

SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee
Regular Meeting Agenda
June 14, 2016, 2:00 p.m.
Business Services Conference Room

Standing Committee Members: Herman Hernandez, and Lisa Wittke Schaffner; **Staff:** Jim Cerreta, Mary Downey, Michael Juric, and Patti Springer

1. Call to Order
2. Approval of the June 14, 2016 Meeting Agenda
3. Approval of April 14, 2016 Regular Meeting Minutes
4. Approval of the May 17, 2016 Regular Meeting Minutes
5. Public Comment – Any person may address the Committee regarding item(s) to be considered
6. Action and/or Consent Items for Recommendation to the Board
 - a) Request Board approval of the 2015-16 fiscal year budget revisions between \$25,000 and \$99,999 from May 13, 2016 through June 10, 2016; and any listed budget revisions greater than \$100,000 – Downey
 - b) Request Board approval of the adoption of the budget for 2016-17 – Downey
 - c) Request Board approval of the actuarial report - Cerreta
7. Information/Discussion Items
 - a) Review 2015-16 Personnel Commission Report to the Board – Juric
 - b) 180-day Waiver Update – Juric
 - c) 2015-16 Board Memberships - Downey
8. New/Pending Business
 - a) New/Old Business
 - b) Facilities – New Annex Building
 - c) Audit Committee – The Audit Committee will meet with the auditors on September 13, 2016 at 1:00 p.m.
 - d) Additional Items from the Committee
9. Next Meeting – The next meeting is scheduled for Tuesday, July 12, 2016, at 2:00 p.m. in the Business Services Conference Room.

Future Meetings 2016 – All future meetings are scheduled for the second Tuesday of each month at 2:00 p.m. in the Business Services Conference Room, unless otherwise noted.

July 12, August 16 (third Thursday), September 13, October 11, November 8, and December 13

10. Adjournment

SONOMA COUNTY OFFICE OF EDUCATION
Business and Personnel Services Standing Committee
Regular Meeting Minutes Unadopted
April 14, 2016, 2:00 p.m.

Standing Committee Members: Herman Hernandez, and Lisa Wittke Schaffner; **Staff:** Jim Cerreta, Mary Downey, Michael Juric, and Patti Springer; **Guests:** Debbie Shepherd

1. **Call to Order** – Mr. Hernandez called the meeting to order at 2:03 p.m.
2. **Approval of the April 14, 2016 Meeting Agenda** – On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to approve the agenda.
3. **Approval of the March 8, 2016 Regular Meeting Minutes** – On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to approve the minutes.
4. **Public Comment** – None
5. **Action and/or Consent Items for Recommendation to the Board**
 - a). **Request Board approval of the 2015-16 fiscal year budget revisions between \$25,000 and \$99,999 from March 8, 2016 through April 4, 2016; and any listed budget revisions greater than \$100,000** – Ms. Downey reviewed the report with the committee members stating that the revisions were routine updates to the budgets for budget planning for 2016-17, noting that there were none over \$100,000. – On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval of the budget revisions and placement on the Board consent agenda.
 - b). **Request Board approval of the Transfer of Personal Property-Equipment to Districts** – Ms. Downey reviewed the report with the committee members stating that with the implementation of LCFF, school districts are now receiving funding for their CTE programs directly. Equipment formerly owned and operated by SCOE CTE programs is residing at the school districts listed in the report. SCOE is in the process of transferring ownership of this equipment to the school districts. Ms. Wittke Schaffner suggested changing the title of the report from “Transfer of Ownership of Equipment from ROP Programs” to “Transfer of Ownership of Equipment from SCOE CTE programs to School District CTE Programs”. On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval of the transfer of Personal Property-Equipment to Districts and placement on the Board consent agenda.
 - c). **Request Board approval of the third quarter list of personal property scheduled for disposal worth less than \$25K** – Mr. Cerreta reported that there was no report at this time as John Silvestrini had a very limited list of items for the third quarter and will be including these items on the fourth quarter report.
6. **Discussion and/or Action Items**
 - a) **Review Superintendent’s Salary Request** – Dr. Juric explained to the committee members that although Collective Bargaining Agreements for COLAs were for 2015-16 and 2016-17, Dr. Herrington’s request for a salary increase in September 2015 was only for 2015-16. This is because Board Policy dictates that the Superintendent’s salary must be reviewed every year, and that is why Dr. Herrington is requesting a salary increase for 2016-17 at this time. Dr. Juric presented the salary comparison for Class III County Offices of Education, reviewing both the averages and medians specifically for highest total salary and highest total compensation. On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval of a 3.5% salary increase for Superintendent, Dr. Herrington.

7. Information/Discussion Items

- a) Review list of third quarter (January 2016 – March 2016) purchase orders over \$25K – Ms. Downey reviewed the report, stating that several were fairly routine. The purchase orders included MAA reimbursements, flow through to various school districts, and School of Education support providers. Ms. Downey clarified that the Placer COE purchase order for \$61,800 was an ESS expense for professional development.
- b) **Review second quarter (October 2015 – December 2015) Board budget summary and Board expenditures** – Ms. Downey reviewed the report with the committee members, explaining that the committee usually reviews the second quarter report in January; but because we did not have a January meeting the report is being presented here. Discussion included the review of expenditures, i.e., memberships, mini grants, and scholarships. Mr. Hernandez requested a current list of memberships to see if Board members are utilizing them. Ms. Downey will provide a current list to the committee at it's May meeting.
- c) **Review third quarter (January 2016 – March 2016) Board budget summary and Board expenditures** – Ms. Downey reviewed the report with the committee members. Discussion included the mini grants, which expenditures for have increased over the previous quarter. Ms. Wittke Schaffner recalls that scholarships are discussed at the Instructional Services and Community Partnership Standing Committee but not mini grants; she will bring up mini grants at the next meeting of the standing committee.

8. New/Pending Business

- a) **New/Old Business** – None
- b) **Facilities – FUMP Committee Update** – Mr. Cerreta reported that the committee is reviewing the latest Annex Building drawings. He thanked Ms. Downey for discovering a \$600K error in the architect's projections, correcting the estimate to \$4.8M; which is still within the target amount. Additionally, there is a 20% contingency built in, which is a little high, but reasonable given the bidding environment and specific IT needs for this particular facility. Mr. Cerreta also mentioned that they had just opened three bids from local construction companies for the SELPA MTU remodels, and the results were within budget so there is reason to believe we will have good bidding experience with the Annex project.
- c) **Audit Committee** – The Audit Committee will meet with the auditors on September 13, 2016 at 1:00 p.m.
- d) **Additional Items from the Committee** - None

- 9. Next Meeting** – The next meeting was rescheduled from Tuesday, May 10, 2016, at 2:00 p.m. to Tuesday, May 17, 2016, at 11:00 a.m. in the Business Services Conference Room.

Future Meetings 2016 – All future meetings are scheduled for the second Tuesday of each month at 2:00 p.m. in the Business Services Conference Room, unless otherwise noted.

May 17 (third Tuesday), June 14, July 12, August 9, September 13, October 11, November 8, and December 13

- 10. Adjournment** – Mr. Hernandez adjourned the meeting at 2:40 p.m.

SONOMA COUNTY OFFICE OF EDUCATION

**Business and Personnel Services Standing Committee
Regular Meeting Minutes - Unadopted
May 17, 2016, 11:00 a.m.**

Standing Committee Members: Herman Hernandez; **Staff:** Jim Cerreta, Mary Downey, Michael Juric, and Patti Springer

1. **Call to Order** – Mr. Hernandez called the meeting to order at 11:14. Due to a scheduling conflict Ms. Wittke Schaffner was not in attendance.
2. **Approval of the May 17, 2016 Meeting Agenda** – Although unable to approve due to lack of a quorum, it was agreed that the agenda items would be reviewed.
3. **Approval of the April 14, 2016 Regular Meeting Minutes** – Unable to approve due to lack of a quorum.
4. **Public Comment** – None
5. **Action and/or Consent Items for Recommendation to the Board**
 - a) **Request Board approval of the 2015-16 fiscal year budget revisions between \$25,000 and \$99,999 from April 5, 2016 through May 12, 2016; and any listed budget revisions greater than \$100,000** – Ms. Downey reviewed the revisions. She stated that she just finished the 2016-17 preliminary budgets and will review with the full Board. Most of the revisions arose out of aligning and realigning current year budgets in preparation of the 2016-17 budgets. In regards to those revisions over \$100,000, she explained that we are the recipients of the Redevelopment Funds but it is not included in the budget book, but gets them ready for year-end closing. The differences between the three North Coast School of Education's programs were also discussed – Be a Teacher, NCTIP (formerly BTSA), and Administrator Induction Program. These differences are also explained in the 2016-17 preliminary budget book. Due to lack of a quorum, no action was taken. The budget revisions will be brought forward to the full Board for action at the June 2, 2016 meeting.
 - b) **Request Board Approval of Prop 30 Extension Analysis and Sample School Board Resolution** – Due to lack of a quorum, no action was taken. The resolution will be brought forward to the full Board for action at the June 2, 2016 meeting.
6. **Information/Discussion Items**
 - a) **Board Member Compensation Practices** – Mr. Cerreta explained that if a Board member should miss a meeting, the current practice is to make manual adjustments to dock his/her payroll for the month he/she missed the meeting. Business Services would like to change this practice and move to adjusting the member's following month's paycheck through the regular payroll process. This will eliminate the necessity to manually adjust the member's paycheck, which slows down payroll. Board members can request that they be excused from the meeting they missed, which would allow them to be paid for the meeting. Mr. Cerreta is seeking direction from the Board, and will prepare a narrative for the June Board meeting.
 - b) **2015-16 Board Memberships** – Ms. Downey presented the report. Mr. Hernandez had questions regarding the two memberships for the Healdsburg Chamber of Commerce, is CCBA dues part of the CSBA membership, and the Windsor Chamber of Commerce membership. Ms. Downey will obtain answers to these questions and report back at the next meeting.

- c) **Public Hearing for 2015-16 Education Protection Account (EPA)** – Ms. Downey explained that holding a Public Hearing is a requirement for receiving EPA funds. These funds are allocated to Alternative Education and are used to pay for teacher retiree health benefits. The Public Hearing will be held during the June 2, 2016 Board meeting.

7. New/Pending Business

- a) **New/Old Business** – Dr. Juric stated that he would be bringing a request for approval to the full Board at its June 2 or June 30 meeting of a resolution for the exception to the 180-day wait period for STRS retirees from particular certificated classifications, i.e., VI and DHH teachers. Upon Board approval of the resolution, the waiver will be filed with STRS. Examples of the need for the waiver for STRS retirees include those who would like to coach in the North Coast Beginning Teacher programs, and interims in Special Education in instances when recruitment efforts for regular employees are unsuccessful.
- b) **Facilities** – New Annex Building –Presentation by Government Financial Strategies for June 2, 2016 Board Meeting – Mr. Cerreta advised that a power point presentation will be made at the June 2 Board Meeting regarding the financing of the new annex building.
- c) **Audit Committee** – The Audit Committee will meet with the auditors on September 13, 2016 at 1:00 p.m.
- d) **Additional Items from the Committee** - None

- 8. **Next Meeting** – The next meeting is scheduled for Tuesday, June 14, 2016, at 2:00 p.m. in the Business Services Conference Room. The August 9, 2016 meeting was rescheduled to August 16, as Leadership staff has a management retreat on that day.

Future Meetings 2016 – All future meetings are scheduled for the second Tuesday of each month at 2:00 p.m. in the Business Services Conference Room, unless otherwise noted.

June 14, July 12, ~~August 9~~ (rescheduled), August 16, September 13, October 11, November 8, and December 13

- 9. **Adjournment** – Mr. Hernandez adjourned the meeting at 11:49 a.m.