the vision and Strategic Plan of Portland Public Schools
- Expertise in targeted areas of Accounting & Finance, Legal, Communications/Marketing, Public Relations
- Other areas of expertise: Fundraising, Event Management, Gov/Ed sectors
- Ability to give In-Kind Advice and Leadership

**Draft Matrix**

- **Board Members will use matrix for self-assessment**

**Questions for Discussion - Jonathan Garcia**

Does The Fund want to be a working board, advisory board, or mixed?

- For equity, a working board is needed
- A mixed board has advantages
- There is advantage to having some board members who are able to write checks
- The current board make up is not for fundraising but it is for governance

Guadalupe Guerrero:

We want to build a broad movement. We need to equip folks with professional reports and talking points.

Chris Minnich suggests we try to recruit community influencers, such as:

- Tim Boyle, CEO, Columbia Sportswear
- Toya Fick, President & CEO, Meyer Memorial Trust

**Fundraising Plan - Overview**

Key Performance Indicators

- Raise \$100,000 (\$20,000 each from government sources, corporations, foundations/major gifts/donor advised funds)
- Launch an Annual Fund Drive to secure 1,000+ one-time and monthly donors to The Fund for PPS
- Host an end of the year celebration/fundraising event





### Fundraising Priorities

- A Connected and Transformative School District
- Racial Equity Aligned Systems and Structures
- Cultivating System-Wide Learning and a Diverse Workforce
- Transformative Curriculum and Pedagogy
- A Culture of Physical and Emotional Safety

### Revenue Streams

- Government
- Corporations
- Foundations/DAFs
- Individual Donors/Board Members
- Events

### **Fundraising Plan - Execution**

Building Capacity is Crucial

Andrew Scott is in support based on ROI of The Fund for PPS

What is the ideal composition of the board? Should create a vetting sheet and include points if there are some attributes that will be weighted more than others.

- Should all board members live in Oregon? Parent? PPS Parent?

### **Fundraising Priorities**

- ❖ **Arts Education & Enrichment**
- ❖ **Crisis Relief Fund for PPS Students & Families**
- ❖ **Greening Schoolyards**

Jonathan Garcia asks if all board members are on board with the following three priorities

- Director Chris Minnich would like to see Literacy
- All board members approve of three priority areas

### **Board Announcements**

- Victoria Lara will continue her position as chair until the end of the fiscal year
- Field work for Financial Review currently in place for FY22; FY23 (current year) will be audited next fiscal year
  - Directors Chris Minnich and Nolberto Delgadillo will review report from Auditors

### **Adjournment – Chair Victoria Lara**

Chair Lara thanks everyone for being present.

**Meeting Adjourned at 4:55 PM**



**MINUTES OF THE BOARD MEETING  
OF THE FUND FOR PORTLAND PUBLIC SCHOOLS  
AN OREGON NONPROFIT PUBLIC BENEFIT CORPORATION**

Board of Directors of the Corporation, held their meeting at the time, on the day at the place set forth as follows:

Time: 4:30 PM – 5:30 PM  
Date: October 27, 2022  
Place: Virtual Meeting (Zoom)

The following board directors were present at the meeting: Victoria Lara (chair), Becky Koteen, Nolberto Delgadillo, and Jonathan Garcia (president)

The following PPS staff members were present: Robyn Faraone, Nailah Roque, Tullan Spitz, Josephine Navarro.

**Call to Order – 4:30 PM**

The Fund Board Chair, Victoria Lara, called the meeting to order.

**Consent Agenda Review:**

**Minutes from August 25, 2022 Board Meeting**

**Financial Statements – Nailah Roque**

- Made available The Fund for PPS Current Financial Statements

**FY22 Close Out: \$2.4M Transfer to PPS - Nailah Roque**

- Review of LSF Gifts and PPS Parent Fund Awards Transfer

**Motion to Approve: Board Minutes (August 25th Board Meeting)**

***Motion made by Becky Koteen***

***Seconded by Jonathan Garcia.***

***All Approved.***

### **Advisory Council**

- Could serve as pipeline to board
- Limited engagement
- No Financial Commitment included

### **Board Member Responsibilities - Update**

- Primary Responsibilities for Board is governance, including financial oversight of the organization and fundraising
- Give/Get of \$10K
- Goal to grow the board to 10 members by next fiscal year
- Dexter Pearce will no longer be able to serve on the board

### **Reactions/Wonderings Discussed**

- Desire for the board to reflect the diversity of PPS students
- What is the ideal composition of the board? Should create a vetting sheet and include points if there are some attributes that will be weighted more than others.
- Should all board members live in Oregon? Parent? PPS Parent?

### **End of Year Event: Reactions, Thoughts & Ideas**

- Set a goal to raise \$100K
- Revolution Hall seats 800 people
  - \$100/ticket = \$80K
- Estimated Costs: \$20K
- What is the purpose/value proposition for guests to attend?
- Event could be a “thank you” to monthly donors
- Estimated Time: May/June 2023
- Desire to use a different model than the typical gala fundraising dinner

### **Ted Talk Regional Event - Becky Koteen**

Board Member Koteen suggests a Ted Talk regional event using the expertise of the PPS &/or Portland Community.

### **Adjournment – Chair Victoria Lara**

Chair Lara thanks everyone for being present.

**Meeting Adjourned at 5:17 PM**



**MINUTES OF THE BOARD MEETING  
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Board of Directors of the Corporation, held their meeting at the time, on the day at the place set forth as follows:

Time: 4 PM – 5 PM  
Date: August 25, 2022  
Place: Virtual Meeting (Zoom)

The following board directors were present at the meeting: Victoria Lara (chair), Chris Minnich, Becky Koteen, Nolberto Delgadillo, and Jonathan Garcia (president)

The following PPS staff members were present: Robyn Faraone, Nailah Roque, Josephine Navarro, Courtney Westling, Lisa Merrick.

The following guests were present: Eilidh Lowery

**Call to Order – 4:08 PM**

The Fund Board Chair, Victoria Lara, called the meeting to order.

**Financial Statements – Nailah Roque**

- Review The Fund for PPS Current Financial Statements

**FY22 Close Out: \$2.4M Transfer to PPS - Nailah Roque**

- Review of LSF Gifts and PPS Parent Fund Awards Transfer

**Motion to Approve: Financial Report, FY22 Transfer, and Board Minutes (May 26th Board Meeting)**

*Motion made by Chris Minnich*

*Seconded by Victoria Lara.*

*All Approved.*

## **Board Recruitment & Advisory Committee**

### **Board Update**

- Dexter Pearce has accepted a new job in Seattle. He was not able to attend today's meeting because he is in the process of moving. Staff will follow up with him to see if he has capacity to continue serving.
- Joint goal to grow the Board

### **Thoughts on creating a Board Advisory Committee**

- Could serve as a pipeline for the Board
- Need to decide what the role of Advisory Committee
- Don't make it too big

### **PPS Legislative Agenda - Courtney Westling & Lisa Merrick, Government Relations**

- Review of Oregon's School Finance System
- List of Upcoming Legislative Session Dates
- Discussed PPS Legislative Agenda & Advocacy Efforts

### **Operating Agreement with PPS – Jonathan Garcia**

- The Fund for PPS is due to enter a new operating contract with District
  - Current agreement ended 6/30/2022
- We are proposing a flat rate reimbursement of \$20K for staffing costs
  - Almost all funds raised go directly to the district & schools
- Jonathan will finalize the contract with district and the will bring back to board to vote on and approve

### **Next Steps**

- Victoria and Robyn will work on the framework for the Advisory Committee
- Jonathan will finalize operating agreement with PPS
- The team will work on a work plan for FY23

### **Adjournment – Chair Victoria Lara**

Chair Lara thanks everyone for being present.

**Meeting Adjourned at 5:00 PM**



**MINUTES OF THE BOARD MEETING  
OF THE FUND FOR PORTLAND PUBLIC SCHOOLS  
AN OREGON NONPROFIT PUBLIC BENEFIT CORPORATION**

Board of Directors of the Corporation, held their meeting at the time, on the day at the place set forth as follows:

Time: 4 PM – 5 PM  
Date: May 26, 2022  
Place: Virtual Meeting (Zoom)

The following board directors were present at the meeting: Victoria Lara (chair), Chris Minnich, Becky Koteen, Dexter Pearce.

The following PPS staff members were present: Robyn Faraone, Nailah Roque, Tullan Spitz, Josephine Navarro, and Camille Idedevbo.

**Call to Order – 4:00 PM**

The Fund Board Chair, Victoria Lara, called the meeting to order.

**Motion to Approve the Minutes – 3/17/2022 Board Meeting**

*Motion made by Chris Minnich.*

*Seconded by Becky Koteen.*

*Minutes were approved.*

**Financial Statements – Nailah Roque**

- Review The Fund for PPS Current Financial Statements

**Operating Agreement with PPS Discussion – Robyn Faraone**

- Discussion of the proposed Operating Agreement with PPS
  - Propose a lump sum salary reimbursement of \$20,000 in operating agreement for the next contract 7/1/2022-6/30/2024.
  - Discussion. No Vote.

**Conflict of Interest Disclosure Form**

- Staff presented a new draft form for directors to disclose any potential conflicts of interest.

**Motion to Approve the Conflict of Interest Disclosure Form**

***Motion made by Becky Koteen.***

***Seconded by Dexter Pearce.***

***Disclosure Form was Approved.***

Jonathan Garcia gave an update on the PPS Budget for 2021-22. The reduction in enrollment will continue to constrain the district's ability to maintain service levels, especially with increasing student needs and inflationary increases in costs. The Fund board will need to help support the local option and advocate for more public funding to meet students' complex needs.

**Adjournment – Chair Victoria Lara**

Chair Lara thanks everyone for being present.

**Meeting Adjourned at 5:00 PM**



**MINUTES OF THE BOARD MEETING  
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AN OREGON NONPROFIT PUBLIC BENEFIT CORPORATION**

Board of Directors of the Corporation, held their meeting at the time, on the day at the place set forth as follows:

Time: 4 PM – 5 PM  
Date: March 17, 2022  
Place: Virtual Meeting (Google Meet)

The following board directors were present at the meeting: Victoria Lara (chair), Chris Minnich, Becky Koteen, Nolberto Delgadillo, Dexter Pearce.

The following PPS staff members were present: Robyn Faraone, Nailah Roque, Tullan Spitz, Josephine Navarro, and Camille Idedevbo.

**Call to Order – 4:00 PM**

The Fund Board Chair, Victoria Lara, called the meeting to order.

**Motion to Approve the Minutes – 2/17/2022 Board Meeting**

***Motion made by Chris Minnich.***

***Seconded by Becky Koteen.***

***Minutes were approved.***

**Financial Statements – Nailah Roque**

- In depth review The Fund for PPS Unrestricted & Operating Budget
  - 3-Year Comparison of the income/expenses
  - Monthly transaction summary where all gifts and expenses are recorded
- The largest expense incurred is reimbursement of staffing costs to PPS per the Operating Agreement.
  - FY 2019-20 \$70,000 for salaries and operating expenses
  - FY 2020-21 \$60,000 with the main difference being that we reimbursed operating expenses to district monthly

**Operating Agreement with PPS Discussion – Robyn Faraone**



- Reviewed current Operating Agreement, which is set to expire 6/30/22.
- Draft letter to Deputy Superintendent Claire Hertz requesting revision to Operating Agreement

***Motion made by Becky Koteen.***

***Seconded by Dexter Pearce.***

***Letter to PPS with Revised Operating agreement were approved.***

- Board discussion about whether The Fund will need a part-time, dedicated director in the future, given the President's current responsibilities. Staff offered to follow-up on directors ideas for the following:
  - Event at Arlington Club with Superintendent featured as speaker to talk about progress being made by PPS in new strategic direction. Follow-up with Chris Minnich.
  - Muralist could be part of Greening Schoolyards. Follow-up with Becky Koteen.
  - A Marketing/Communication Plan or Media Campaign to launch The Fund for PPS in a more public view. All Directors.

**Board Announcements – Chair Victoria Lara**

Chair Lara email an electronic card for board members to show gratitude to Superintendent Guadalupe Guerrero.

**Adjournment – Chair Victoria Lara**

Chair Lara thanks everyone for being present.

**Meeting Adjourned at 5:00 PM**



**MINUTES OF THE BOARD MEETING  
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Jonathan Garcia, President of The Fund for Portland Public Schools, consulting the Board of Directors of the Corporation, held their meeting at the time, on the day at the place set forth as follows:

Time: 4 PM – 5 PM  
Date: February 17, 2022  
Place: Virtual Meeting (Google Meet)

The following board directors were present at the meeting: Victoria Lara (chair), Chris Minnich, Eilidh Lowery, Nolberto Delgadillo, Dexter Pearce.

The President of The Fund for Portland Public Schools, Jonathan Garcia, was also present at the meeting.

The following PPS staff members were present: Robyn Faraone, Nailah Roque, Tullan Spitz, Josephine Navarro, and Camille Idedevbo.

**Call to Order – 4:03 PM**

The Fund Board Chair, Victoria Lara, called the meeting to order.

**Motion to Approve the Minutes – 1.20.2022 and Revised Minutes  
10.21.021**

Motion made by Chris Minnich.

Seconded by Dexter Pearce.

Minutes were approved.

**President's Report – Jonathan Garcia**

PPS released staffing to school administrators this week. Enrollment in elementary grade levels is decreasing so many elementary schools are seeing decreased staffing. The district is still expanding arts programming so 100% of schools will have access to at least one arts strand, and keeping mental health supports and counselors even where there is decreased enrollment.

## **PPS Parent Fund Awards – Robyn Faraone**

PPS Parent Fund Awards recommendation: [PPS Parent Fund Awards](#)

- COVID-19 pandemic impacted fundraising for the school foundations
- Just over \$2 million dollars raised in 2021
  - \$4 million dollars raised in 2020
- Amount Available for Awards: \$582,000 and 56 qualifying schools and programs
  - \$1.1 M for 61 schools/programs last year
- Grants range from \$5,000 for small alternative schools to \$15,000 for high schools.
  - Awards are smaller this year due to the reduced total amount we have to award; schools are seeing a reduction of 38-50% from last year.
- The Strategic Partnerships team ran multiple scenarios to determine the size of awards, including looking at a global 50% reduction (from last year's award amount) or an equal per-student amount awarded across the board. We consulted with the two Regional Superintendents and determined that the scenario we've settled on is optimal.
- Many schools have carryover amounts from previous years; we are hoping that the dollars can be combined to make a greater impact in the coming year.
- Director Pearce would like to discuss a tiered structure for next year
- [PPS Parent Fund LSF Fundraising 3 Year Comparison Sheet](#)

## **Motion to Approve the PPS Parent Fund Awards**

Motion made by Jonathan Garcia.

Seconded by Dexter Pearce.

Awards were approved.

## **Policy Updates: Covid Event Insurance, Credit Card Policy, Conflict of Interest Policy**

### **Covid Event Insurance – Robyn Faraone**

- \$3,750 Premium for \$250K Coverage
- Two foundations are holding in-person auctions
- Director Pearce mentions it would be difficult for a person to provide the burden of proof should an attendee get Covid and decide to sue the Fund

- Directors agree Covid Event Insurance is not needed

### **Credit Card Policy – Nailah Roque**

- The Fund board has previously approved of the Fund acquiring a credit card
- A draft credit card policy is presented to board members
- The policy outlines spending limits & thresholds; states that the card will be in the Fund president's name; the card will not be used for person expenses.

### **Motion to Approve the Credit Card Policy**

Motion made by Chris Minnich.

Seconded by Dexter Pearce.

Credit Card Policy approved.

### **Conflict of Interest Policy – Nailah Roque**

- The auditors recommended that the Fund adopt a Conflict of Interest Policy
- The draft as presented notes that board members will notify the Board Chair of any conflicts of interests that may arise.
- The draft also states board members and officers will not use the Fund for PPS organization for personal gain
- Chris Minnich states that PPS district is a client of NWEA. He must state his conflict of interest with the NWEA board each year. Each year the NWEA board acknowledges the conflict of interest and Chris is allowed to proceed.
- All board members recognize that Director Minnich works with PPS as a client

### **Motion to Approve the Conflict of Interest Policy**

Motion made by Chris Minnich.

Seconded by Dexter Pearce.

Conflict of Interest Policy was approved.

### **Financial Statements – Nailah Roque**

- Wells Fargo account balance is approx. \$1.2 M
- Covid-19 Relief Fund
  - \$1.2 M raised since 3/2020
  - Balance approx. \$110K

- Fund for PPS Balance
  - Major Gifts: NW Natural, Nike, OR Consumer Justice Grant
  - Major Expenses: FY21 PPS Payment
- PPS Parent Fund
  - Direct Contributions approx. \$7K
  - [3-Year Comparison Report](#)
- Balance Sheet – LSFs
  - Approx \$250K Cumulative Balance
  - No negative balances
- Bank Rec Reports: Oct 2021 – Dec 2021

### **Board Announcements – Chair Victoria Lara**

Chair Lara would like the Fund Board to acknowledge Superintendent Guadalupe Guerrero’s hard work and send a card of gratitude to show support. Other board of directors agree. Chair Lara will send options for card and all board members and PPS staff present will participate.

### **Adjournment – Chair Victoria Lara**

Chair Lara thanks everyone for being present. The next gathering will be Thursday, March 17<sup>th</sup>.

**Meeting Adjourned at 5:00 PM**

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AN OREGON NONPROFIT PUBLIC BENEFIT CORPORATION**

Jonathan Garcia, President of The Fund for Portland Public Schools, consulting the Board of Directors of the Corporation, held their meeting at the time, on the day at the place set forth as follows:

Time: 4:00 PM – 5:30 PM  
Date: January 20, 2022  
Place: Virtual Meeting

The following board directors were present at the meeting: Victoria Lara (chair), Becky Koteen, Chris Minnich, Nolberto Delgadillo, Eilidh Lowery, Dexter Pearce.

The President of The Fund for Portland Public Schools, Jonathan Garcia, was also present at the meeting.

The following PPS staff members were present: Robyn Faraone, Tullan Spitz, Nailah Roque, Camille Idedevbo, Josephine Novarro.

**Call to Order – 4:03 PM**

The Fund Board Chair, Victoria Lara, called the meeting to order. New year greetings and introductions.

**Consent Agenda**

- Meeting Minutes for 10/20/2021
  - Dexter Pearce said his name was not included as being in attendance at the meeting but he was there. Minutes will be revised to reflect this change.
  - Fund for PPS Financial Review Final Draft prepare by McDonald Jacobs, for the fiscal year ending 6/30/2021. No findings. The Fund had not reimbursed the District for staffing costs, and then we were able to close out last year. Board members discussed sharing Financial Statements/Audits with funders, as requested.

**Motion to Approve the Minutes – 10/20/2021**

Jonathan moved to approve the minutes with the edit described above. Chris Minnich seconded the motion.

**President's Report – Jonathan Garcia**

It has been a challenging year– to say the least. Executive leadership meets early every morning to review metrics of staff and student attendance and positive covid cases or exposures. While some schools have had to switch to temporary distance learning, many of those schools have gone back to in person within 1-2 weeks. The District continues to have a strong preference for in person instruction, especially in grades K-8. PAT negotiations are paused.

## **PPS Board of Education Chair – Eilidh Lowery**

Chair Lowery shared an update. She expressed gratitude to the Superintendent and Chief of Staff for their leadership through this difficult school year.

### **Work Session**

- I. Financial Statements for July-December 2021 are still being finalized. Staff requests that the Board add a meeting mid-February to review financials and the PPS Parent Fund Awards, which will likely need to be reduced this year based on reduced fundraising by School Foundations. Staff will do the analysis and present scenarios for the Board to discuss and vote on.
- II. Champion PPS Schools
  - A. Requested board members share the Annual Report with their networks. Staff will be sharing report with 100 close contacts.
  - B. Presented a detailed review of Inspired Schoolyard Initiative and greening school year.
    1. Presented a 4 minute video and Heat Zones from the research of PSU Professor of Urban Studies, Dr. Vivek Shandas.
    2. We have applied to PCEF and OHA applications in process to support greening schoolyards.
    3. Victoria Lara shared that many communities of color view caretaking the land versus ownership, which aligns with the greening schoolyards approach. Metro is another public sector agency that has a goal of increasing green infrastructure and could be a good partner for us. They interest is tree planting, community gardens, etc.
    4. Look forward to the board supporting with bring Portland companies to this work through Champion PPS Schools. Consider having smaller sponsorship opportunities for individuals or small businesses to contribute \$500, \$1,000, etc.

### **Board Business**

- Next Board Meetings, bimonthly, 3rd Thursday, 4:00-5:30 PM (3/17/22, 5/19/22, 7/21/22).
- Propose adding 2/17/22, 8-9am, 4-5pm or 4:30-5:30pm.

**Meeting Adjourned at 5:30 PM by Victoria Lara.**