

Board Office Use: Legislative File Info.	
File ID Number	22-2474
Introduction Date	November 9, 2022
Enactment Number	22-1880
Enactment Date	11/09/2022 os



Board Cover Memorandum

To Board of Education

From Sondra Aguilera, Acting Superintendent
Tara Gard, Chief Talent Officer

Meeting Date November 9, 2022

Subject Position Control: Position Changes Requiring Board Approval

Ask of the Board Adoption by the Board of Education of Resolution No. 2223-0090 - Position Control: Position Changes Requiring Board Approval addition of 12.0 FTE to the 2022-23 adopted District Budget; including the reaffirmation of 10.0 FTE positions previously stayed by the County Trustee and 2.0 FTE additions submitted after the County Trustee stay order.

Background **Background regarding the position control process:**
Position control is a process to precisely and accurately define the staff positions authorized by the Board of Education (“Board”) to exist, and to measure the current budget status of those positions in order to assess their fiscal impact on the whole budget year. The concept of position control requires that each staff position be defined in specific terms, and that the hiring procedure not be completed until a specifically defined position exists for the applicant.

All position changes should be completed within the annual Budget Development process. In some circumstances, school sites and central departments may need to request a change to an existing position or add a new position after the Budget Development process and adopted budget. Board approval is required for position additions or increases in FTE above a department's allocated budget or to eliminate a position or reduce FTE that impacts the employment status of a current probationary or permanent employee.

Background regarding the positions under review:
This resolution calls for the governing board to approve the addition of 12.0 FTE to the adopted budget. This resolution asks for the Board to reaffirm the approval of 10.0 FTE positions that were previously stayed by the State Trustee and 2.0 FTE positions.

On June 8, 2022, staff presented Legislative File Info. File ID Number 22-1517C, which provided the Board with a list of requested position changes for first read. Multiple funding streams were proposed to support the position changes.

On June 22, 2022, staff submitted this item [Legislative File Info. File ID Number 22-1517C] for Second Read and approval. The Board approved all items excluding Section 6 and requested that Section 6 come back for consideration on June 29, 2022.

On June 29, 2022, staff submitted this item [Legislative File Info. File ID Number 22-1517C] for approval of Section 6. This included any positions that were labeled as "Wait." Staff also indicated that it would provide the list of revised positions from Section 2, for Buildings and Grounds, which received ½ of the proposed allocation in funds in response to the request for 15 FTE positions. This proposal for half of the funding was staff's desire to support the need for the District and the Board's concerns regarding the resource strategy. The request for the additional positions was due to reductions in facilities that were once planned and not adopted by the Board, in addition to new and growing demands and requests for building and facility maintenance and improvement, in alignment with various school and program housing needs, as well as responding to the District's aging facilities.

On July 11, 2022, staff received communication from the County Trustee, which "stayed" several positions approved by the Governing Board on June 22 and June 29, 2022.

In addition, staff is requesting to add 2.0 FTE, titled Associate Credentials to the base allocation.

The FTE and cost associated with the positions are summarized in the chart below:

Title	FTE	Department	Resource	Annual Estimated Compensation
Specialist, State/Local Testing	2.0	948 - Research, Data Assessment	0000 - Unrestricted General Fund	\$318,360
Glazier	1.0	988 - Buildings & Grounds	8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund	\$93,575
Plumber	2.0	988 - Buildings & Grounds	8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund	\$284,498
Roofer	1.0	988 - Buildings & Grounds	8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund	\$132,115
Gardener	3.0	988 - Buildings & Grounds	8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund	\$299,232
Technician Alarm	1.0	988 - Buildings & Grounds	8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund	\$99,744
Associate, Credentials	2.0	944 - Talent Division	0000 - Unrestricted General Fund	\$235,984
	12.0			\$1,463,508

Discussion

It is recommended that the Governing Board approve a total of 10.0 FTE. The proposed positions were presented to the Board previously in Legislative File Info. File ID Number 22-1517C. Given the stay order from the County Trustee, the following positions are being brought back to the BOE with further clarification:

Department: Research, Assessment & Data

Position Title: Specialist, State/Local Testing

FTE: 2.0

Justification: These positions will coordinate the ELPAC testing that was previously held in Student Assignment. Originally, these were 2 Teacher FTE (PCNs: 8348 and 8349) that remained unfilled last fiscal year 2021-2022. During Budget Development for 2022-2023, these positions were changed to Specialists with the rationale that we would be able to hire for non-credentialed positions as compared to having vacancies again for this upcoming ELPAC testing season. The Research, Assessment & Data team needs the positions to effectively manage the ELPAC student testing that is mandated by the state. These positions should have been identified within the "swap" category of changes on previous budget adoption resolutions.

Funding Source: Resource 0000 - Unrestricted General Fund

Department: Buildings & Grounds

Position Title: Glazier

FTE: 1.0

Justification: The District only has 1 glazier for all of our school sites and there is a significant backlog.

Funding Source: Resource 8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund

Department: Buildings & Grounds

Position Title: Plumber

FTE: 2.0

Justification: With the age, number of sites, and the impact the shut down in distance learning (roots growing into pipes), etc. the District has had an increase in the number of plumbing related emergencies.

Funding Source: Resource 8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund

Department: Buildings & Grounds

Position Title: Roofer

FTE: 1.0

Justification: There are significant issues with roofing issues during winter months based on the total square footage of roofs that are in need of repairs. Water damage creates tremendous cost and additional work such as repairing ceiling tiles, increased custodial overtime, risk management abatement, etc.

Funding Source: Resource 8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund

Department: Buildings & Grounds

Position Title: Gardener

FTE: 3.0

Justification: Many of our sites going into the start of the year have tremendous overgrowth that is happening. Families' complaints are increasing as some of the fields are not usable based on the height of the grass that is there. In addition, the upkeep of a school in general impacts overall enrollment at the school.

Funding Source: Resource 8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund

Department: Buildings & Grounds

Position Title: Alarm Technician

FTE: 1.0

Justification: The District has very outdated alarm systems that require constant upkeep. Currently several sites have critical issues where bells and alarms are not working properly and need significant overhaul.

Funding Source: Resource 8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund

It is recommended to the Board to approve an additional 2 FTE to hire Credential Associates:

Department: Talent Division

Position Title: Associate, Credentials

FTE: 2.0

Justification: These positions will manage the processing and maintenance of credentials for all certificated staff in the District. Currently the department has 1.0 FTE in its base allocation and 1.0 FTE in ESSER that manages credentials. We have recently incurred an audit finding of \$304,601 due to two teachers not properly credentialed. In order to properly manage the influx of emergency credentials and new teachers needing to clear their credentials. This staff manages credentials for all certificated staff districtwide including Principals, teachers, nurses, etc.

Funding Source: Resource 0000 - Unrestricted General Fund

Fiscal Impact

The total annual cost for the 12.0 FTE position additions is \$1,463,508.

The 2.0 FTE Specialist State/Local Testing positions will impact Resource 0000 - Unrestricted General Fund by \$318,630 for the 2022-23 school year. It is anticipated that this cost will be ongoing and subject to future salary adjustments. The District has ongoing resources to support these positions with additional LCFF Funding. Per the 45-Day budget revision it is projected \$57M in LCFF which will be adjusted as ADA changes over time.

The 8.0 FTE positions in the Buildings & Grounds department will impact Resource 8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund

by \$937,600 for the 2022-23 school year. It is anticipated that this cost will be ongoing and subject to future salary adjustments. It is also noted that the district has not removed its need and request for the additional positions at this time, but will address it in the future budget development despite the current demand and capacity concerns.

The 2.0 FTE Credential Analysts will impact Resource 0000 - Unrestricted General Fund by \$235,984 for the 2022-2023 school year. It is anticipated that this cost will also be ongoing and subject to future salary adjustments. The district has ongoing resources to support these positions with additional LCFF Funding. Per the 45-Day budget revision it is projected \$57M in LCFF which can be adjusted as ADA changes over time.

Attachment(s)

Exhibit A Position Control: Position Changes Requiring Board Action 2022-23 – Resolution No. 2223-0090

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2223-0090**

- Position Control: Position Changes Requiring Board Approval -

WHEREAS, the Board of Education ("Board") is required to adopt a budget for all funds by every June 30 for the ensuing fiscal year; and

WHEREAS, in some circumstances after the budget is adopted Board approval is required for requests for position additions or increase in FTE above a department's allocated budget and requests to eliminate a position or reduce FTE that impacts the employment status of a current probationary or permanent employee; and

WHEREAS, it is the intent of the District to ensure position control by requiring that each staff position be defined in specific terms, and that the hiring procedure not be completed until a specifically defined approved position exists for the applicant; and

WHEREAS, the District provides a list of new and/or additional positions resulting from changes in funding, modifications in strategies and priorities, execution of program plans, and other operational needs and/or requirements for compliance or services; and

WHEREAS, staff has brought back to the Board with further clarification, the request to fund positions that had been previously gone before the board in Legislative File Info. File ID Number 22-1517C and subsequently stayed by the County State Trustee; and

WHEREAS, staff has compiled the list of new positions and evaluated the viability of funding for each position and provided recommendations for action for each position.

NOW, THEREFORE, BE IT RESOLVED the Board hereby adopts the attached list of recommended new positions for inclusion in the 2022-23 Budget funded by the identified resource and full time equivalent (FTE) effective 12:01 a.m., November 10, 2022; and

BE IT FURTHER RESOLVED, the Board authorizes the positions additions listed in Exhibit A Position Control: Position Changes Requiring Board Action 2022-23.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: VanCedric Williams, Kyra Mungia, Clifford Thompson, Aimee Eng, Vice President
Benjamin "Sam" Davis, President Gary Yee

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Student Director Samantha Pal, Student Director Linh Le, Mike Hutchinson

CERTIFICATION

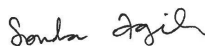
We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on November 9, 2022.

OAKLAND UNIFIED SCHOOL DISTRICT

Legislative File	
File ID Number:	22-2474
Introduction Date:	11/09/2022
Enactment Number:	22-1880
Enactment Date:	11/09/2022
By:	OS



Gary Yee
President, Board of Education



Sondra Aguilera
Acting Superintendent and Secretary, Board of Education

Exhibit A: Position Control: Position Changes Requiring Board Action 2022-23

Title	FTE	Department	Resource	Justification	Annual Estimated Compensation	End Date
Specialist, State/Local Testing	2.00	948 - Research, Data Assessment	0000 - Unrestricted General Fund	These positions will coordinate the ELPAC testing that was previously held in Student Assignment. Originally, these were 2 Teacher FTE (PCNs: 8348 and 8349) that remained unfilled last fiscal year 2021-2022. During Budget Development for 2022-2023, these positions were changed to Specialists with the rationale that we would be able to hire for non-credentialed positions as compared to having vacancies again for this upcoming ELPAC testing season. The Research, Assessment & Data team needs the positions to effectively manage the ELPAC student testing that is mandated by the state. These positions should have been identified within the "swap" category of changes on previous budget adoption resolutions.	\$318,360	Ongoing
Glazier	1.00	988 - Buildings & Grounds	8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund	The district only has 1 glazier for all of our school sites and there is a significant backlog.	\$93,575	Ongoing
Plumber	2.00	988 - Buildings & Grounds	8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund	With the age, number of sites, and the impact the the shut down in distance learning (roots growing into pipes), etc the district has had an increase in the number of plumbing related emergencies.	\$284,498	Ongoing
Roofer	1.00	988 - Buildings & Grounds	8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund	There are significant issues with roofing issues during winter months based on the total square footage of roofs that are in need of repairs. Water damage creates tremendous cost and additional work such as repairing ceiling tiles, increased custodial overtime, risk management abatement, etc.	\$132,115	Ongoing
Gardener	3.00	988 - Buildings & Grounds	8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund	Many of our sites going into the start of the year have tremendous overgrowth that is happening. Parent complaints are increasing as some of the fields are not usable based on the height of the grass that is there. In addition, the upkeep of the school in general will impact overall enrollment at the school site.	\$299,232	Ongoing
Technician Alarm	1.00	988 - Buildings & Grounds	8150 Ongoing Major Maintenance, funded by 0000 - Unrestricted General Fund	The district has very outdated alarm systems that require constant upkeep. Currently several sites have critical issues where bells and alarms are not working properly and need significant overall.	\$99,744	Ongoing
Associate, Credentials	2.00	944 - Talent Division	0000 - Unrestricted General Fund	These positions will manage the processing and maintenance of credentials for all certificated staff in the District. Currently the department has 1.0 FTE in its base allocation and 1.0 FTE in ESSER that manages credentials. We have recently incurred an audit finding of \$304,601 due to two teachers not properly credentialed. In order to properly manage the influx of emergency credentials and new teachers needing to clear their credentials. This staff manages credentials for all certificated staff districtwide including Principals, teachers, nurses, etc.	\$235,984	Ongoing
	12.00				\$1,463,508	