

# Oakland Unified School District

*Board of Education*  
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## **Meeting Minutes Long - Final**

**Wednesday, September 6, 2017**

**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**

*Aimee Eng, Chair*  
*Shanthi Gonzales*  
*Roseann Torres*

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អ្នកណាដែលត្រូវការសេវាបកប្រែភាសាដោយផ្ទាល់មាត់ ឬជាលាយលក្ខណ៍អក្សរ ឬត្រូវការការជួយសម្រេចសម្រួលយ៉ាងសមរម្យ មួយ ដើម្បីចូលរួមក្នុងកិច្ចប្រជុំសាធារណៈ ត្រូវផ្តល់ដំណឹងទៅកាន់ទីការិយាល័យនៃក្រុមប្រឹក្សាអប់រំ ឱ្យបានចិតសិចពី (72) ម៉ោង មុនកិច្ចប្រជុំ តាមរយៈទូរស័ព្ទលេខ [\(510\)879-8199](tel:(510)879-8199) ឬតាមរយៈអ៊ីមែល [boe@ousd.org](mailto:boe@ousd.org) ឬទូរស័ព្ទ eTTY/TDD លេខ [\(510\)879-2300](tel:(510)879-2300) ឬទូរសារលេខ [\(510\)879-2299](tel:(510)879-2299)។

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**A. Call to Order**

*Chairperson Aimee Eng called the meeting to order at 6:09 P.M.*

**B. Roll Call**

**Present** 3 - Roseann Torres  
Shanthi Gonzales  
Aimee Eng

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

*After adotion of Committee Minutes, Chairperson Eng took up New Business Legislative file ID 17-1843, then went back to Unfinished Business Legislative file ID 17-1112, then back to the Agenda as printed.*

**D. Adoption of Committee Minutes**



[17-1860](#)

**Minutes - Budget and Finance Committee - Regular Meeting - April 19, 2017**

Ratification by the Budget and Finance Committee of its Regular Meeting Minutes of April 19, 2017 prepared by Staff shortly after said Meeting.

**Attachments:** [17-1860 Minutes - Budget and Finance Committee - Regular Meeting - April 19, 2017](#)

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

**Aye:** 2 - Shanthi Gonzales  
Aimee Eng

**Abstained:** 1 - Roseann Torres

**Non-voting:** 0

Enactment No: 17-1268



[17-0807](#)

**Minutes - Budget and Finance Committee - Regular Meeting - March 29, 2017**

Ratification by the Budget and Finance Committee of its Regular Meeting Minutes of March 29, 2017 prepared by Staff shortly after said Meeting.

**Attachments:** [17-0807 Minutes - Budget and Finance Committee - Regular Meeting - March 29, 2017](#)

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

**Aye:** 2 - Shanthi Gonzales  
Aimee Eng

**Abstained:** 1 - Roseann Torres

Non-voting: 0

Enactment No: 17-1269

### E. Adoption of the Committee General Consent Report

*None*

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

[17-1844](#)

#### Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Budget and Finance Committee - September 6, 2017

Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Budget and Finance Committee - September 6, 2017.

*Public Speaker(s):*

*Carol Delton*

### G. Unfinished Business



17-1112

#### Budget Development Calendar - School Year 2018-2019

Presentation made by Chief Financial Officer to the Budget and Finance Committee of draft 2018-2019 Budget Calendar.

- Discuss Board and community engagement in budget development process
- Identify next steps for budget development calendar

**Attachments:** 17-1112 Budget Development Calendar - School Year 2018-2019

*Gloria Gamblin, Interim Chief Financial Officer presented the 2018-2019 Budget Development Calendar from May and spoke on:*

- *The due date of tasks and by what department*
- *Started prioritization discussions added to the Weekly Friday meeting*
- *Working closely with Instructional and LCAP plan*
- *Working with other departments to get everything completed so it can go the Board for approval*

*After the presentation by Gloria Gamblin, Interim Chief Financial Officer, the Committee discussed about:*

- *Want to bring the 2018-2019 Budget Development Calendar to the Board for a Public Hearing on May 24th and Action on June 8th*
- *There will be a District Prioiritizarion Retreat on November 9, 2017*

- *Final Decisions about 2018-2019 Prioritization shared with OUSD Staff on December 8, 2017*
- *Building into the Calendar about 4 Board study sessions around recommendations*
- *The budget development handbook - one for school site and one for central site*
- *Listing of Community Engagement regarding the 2018-2019 budget development calendar*
- *Late October to have a Town Hall or a broader engagement about budget development calendar*
- *Determining the 2018-2019 enrollment projections*
- *To have certain indicators that the Budget and Finance Committee can keep track of and what's the progress of it*

*Public Speaker(s):*

*Marc Tafolla  
Timothy Brown*

**Discussed**

## H. New Business



17-1843

### **Budget and Finance Committee - 2017-2018 Charge & Goals**

Chair of Budget and Finance Committee presents charge and goals for fall 2017:

- Chair provides updates on work to date of the Budget and Finance Committee, including but not limited to recommendations forwarded to the Board of Education in the 2016-2017 School Year
- Review overview of key fiscal policies which was provided in 2016-2017 School Year and identify policy priorities for 2017-2018 School Year

**Attachments:** 17-1843 Budget and Finance Committee - 2017-2018 Charge & Goals

*Chairperson Aimee Eng presented the Work Plan for Budget and Finance Committee and pointed out:*

- *Will be receiving FCMAT update throughout the Fall*
- *Going deeper into Board Policy 3150*
- *The dates of the meetings*
- *What the topics are for each of the meeting*
- 

*For the Budget and Finance Committee to discuss the Postmortem Report and potentially to elevate some things that come out of the report to the Board, said Member Gonzales.*

*What to start the conversation early regarding another cut in the 2018-2019 school year, said Member Gonzales.*

*Hoping to talk about this year is the base staffing allocation, vacancies saving rate, the growth of charter schools, to examine the Central Staffing model comparison with other districts with our size, bidding policies, to lead a study session with the broader Board and how to structure it, said Member Gonzales.*

*School repeatedly stated around increased numbers of English Language Learners and more and more Special Education students to the point where the District didn't follow its own policy when the class size reaches a certain level, there should be additional resources and none was provided. Where it lead to teacher being physically endangered or harmed. So, equity definitely doesn't get felt in many part of this District, said Member Torres.*

*To have an assessment form the Principals within the District in give a survey or questionnaire to help guide prioritization, said Member Gonzales.*

*Public Speaker(s):*

*Mark Tafolla*

*Timothy Brown*

**Discussed**



17-1845

**Budget and Finance Committee - Priorities - Fiscal Crisis Management Assistance Team (FCMAT) - August 15, 2017 Report**

Presentation of Staff Report to the Budget and Finance Committee of work to date and determination by the Committee of recommendations to Board prioritizing areas of findings to be responded to in the Fiscal Crisis Management Assistance Team, August 15th Report to the Board of Education.

**Attachments:** 17-1845 Budget and Finance Committee - Priorities - Fiscal Crisis Management Assistance Team (FCMAT) - August 15, 2017 Report

*Gloria Gamblin, Interim Chief Financial Officer, presented the updated FCMAT report for the August 15, 2017 report and spoke on:*

- *To restructure the financial team in a way to address the findings or recommendations in the FCMAT report*
- *Using the existing policy to address certain findings*
- *To tighten up the budget management and monitoring*
- *To report to Superintendent once a month regards to budget monitoring report at the site level for all sites*
- *Financial team working more closely with central site to resolve issues*

*After the presentation, the staff and the Committee discussed about:*

- *To have a graphic representations of progress based on the FCMAT report around the fund balanced*
- *To see regular updates on the positions that are adding or training the staffs are getting*

- The audits findings are reflections of capacity that needs to be built within the District
- Progress towards the reserved fund
- The District will be migrating to Escape, which is The Management Information System the system is a part of Alameda County of Education
- To have Human Resources tighten up their hiring process

Chairperson Eng requested to have regular updates on the progress of the FCMAT findings or recommendations.

Public Speaker(s):

Marc Taffola  
 Carol Delton  
 Timothy Brown  
 Cluade Crudup

#### Discussed



17-1846

#### **Board Policy 3150 - Business and Noninstructional Operations - Results Based Budgeting - Implementation Report**

Discussion by Budget and Finance Committee on the updates to Board Policy 3150 - Results Based Budgeting - and request the development of Administrative Regulations.

- Review and discuss overall intent of BP 3150 - Results Based Budgeting - and implementation
- Identify areas where Committee wants additional clarification and definition through the development of Administrative Regulations
- Discussion of proposed specific direction to staff regarding Board Policy updates and development of Administrative Regulation for 3150
- Propose hearing Budget Prioritization Criteria as a revision to BP 3150 and budget presentation guidelines as AR for BP 3150
- Request for implementation memo of Board Policy 3150 to inform development of full Administrative Regulations

**Attachments:** 17-1846 Board Policy 3150 - Business and Noninstructional Operations - Results Based Budgeting - Implementation Report

Chairperson Eng, spoke about Board Policy 3150 and shared:

- There are some terminology in the policy that was from two Superintendents ago that needs to be updated
- The general public having timely access to accurate, comprehensive, and easily comprehensible OUSD financial management information at the school, department, and district-wide levels
- Any recommendations from Interim Chief Financial Officer on what might be achievable in the short term and a larger projects that might take a little more time with BP 3150

- The next step is for the staff to look at BP 3150 and to come back with comments
- Could adopt as appendix to the Board Policy
- Will work with Superintendent around clarification on the timing for Administrative Regulation

A budget message that articulates our priorities and issues for the upcoming year is the messaging that is lost and the District make things more complicated and hard to understand to follow or to articulate, said Member Torres.

A resolution asking for an implementation memo and a parallel process of moving forward with this set of criteria what the Budget and Finance Committee want to see incorporated into future budget presentations, said Member Gonzales.

Public Speaker(s):

- Carol Delton
- Claude Drudup
- Marc Toffolla
- Timothy Brown

**Discussed**

## I. Introduction of New Legislative Matter



[17-1958](#)

### Budget and Finance Committee - Resolution - FCMAT Recommendations

Discussion and possible adoption by Budget and Finance Committee on a Resolution directing staff to prepare an implementation plan for Fiscal Crisis Management Assistance Team (FCMAT) and prepare regular updates to the Budget and Finance Committee and Board.

**Attachments:** [17-1958 Budget and Finance Committee - Resolution - FCMAT Recommendations](#)

## J. Adjournment

Chairperson Eng adjourned the meeting at 8:49 P.M.

Prepared By: \_\_\_\_\_

Approved By: \_\_\_\_\_