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

Date: Tuesday, October 28, 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)
- ☐ Kipp Penovich, MDEA ('28)
- ☐ John Ferrante, Measure J ('28)
- ☑ Lisa Buffum, CAC ('28)
- ☑ Joanne Durkee, (Mayo) ('28)
- ☑ Lloyd Mason, (Mason) ('28)
- ☑ Heather Martin, (Khaund) ('28)
- ☑ Marc Joffe, (McDougall) ('28)

Board Liaisons:

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

Staff:

Gustavo Aguilera, Executive Director of Fiscal Services
Brenda Barbera, Director of Budget, Accounting and Fiscal Compliance
Anastasia Carter, Administrative AssistantCV

Agenda:

1.0 Call to Order / Welcome / Introductions (5 minutes)
The meeting was called to order at 5:01 PM. Gustavo Aguilera conducted a roll call.

2.0 Public Comment
There were no public comments.

3.0 Discussion/Approval: June 18, 2025 Meeting Minutes
Due to a lack of quorum at the time of the Meeting Minutes approval, no formal actions were taken.

4.0 Discussion: Mt. Diablo Unified School District's 2024-25 Unaudited Actuals
The discussion on MDUSD's 2024–25 Unaudited Actuals and review of the Budget Calendar Timeline was introduced, including the upcoming First Interim Report due in December and the Governor's Budget Proposal in January.

5.0 Discussion/Approval: 2025-26 Budget Year Process and Fiscal work
Details of the financial reporting process were discussed, including comparisons between unrestricted and restricted funds. The committee reviewed challenges related to truing up expenditures and the impact of one-time funding on revenue. They also discussed the year-end closing process, budget development, and the support the Fiscal Department provides to sites and departments.

6.0 Planning: Agenda Preparation for Next Meeting
The committee plans to discuss details of the First Interim Report.

7.0 Adjournment
The meeting was adjourned at 6:01 pm.

Upcoming Meetings:

Date: Tuesday, December 16, 2025
Time: 5:00 PM
Location: Boardroom, Dent Center
1936 Carlotta Drive
Concord, CA 94519

Respectfully submitted,
Anastasia Carter