Mt. Diablo Unified School District
Budget Advisory Committee (BAC)
Meeting Minutes

Date: Thursday, May 22, 2025
Time: 5:00 PM
Location: Dent Center, 1936 Carlotta Drive, Concord, CA 94519

Committee Purpose (Board Approved 12/12/06):
The BAC is a 15-member committee advising the Superintendent on budget-related matters with the purpose to:

(a) Understand the budget development process
(b) Recognize how the budget reflects district educational programs
(c) Communicate budget components to constituents
(d) Provide input on budget enhancements and reductions

Note: Membership reduced to 15 in 2022 by the Governing Board (Measure A representative position eliminated)

BAC Members:

- ☐ Leah O'Kelley, Local 1 CST ('28)
- ☐ Alex Zablah, Teamsters ('28)
- ☑ Joanne Durkee, (Mayo) ('28)
- ☑ John Ferrante, Measure J ('28)
- ☑ Kipp Penovich, MDEA ('28)
- ☐ Lloyd Mason, (Mason) ('28)
- ☑ Heather Martin, (Khaund) ('28)

Board Liaisons:

- ☐ Keisha Nzewi (Board Member)
- ☐ Tom McDougall (Board Member)

Staff:

Gustavo Aguilera, Executive Director of Fiscal Services
Anastasia Carter, Administrative Assistant

Agenda:

1.0 **Call to Order / Welcome / Introductions**
The meeting was called at 5:00 am

2.0 **Public Comment** (Members of the public may address the committee. Time limits may apply*).*
No public comment

3.0 **Discussion:** *Welcome & Introduction*
Adrian Vargas started the meeting and introduced himself as the Chief Business Officer for Mt. Diablo

Unified School District and mentioned this is his first BAC meeting since July 1, 2023. Gustavo Aguilera, Executive Director of Fiscal Services, was introduced as the chair of the BAC. Various members introduced themselves sharing their backgrounds and roles within the district. The committee members discussed their experiences with budgeting and their reasons for joining the BAC.

4.0 **Discussion:** *Overview of Committee Purpose & Role*
Gustavo went over the purpose and role of the BAC and listed all approved by the board members of BAC. He outlined that the committee's purpose is to understand the budget development process, recognize how the budget reflects district educational programs, and provide input on budget enhancement and reductions.

5.0 **Presentation:** *Fiscal Year Timeline & Budget Development*
Gustavo presented the Budget Calendar Timeline, highlighting key milestones, including the Public Hearing and Budget Adoption scheduled for June, and the 45-day revision period in August.
The committee discussed the potential impacts of proposed budget changes. Key topics included:
- A one-time block grant and additional funding for transitional kindergarten.
- Concerns regarding possible federal budget changes and the importance of maintaining flexibility in the budgeting process.
A question was raised about lower student allocations. In response, Adrian provided an overview of restricted vs. unrestricted budgets. A request was made to offer training for school sites on the use of funds, especially in regard to expiring allocations.
This year, collaboration with school sites and departments was approached differently. The Fiscal Department visited school sites, explained budget details, and worked directly with site leaders to ensure alignment with district goals.
Currently, the Fiscal team is actively developing the budget, which is scheduled to be presented at the June Board meeting.
The discussion reinforced the importance of proactive planning for potential budget reductions and emphasized the need for continued flexibility throughout the budget development process.

6.0 **Discussion/Approval:** *Draft Meeting Dates for the 2025–2026 School Year*
The importance of aligning the BAC's meeting schedule with the board's meeting schedule was brought up to ensure timely input and recommendations to the board and the superintendent.
The committee members discussed the importance of having a quorum and ensuring that meetings are scheduled at times that are convenient for all members.

7.0 **Planning:** *Agenda Preparation for Next Meeting*
The committee members expressed their commitment to working together to support the district's budgeting needs.

8.0 **Adjournment**
Meeting adjourn 6:07 pm

Upcoming Meetings:

Date: Wednesday, June 18, 2025
Time: 5:00 PM
Location: Boardroom, Dent Center
1936 Carlotta Drive
Concord, CA 94519