

Oakland Unified School District

Board of Education
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Meeting Minutes Long - Final

Wednesday, January 31, 2018

6:00 PM

**KDOL TV Studio, B-237, Met West High School Entrance, 314 East 10th Street,
Oakland, CA 94606-2291**

Budget and Finance Committee

Shanthi Gonzales, Chair
Member: Roseann Torres, Jumoke Hinton Hodge

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A. Call to Order

Chairperson Shanthi Gonzales called the meeting to order at 6:09 P.M.

B. Roll Call

Present 2 - Member Jumoke Hodge
 Chairperson Shanthi Gonzales
 Absent 1 - Member Roseann Torres

C. Speaker Request Cards/Modification(s) To Agenda

Chairperson Gonzales took everything in order as printed on the agenda until New Business. Under New Business Chairperson Gonzales took up Legislative File ID 18-0128 first, then 18-0126, then took everything as printed on the agenda.

D. Adoption of Committee Minutes



[18-0132](#)

Minutes - Budget and Finance Committee - Regular Meeting - January 31, 2018

Ratification by the Budget and Finance Committee of its Regular Meeting Minutes of January 31, 2018 prepared by Staff shortly after said Meeting.

Attachments: [18-0132 Minutes - Budget and Finance Committee - Regular Meeting - January 31, 2018](#)

A motion was made by Member Hodge, seconded by Chairperson Gonzales, that this Minutes, Committee be Adopted . The motion carried by the following vote.

Aye: 2 - Member Jumoke Hodge
 Chairperson Shanthi Gonzales
 Absent: 1 - Member Roseann Torres
 Non-voting: 0

Enactment No: 18-0175

E. Adoption of the Committee General Consent Report

None

F. Unfinished Business



[18-0029](#)

Budget and Finance Committee - Review - Guiding Finance Policies - Oakland Unified School District

Adoption by the Board of Education of Board Policy 3100.2 - Business and Noninstructional Operations - Structurally Balanced Budget.

Attachments: [18-0029 Budget and Finance Committee - Structurally Balanced Budget - BP 3100.2 \(1/31/2018\)](#)

Chairperson Shanthi Gonzales reintroduced Legislative File ID 18-0029, Structurally Balanced Budget Policy with the minor change, which was to specify when one time revenues may be used. Revised Policy says that except in extreme circumstances one-time revenue in reserves should not be used to fund on going employee compensation, unless such funds are specifically intended to fund salaries.

Member Jumoke Hinton Hodge wanted to know what does Capital Assets means.

Troy Christmas, Director, Financial Services, said, such examples are vehicles, piece of capital equipment, anything that depreciates over time.

Rebecca LittleJohn, Risk Management Manager, said, anything that is \$5,000 and over is a Capital Asset and have to be recorded.

No Public Speaker(s)

A motion was made by Member Hodge, seconded by Chairperson Gonzales, that this Revised Board Policy 3100.2 be Recommended Favorably to the Board of Education,. The motion carried by the following vote.

Aye: 2 - Member Jumoke Hodge
Chairperson Shanthi Gonzales

Absent: 1 - Member Roseann Torres

Non-voting: 0

G. New Business

Roll Call (Secretary's Observation)

Member Roseann Torres present at 6:27 P.M.

Present 3 - Member Jumoke Hodge
Member Roseann Torres
Chairperson Shanthi Gonzales



[18-0126](#)

Budget and Finance Committee - Creation of Job

Description/Position - Budget Analyst - Department, As Assigned

Adoption by the Board of Education of Resolution No. 1718-0145 - Creation of Job Description/Position - Budget Analyst - Department, As Assigned.

Attachments: [18-0126 Budget and Finance Committee - Creation of Job Description/Position - Budget Analyst - Department, As](#)

Chairperson Shanthy Gonzales introduced the Creation of the Budget Analyst position to the Committee. The Committee members discussed and shared their opinion and questions regarding how is the position essential to the Committee and Board of Education and how was the position descriptions created?

The Committee discussed about:

- *The role of the Budget Analyst*
- *Would the dual reporting work (Board of Education and Superintendent)?*
- *Duties of the position is too packed*
- *Is there budget to support the position?*
- *Having a financial commitment for the position for only a certain year (As needed)*
- *Should there be another title for the position due to [bumping rights?]*
- *Would having an Ed Pioneer help to leverage the cost?*

Will revise, bring back for possible forwarding the position to the full Board for discussion, said Chairperson Gonzales.

No Speaker.

Discussed



18-0128

Budget and Finance Committee - Self-Insurance Fund

Presentation to Budget and Finance Committee by Financial Staff regarding the Self-Insurance Fund current state, goals and possible adjustment to reach desired outcomes.

Attachments: 18-0128 Budget and Finance Committee - Self-Insurance Fund

The Committee members wanted to understand the current rate of contribution, the trends that are being observed in the Self-Insurance Fund, to explore other options that the Board may want to consider going forward in terms of replenishment of the Self-Insurance Fund.

Rebecca LittleJohn, Risk Management Manager stated:

- *Looked at the last five years, there's a growth in expenditures in Fund 67, about \$2 million a year*
- *Bringing in monthly around \$2 million in District's premiums – based on sur-charge in payroll*

Has the Board or District leadership done anything to augment the Self-Insurance Fund so the growing used of it can be respond to? asked, Chairperson Gonzales.

Prior years ago the District did increase the premium to around 5.75%-6.25%, its been lower to 6% this year. Trying to reduced costs, especially with return to work program, but no matter what, the medical costs, continued to grow, said LittleJohn.

The Committee and the staff discussed about:

- *Used the Self-Insurance Fund to save off not having a fund balance at the end of last year*
- *Premium Cost going up*
- *Examples of property Claims*
- *Replenishment Self-Insurance fund to 40% level*
- *Based on the layoff and mid-year adjustment*
- *Assessment of the contribution rate should be for next year*
- *Other factors that is contributing to the additional \$2 million a year against fund 67*
- *Parking at 1000 Broadway – Permissible used because it is part of a claim*
- *Other information that would be helpful for the Board to know moving forward, so the Board can make good decisions on behalf of the school District regarding to the Self Insurance Fund*

Public Speaker(s):

Marc Tafolla

Discussed

H. Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Committee

[18-0130](#)

Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Budget and Finance Committee - January 31, 2018

Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Budget and Finance Committee - January 31, 2018.

No Comments

I. Introduction of New Legislative Matter

None

J. Adjournment

Chairperson Gonzales adjourned the meeting at 7:02 P.M.

Prepared By: _____

Approved By: _____