

Oakland Unified School District

Board of Education
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Minutes (Long)

Wednesday, September 03, 2008

5:00 PM

Special Meeting

Board Room, Paul Robeson Building, 1025 2nd Avenue, Oakland, CA
State Administrator and/or Board of Education

***Vincent C. Matthews, State Administrator/Trustee and/or
President David Kakishiba and Vice President Alice Spearman
Directors: Kerry Hamill, Gregory Hodge, Gary Yee, Noel Gallo, Christopher Dobbins
Student Directors: Shannon Chase and Cecilia Lopez
Staff: Edgar Rakestraw, Jr., Secretary, Board of Education***

A. Call To Order

President David Kakishiba called the meeting to order at 5:12 P.M.

B. Roll Call

Roll Call: Present: Kerry Hamill, Gary Yee, Noel Gallo, Christopher Dobbins, Alice Spearman, David Kakishiba and Vincent Matthews

Absent: Cecilia Lopez, Shannon Chase and Gregory Hodge

C. Unfinished Business

Coherent Governance

Community Relations and Governance



[08-1707](#) 2008-2009 Board and Interim Superintendent of Schools Strategic Objectives (First Update)

First Update - Interim Superintendent of Schools Implementation Plan for Achievement of Board and Interim Superintendent Strategic Objectives for 2008-2009 including but not limited to discussion of Multi-Year Financial Recovery Plan and small school right-sizing timeline, criteria and plan.

Attachments: [08-1707 - First Update - 2008-2009 Board and Interim Superintendent of Schools Strategic Objectives \(9/3/08\).pdf](#)
[08-1707-2008-2009_Board_and_Interim_Superintendent_of_Schools_Strategic_Objectives \(8/6/2008\).pdf](#)

Superintendent Roberta Mayor, used a PowerPoint, to make her presentation.

At our last meeting a work plan was presented for some of the assignments the Board asked me to implement. One of the items is a Multi Year Sustainability Plan. Tonight I will present some of those items.

State Administrator Matthews had the following question for Superintendent Mayor.

When you described the calendar you said the Board of Education would agree on the criteria and later on in the school year make the decision regarding closing schools. For the last five years this has been in the area of the State Administrator, please talk about your rationale for why that would fall under the Board of Education at this time.

Superintendent Mayor responded to State Administrator Matthews question.

The Board does not have operational management under local control, but it is important

that the Board be engaged in this process since it is anticipated that the area of financial management will return to the Board later this school year or early next school year. If this decision could be a collaborative decision between the Board and the State Administrator it will assist the District in moving forward collaboratively and would let the community know this is a united decision.

Director Yee said of the budget comparison of the schools, it seems to be cheaper to educate the small high school students. It is possible that it cost less at a small school?

Superintendent Mayor said "yes", it could possibly cost less per student at a small school. Because of the programmatic cost to the students, the number of staff to provide the needs are very limited at a small high school. When you have a limited number of staff it is very difficult to have staff who are credentialed in all the required subject areas for students to be able to take these classes prior to graduation. Yes, financially it could be cheaper if we cut back on staff that is available, but the cost to the District and its students is tremendous.

Director Yee said this is a quality question and not dollars and cents.

Superintendent Mayor said the programmatic target is where we want to be. We understand that may not always be possible since we have a financial target which is at the very lowest minimum in which a school needs to be able to operate successfully.

Director Yee commented that we have some successful schools operating at about 500 students and he would not want to say these were the only sizes to break up small schools. Can we say the quality of education they currently receive in a small school will be better when shifted? If the reason the school is under performing and small is because the staff is ineffective then redistributing the ineffective staff in an involuntary transfer would create havoc.

Superintendent Mayor said "yes, there are a lot of factors we should consider."

Director Dobbins had four questions. This is a very difficult subject and we are all concerned. I like the fact we are going to have a lot of community input and all the numbers will be on the table and we can make this decision together.

1 - Elementary schools with 360 students, some school don't have the capacity so in our plan we will be able to see the capacity of all our elementary schools and that should be incorporated in.

2 - Rising costs, I thought some of our schools were getting solar power and alternative forms and I hope that will be part of the discussion as well.

3 - Five community meetings from now until the 18th, have those been given already and if not, how do we publicize so we can get a good turn out?

4 - Criteria on enrollment, 360 for elementary schools, where does special education fit into this component? A school that has a large special education community cannot absorb all these other wings.

Superintendent Mayor said we have not considered Special Education as part of this mix. There is an effort by the District to look at all Special Education classes and how they are currently distributed among the schools. We want to eventually place our Special

Education students closest to their neighborhood school and if at all possible we would like the schools to be able to provide to both regular Education and Special Education students.

Director Dobbins noted that every school has some Special Education students; but when we have a school like to former John Sweet School (Tilden) which has a larger number of Special Education students and now Burckhalter now starting to absorbing some of those students now. Would we have a specialized Special Education school and put our resources in one central location, it could be under the 300 parameters you are looking at. When will the community meeting take place and how will people be notified of the meeting?

Superintendent Mayor responded we are in the process of planning for these meetings. She and Ms. Kirsten Vital to further respond.

Ms. Vital responded that we have a plan that we will review with cabinet tomorrow and sites with letters, email outreach, Yahoo Groups, parent leaders through the schools. We also met with Jody London and discussed her ideas about outreach.

Director Dobbins said he has a lot of ideas and would like to be included in the process.

Director Gallo said this will be one of the most difficult decisions we make and the outcome will last for a number of years and have a greater impact on OUSD. Hopefully the discussions will not focus on my child and my community and my neighborhood. When it heats up that will be part of the discussion and we will have to face those tough decisions that will impact all of us. How we approach our community will certainly have a impact concerning the mergers, consolidations; school closures will have a great impact on what our enrollment will continue to be. Some key issues are:

District Wide Demographics and school wide demographics- Student assignment methodology, is it working? After visiting school sites today, how effective was the options policy, redirecting students, siblings over neighborhood concepts?

Outreach and recruitment - We are doing a great job with that. We need to reach out to City Agency Partners such as Oakland Parks and Recreation with the City of Oakland, the Mayor's office, and the City Council.

Facilities utilization - We have a master plan that we keep modifying. Keep in mind that modernization funds are one time funds. We need to be able to have a clear picture when we start talking about school consolidations, closures, mergers and relocations and what all that means and the impact that it will not only have on the students but the financial impact to OUSD. The use of surplus property what does that mean? That will be part of the overall discussion as well if we are going to move forward with school closures.

Where are we with construction and renovations? It is a good first step. Director Gallo commended the Superintendent. "I have been through this before and the decision will be with the District for the next 10 years."

Director Hamill asked for clarification - when Dr. Ward first came he talked about closing 13 schools and a list was created; several months passed and only three or four schools were closed the first year and a couple the next year. How many school are you talking about?

Superintendent Mayor said on May 22nd when the plan was presented to the Board the

figure of 17 schools was the number of schools the District might need to close. That may be on the high side. It may be that the Board decides it can't close any schools. There needs to be some rational criteria for discussing a right size school. We cannot continue to open small schools when we really need to consider closing 10-12 schools in the next year or two.

Director Hamill said having been through this years ago, you are not going to get a lot of rational discussion. You are going to get a lot of very fearful, panicked people. It may be months of fear and loathing and it will de-stabilized the system again. Not suggesting it is ok to keep a school open if you are spending \$9,000 per student versus \$6,000 per student. We should have a range of per student cost to guarantee equity to everyone. Having five (5) meetings to discuss the possibility of closing schools you will get a whole lot of people who are afraid and will make a case that you should not close their school. The last round of 13, there were six (6) North Oakland schools that were impacted meaning below Broadway there would be no elementary schools potentially. I thought it was one of the lowest moments in the District. We need to be really careful about frightening families and adding to the stress. I am wondering if there is a different way we might do an assessment to keep the scale of it small; have some internal discussions before we go out there.

Vice President Spearman said I am not as pessimistic as everyone else is because there are not that many schools to close. We went on a tangent of creating schools and all the beautiful small schools and some of them are not working. We might need to look at merging schools. Merging small schools on the same property would not create such havoc. I don't know how they chose the schools, but some schools need the most qualified teachers and qualified administrators. People who had knowledge, knew what to do, and who had history, were let go because they were at the top of the pay scale. I got into a discussion today about parents that are concerned because they can't get their children into an after school program. I have parents that are concerned about the program their children are receiving everyday. Parents feel they are working and have no place for their children to go to after school and many chose this school because they had resources available after school and now the parent does not know if their child will be chosen to be in the after school program. The children that I serve deserve better than what they have gotten in the last five (5) years and I pledged to make sure that it was better and I pledged to fight anybody. We need to look at what's going to be a descent configuration and how are we going to get experienced leaders here to help new teachers. It's going to take a person with a little bit of experience to know to run a school; to know how to guide these teachers in their academic piece and bring them along. On December 3rd you mentioned rolling out some things and I think most of the Board will be at the California School Board Association Conference so maybe we .might need to look at changing that date. I want a commitment from the Superintendent and the Executive Cabinet that the Board Members will be involved in listening and engagement forums; that these forums do not happen without us knowing that they happened. How can we make an informed decision if we are not there listening to our community.

Director Yee asked instead of calling the plan a right sizing plan he propose we call it an enrollment management plan; if we call it an enrollment management plan we are looking at the whole thing around enrollment management and not the right sizing of some schools over others.

Superintendent Mayor said it was a good suggestion and we will make note of that.

President Kakishiba said this report includes the full breath of the responsibilities and

objectives we have laid out for the Superintendent to achieve during this school year. As we move forward in the multi year fiscal recovery plan the discussion about the strategies that the Superintendent comes up with relative to the moving the dial on the 3,9,12 grade academics pointed out that while it is here some of the discussion will take place in the coherence governance monitoring process. I appreciate the strategies outlined and the strategic projects. I would like to have the discussion about how these are directly linked to moving the dial in the three academic areas. Any discussion on school closure and staff layoffs are the two biggest difficult items for a board to take on. When we passed a Resolution a year ago to have the District to pass a multi year fiscal recovery plan we specifically said we wanted an analysis about the impact of small schools and charter schools. We are in year six of state administration and I believe if the Board was in power and we closed schools we would have kept them closed. We do have the responsibility to take a look at the long term financial implications about our program expansion and figure out the best way to make the District whole financially.

President Kakishiba asked the State Administrator, since the Board does not have instruction under its authority and we may anticipate it happening soon, there is no guarantee it will happen on Dec. 17th, is it his commitment as the State Administrator that the Board would make this decision about closing or not closing around schools based on the right sizing plan; and that it is his commitment, as part of transition process, the Board would make this decision and he would have the trustee role to play. Is that how he is looking at this?

State Administrator Matthews said that it was his commitment to as soon as we move forward and after FCMAT's visit and its report comes out and assuming the area of instruction is above a 6 to move that process forward at a more faster pace so that area will be returned before December 17th.

Public Speakers

Betty Olsen-Jones, President of OEA - I feel like what I just heard is a real good illustration of the damage that has been done the last 5 years under state take over. It could not be clearer. I think we have to go in with eyes wide open and look at the historical context. We have said if you are going to create all these small schools you better make sure they are sustainable; better make sure they are stabilized; make sure you have the resources to give the children the programs they need; hire the teachers you need; not bring in a whole bunch of new teachers that don't have experience; brand new principals that have never been a principal before and wonder why they fail. Since 2003 over 42 schools have been either closed, reconstituted, turned into small schools, turned into charter schools, or in some other way completely de-stabilized. If the Parcel Tax passes this District will become a charter district. The children with the least amount of support will be the ones left. Rather than focus on what to close I think we have to shift the conversation on how are we going to fund this District. How are we going to stop just expecting success, how are we going to create it?

Oscar Wright, Community Person

We need to take a look back at what took place. We had an organization called OCO and years ago they went back to New York. They came back with the year round school concept. It was given the blessing by this Board here. They came back with the smaller class size at a time when this District was financially stretched. The Board gave it its blessing. Later they went on and came back with the small schools concept. The Board gave it its blessings. Before the state took over the Board had approved 15 charter schools. Not one of those charter schools is located east of Telegraph. Not is north of MacArthur Blvd in the East. They are all in the areas where blacks, poor whites, and

Latino children live. This Board has been responsible for everything that went on here by giving its blessing. The Board that's elected by the people is given the authority; is to make sure every child have equal access to education. This Board has failed. Today this Board has not made a concrete decision as to whether all kids will receive access to the same course offerings and curriculum content. The success of any school district is based on the performance of its students. To blame the teachers alone when the Board has not mandated that the curriculum in these schools is in keeping with the state content framework. They blame the superintendents hired, they blame the teachers, they blame everybody else but themselves for not mandating that every child receive access to the same course offerings and classes with the same curriculum content. It's the Board's responsibility but all you do is talk about money. This country has made a fatal mistake by not educating its children. Nobody is putting education at the top of their agenda. Race is the issue; especially when it comes to black and white.

Director Hamill said, "When I am doing a lot of walking in East Oakland where a school has been on the closure list for the last couple of years and it wasn't created through the new small schools--it's just been a school that has been under enrolled with fewer and fewer kids. Another school is about 1 mile away and it's kind of a hill school and they have always had less than 200 kids. I think we all decided a few years ago we needed to stop the discussion on new small schools. I thought the desire of small schools was the desire of teachers to take ownership and try new things. I thought it was a good thing initially. Like a lot of things, we carried it to the extreme at the expense of everybody else in the District. When state administration came in I think all the Board Members with the exception of Mr. Gallo wanted to stop because we could not afford it."

Discussed and Closed

D. New Business

Coherent Governance

Pupil Achievement

Roll Call (Secretary's Observation)

Director Noel Gallo absent from meeting at 6:55 P.M. (08-1872)

Roll Call: Present: Kerry Hamill, Gary Yee, Christopher Dobbins, Alice Spearman, David Kakishiba and Vincent Matthews

Absent: Cecilia Lopez, Shannon Chase, Gregory Hodge and Noel Gallo

Roll Call (Secretary's Observation)

Director Kerry Hamill absent from meeting at 7:22 P.M. (08-1872)

Roll Call: Present: Gary Yee, Christopher Dobbins, Alice Spearman, David Kakishiba and Vincent Matthews

Absent: Cecilia Lopez, Shannon Chase, Kerry Hamill, Gregory Hodge and Noel Gallo



08-1872

Interpretation - Policy Type: Operational Expectations (OE) 13: Discipline

Adoption by Board of Education of Superintendent of Schools Interpretation Report - Policy Type: Operational Expectations (OE) 13: Discipline.

Attachments: [Document\(s\)](#)
[08-1872M Interpretation of OE 13 - Discipline.pdf](#)

Director Kerry Hamill moved adoption of the matter; however, during the debate on the motion and before the vote was taken Director Hamill became absent from the meeting.

Kristen Vital presented a report on Discipline - Document distributed to the audience.

Comments from Directors

Director Yee said in terms of the expectations, you have things like analysis of the suspension and expulsion report and are there some realistic targets that we are looking at and how do we get from the place of analysis to setting some bench marks?

Superintendent Mayor said currently we don't have specific targets for every school around suspension and expulsions. We get a report every five to six weeks and we are constantly monitoring that and we have been doing that over the past 2-1/2 years to make sure we are reducing at each school but each school does not have a specific target.

Director Yee asked the Superintendent if I were to ask how many schools were reducing the suspensions and expulsions, would you actually be able to generate that information?

Superintendent Mayor responded "yes."

Director Yee said he would suggest establishing some kind of goal or standard because the analysis by itself does not necessarily move us in the direction you might want to go and I would not be able to fully support that. The Operational Expectations says the CEO may not permit any unruly behaviors.

President Kakishiba said that information is more like an evaluation. We might even see an increase if we are doing more rigorous enforcement so he is more concerned about that. You are reviewing plans school by school and you are monitoring implementation of those plans. You will have some kind of tool to do that?

Superintendent Mayor said "yes."

President Kakishiba asked if the Superintendent had it already?

Superintendent Mayor said "no, we are just interpreting at this point."

Director Yee said he never thought that enforcement of this policy would actually lead to an increase in suspensions and expulsions. How do you actually measure the improvement in student discipline?

President Kakishiba said as an example, there has been a lot of resources by the City to work with juvenile offenders who are on probation, more intensive support, and there was a first cut evaluation of the programs that seem to show that students did worse. In fact

they had more arrests while they were in the program compared to those not being intensively supervised. But when you look at penal violations students were doing a lot better. They were not being arrested for criminal convictions. But with more focus, it results in a temporary bump.

Superintendent Mayor said an analysis of the data will tell us what types of infractions students are engaged in.

Vice President Spearman said there was a big push to decrease suspensions and the kids are running around acting out and we are still having problems behind that policy today. Some administrators think they cannot suspend students because they have to think about their suspension rate. The number of suspensions should not be the issue. Defiance of authority is the one area the District really got dinged on. Disrespectful language could be left to interpretation. We need a lot of training with administrators in what unacceptable language is because they have a couple of words they (students) use and they use them. Depending on the situation, is it really disrespectful? Do they have a good in-house suspension? If we are not doing any intervention and prevention then there is no reason to have the in house suspension. I need some assurances to keep us from having this defiance of authority with this Operational Expectation about disrespectful and unacceptable language. How will this be applied?

Superintendent Mayor said we could run the baseline data in the report by Education Code 48900, et.seq., so it would be really clear and how many. What does that look like? Have we improved over the past three years since we have not done the analysis? That is what I am looking for to see if we have gone down in each of these areas.

Vice President Spearman said no body wants it known that you don't suspend just to keep your suspension rate down. If somebody needs to go home, they need to go home because that is disruptive to the learning environment of most of your students and that should be the criteria. I think this policy will make the District provide more intervention and prevention in some of our schools.

Director Dobbins said if the instruction in the classroom is not up to par the kids are not going to be on task. There have to be certain procedures that have to be put into place. He said once he attended a discipline hearing for a young man that he had written 17 referrals on. When it was read back what he had said, it was basically four letter words that he had called me all the time. But 17 is way too many. There should have been a lot more intervention. We are doing some kind of training for substitutes but when you throw somebody in the class for a day there are a lot of strategies you can adopt such as using the seating chart, and sticking to that. Issues of truancies are huge. There has to be some kind of balance.

Public Speakers

Oscar Wright - On December 18, 1996 the Board approved a Resolution to improve the English Language Acquisition and Application Skills of African American Students. What came out of that was distorted saying that we wanted our kids to be taught ebonics. The reason for the Resolution was a lot of research was done and it was determined that black students were achieving at 3.8 in the district; that every 80 out of 100 students suspended and expelled was black. A lawsuit was filed with the Office of Civil Rights and after a five year investigation it was found to be true. Most suspended were suspended under defiance of authority. Nobody want students in school disrupting. We cannot afford to have students disrupting instruction.

Betty Olsen-Jones, OEA President

Wave two of the reorganization of the re-design effectively dismantled the Office of Student Family & Community Services. It got rid of the director; took people out working on after school programs; a lot of talent has left the District. What went with them was a number of really incredible programs. When so much attention is put on raising test scores and we don't talk about the whole child and we don't talk about what's going on internally, we lose them. I hope this Board looks at some of the programs we already have such as bully prevention and conflict resolution.

Director Yee - You have three levels

- 1. Does the school have a plan?*
 - 2. Whether the students are engaged in a plan with their teachers?*
 - 3. Some measure of student outcome*
- That is the real challenge.*

Vice President Spearman asked how will we know we have these kinds of intervention programs?

Superintendent Mayor said what is occurring now is a interpretation of what the Board wants to see addressed. If the Board agrees that our interpretation is in line with what is intended then the next report will be a report back on whether not these things are actually occurring. At what point can we explain whether or not a school actually has a discipline plan in place? Is it being implemented? Has there been professional development? How to implement it? What are the outcomes?

Vice President Spearman said she wants to change the wording on physical and emotional safety of all staff and students to read all students and staff.

Superintendent Mayor said we can do that.

A motion was made by Kerry Hamill, seconded by Christopher Dobbins, that this matter be Adopted. The motion carried by the following vote:

Votes: Adv Aye: 0

Adv Nay: 0

Adv Abstain: 0

Aye: 4 - Gary Yee, Christopher Dobbins, Alice Spearman and David Kakishiba

Nay: 0

Recused: 0

Absent: 3 - Cecilia Lopez, Shannon Chase, Kerry Hamill, Gregory Hodge and Noel Gallo

Preferential Aye: 0

Preferential Abstention: 0

Preferential Nay: 0



08-1873

Interpretation - Policy Type: Operational Expectations (OE) 14: Learning Environment/Treatment of Students

Adoption by Board of Education of Superintendent of Schools Interpretation Report - Policy Type: Operational Expectations (OE) 14: Learning Environment/Treatment of Students.

Attachments: [Document\(s\)](#)

[08-1873M Interpretation of OE 14 - Learning Environment Treatment of Students.pdf](#)

Superintendent Mayor reported on Operational Expectation number 14, Learning

Environment

Establishes and maintain a learning environment that is safe, respectful, and conducive to effective learning. Kristen Vital presented.

President Kakishiba - Staff is expected to come back with a report on December 3rd so before they do their work in doing this report, should we revisit this in our December retreat? Some stuff may be more appropriately placed in other Operational Expectations and there is a list of do's and don't' here. Not sure if this really captures what we are really trying to get at.

Public Speakers

Craig Gordon, Teacher at Paul Robeson/OEA Executive Board

Mr. Gordon stated this is about establishing a learning environment that is safer, respectful, and conducive to learning. Mr. Gordon urged the Board in considering this item and to also take into account that staffing that is provided to a school to ensure such occurs. He stated the Board has been stalling this issue since last April and I am frustrated that the item was supposed to be on the agenda last week. My understanding it is now on the desk of Superintendent Mayor. We are very frustrated at Paul Robeson that this issue has not been taken up by the Board. We were told last year that we would at lease have a dance teacher. We had our computer lab taken from us and now we will have to pay for the securing of a new room. Our enrollment is up now at least to 320 or higher which is one full size class larger beyond what was projected last year. Before the numbers come in we don't have enough staffing to maintain the programming for a four year high school and to provide any of the electives that our school is supposed to provide under its state partnership. I ask if the Superintendent could at least speak to what has happened to this item and to assure us somebody can put this issue on the next agenda. Is there any way we can be assured this will be put on the agenda at the next meeting?

A motion was made by Alice Spearman, seconded by Gary Yee, that this matter be Tabled. The motion carried by the following vote:

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 4 - Gary Yee, Christopher Dobbins, Alice Spearman and David Kakishiba
Nay: 0
Recused: 0
Absent: 3 - Cecilia Lopez, Shannon Chase, Kerry Hamill, Gregory Hodge and Noel Gallo
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

Financial Management



08-1885

Monitoring Report - Policy Type: Operational Expectation (OE) 07- Financial Planning

Adoption by Board of Education of Superintendent of Schools Monitoring Report - Policy Type: Operational Expectation (OE) 07 - Financial Planning.

Attachments: [Document\(s\)](#)
[08-1885 - Monitoring Report - Policy Type: Operational Expectation \(OE\) 07-
 Financial Planning.pdf](#)

*Monitoring Report on Financial Planning - Operational Expectation 7 & 8
 Presented by Leon Glaster*

Comments From Board Members

Director Yee said in your evidence for compliance you are demonstrating compliance for this particular year so your evidence for compliance is not your anticipated evidence of compliance but your current evidence of compliance.

President Kakishiba said this is a report and not an interpretation.

President Kakishiba said the Superintendent is in compliance with all the Operational Expectations. Asked that the budget be presented in a format that is understandable to the Board and the public; that links the goals, priorities, and objectives because there are school department and district levels. We need something that is more like a community format or public format. All the other Expectations are fine.

Superintendent Mayor informed the Board the Financial Services Department is already looking to prepare reports in a more easily understandable format and the unaudited actuals which will be presented at the next Regular board meeting will demonstrate an attempt to do just that. If the Board has further recommendations at that time how that report can be made more easily understood we would welcome those recommendations at that time.

A motion was made by Christopher Dobbins, seconded by Alice Spearman, that this matter be Adopted. The motion carried by the following vote:

Votes: Adv Aye: 0
 Adv Nay: 0
 Adv Abstain: 0
 Aye: 4 - Gary Yee, Christopher Dobbins, Alice Spearman and David Kakishiba
 Nay: 0
 Recused: 0
 Absent: 3 - Cecilia Lopez, Shannon Chase, Kerry Hamill, Gregory Hodge and Noel Gallo
 Preferential Aye: 0
 Preferential Abstention: 0
 Preferential Nay: 0

Roll Call: Present: Kerry Hamill, Gary Yee, Noel Gallo, Christopher Dobbins, Alice Spearman, David Kakishiba and Vincent Matthews
 Absent: Cecilia Lopez, Shannon Chase and Gregory Hodge



08-1886

Monitoring Report - Policy Type: Operational Expectation (OE) 08- Financial Administration

Adoption by Board of Education of Superintendent of Schools Monitoring Report - Policy Type: Operational Expectation (OE) 08 - Financial Administration.

Attachments: [Document\(s\)](#)
[08-1886 - Monitoring Report - Policy Type: Operational Expectation \(OE\) 08-
 Financial Administration.pdf](#)

Leon Glaster Presented Operation Expectation 8.

Vice President Spearman asked if this applies to small businesses who wait several months to get paid?

Mr. Glaster responded that they are part of the numbers we just talked about. The small businesses that had not been paid for different reasons

Vice President Spearman asked that in the future when people send in an invoice it should be paid promptly or they should get some kind of communication as to why they are not getting paid.

Mr. Glaster said that he could not guarantee that tomorrow; but he could say we have put together a special committee to streamline the contract process.

Vice President Spearman asked about items are under \$67,000?

Mr. Glaster said If they are under \$67,000 we use a local procedure where we get at least three bids to make sure we are not just taking one bid and it could be the highest bid. If it is a situation where it is a sole source or proprietor process then we follow the Public Contract Code for that process. In addition, we are looking at a process in terms of having all contracts and warrants go before the Board for ratification and approval or both. It is still being developed.

Vice President Spearman asked about providing incentives for buying local?

Mr. Glaster said in terms of the local business purchase that he believes there is a committee working on it. He knows the Superintendent is involved in that and expects that being a strand of that process.

Vice President Spearman asked, if it could be embedded in this?

Mr. Glaster said "yes."

President Kakishiba said there was evidence of compliance - the pay resolution process, is it related to payroll?

Glaster said "yes."

President Kakishiba asked when you interpret is it legitimate like any valid bill we have entered a contractual agreement with.

Mr. Glaster responded "yes", the only reason we highlighted payroll it is 80% of our expenditures.

President Kakishiba asked if we could we get a status of our accounts payables or deferred revenue?

Mr. Glaster said, " yes." Traditionally, we provide the Board with a detailed listing of all warrants and finances that have occurred during a certain period of time. That will give you accounts payable and all the information that you could ask for.

President Kakishiba asked do you have an accounts payable register?

Mr. Glaster said "yes, it would be in register form, it would have the vendor amount and when it was paid."

President Kakishiba recommended we modify this policy; currently it says coordinate and cooperate with the Board's External Auditor for an annual audit for all District funds. President Kakishiba interprets this is actually doing the audit process and there are audit findings and the follow up for the resolutions. We should state that. The same thing for the receivables - would there be a receivables register?

Mr. Glaster said "yes."

A motion was made by Alice Spearman, seconded by Gary Yee, that this matter be Adopted. The motion carried by the following vote:

- Votes:** Adv Aye: 0
- Adv Nay: 0
- Adv Abstain: 0
- Aye: 4 - Gary Yee, Christopher Dobbins, Alice Spearman and David Kakishiba
- Nay: 0
- Recused: 0
- Absent: 3 - Cecilia Lopez, Shannon Chase, Kerry Hamill, Gregory Hodge and Noel Gallo
- Preferential Aye: 0
- Preferential Abstention: 0
- Preferential Nay: 0

E. Adjournment

President David Kakishiba adjourned the meeting at 8:26 P.M.

Prepared By: _____

Approved By: _____