

SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee
Regular Meeting Minutes Unadopted
March 8, 2016, 2:00 p.m.

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

1. **Call to Order** – Mr. Hernandez called the meeting to order at 2:08 p.m.
2. **Approval of the March 8, 2016 Meeting Agenda** – On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to approve the agenda.
3. **Approval of the February 19, 2016 Regular Meeting Minutes** - On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to approve the minutes with the deletion of the sentence under *Approval of the December 1, 2015 Regular Meeting Minutes* “Mr. Hernandez would like the minutes from the December 1, 2015 meeting to reflect that the October 15 Audit Committee Meeting Minutes and the Regular Meeting Minutes were accepted rather than approved”, as Mr. Hernandez was present at both the October 15 meetings.
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 February 12, 2016 through March 7, 2016; and any listed budget revisions greater than \$100,000** – Ms. Downey reviewed the revisions with the Committee. On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval of the revisions and placement on the consent agenda.
 - b) **Request Board Approval of the Resolution for the Week of the Teacher**
 - c) **Request Board Approval of the Resolution for the Week of the Classified Employee**

Dr. Juric reviewed both of the resolutions with the Committee, stating that there would be one Employee Recognition day celebrating all employee groups on May 3, 2016. He added that there will be a retiree recognition celebration on May 5. On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval of both the Resolution for the Week of the Teacher and Resolution for the Week of the Classified Employee.
6. **Information/Discussion Items**
 - a) **Review potential June 30 cash flow loans to districts** – Mr. Cerreta commented that funding to districts is currently not a concern, except for Kashia. Kashia has not yet had to use the \$125,000 cash flow loan that was made to them in December. The loan expires on June 30 and we most likely will be requesting approval for another cash flow loan later this year. Kashia has made some program improvements, which seem to be drawing new students - enrollment has increased to 21 students.
 - b) **Review preliminary budget changes for 2016-17 for Business Services** – Ms. Downey stated that they are in the beginning stages of having the new accountants assist districts; so far it has proven to be very beneficial. District awareness of these services has been raised, and five or six districts have reached out to Business Services requesting services. Ms. Downey added that we are not far enough along in the budget process to know if IT will have any significant changes; and that Business is working on a payroll and CBO certification program for Business Services staff.

- c) **Review preliminary budget changes for 2016-17 for Human Resources** – Dr. Juric said that at this time there are no major changes. He is meeting with staff, reviewing job descriptions, job responsibilities, and organizational charts. There may possibly be some changes in staffing in Credentials. Dr. Juric provided information regarding the Sonoma County School Districts’ Job Fair on March 12, as well as the job fairs at SSU, SRJC, and Chico in April.

7. New/Pending Business

- a) **New/Old Business** – None

- b) **Facilities – FUMP Committee Update** – Mr. Cerreta provided a brief overview of the FUMP financial analysis, stating that the FUMP Committee report has not been circulated yet and the design committee is scheduled to meet again later this month. The design addresses all concerns, provides flexibility, and has a student union feel.

- c) **Audit Committee** – Meeting tentatively scheduled for September 13, 2016 at 1:00 p.m. – Mr. Cerreta will contact the auditors to schedule.

- d) **Additional Items from the Committee** - None

- 8. **Next Meeting** – The next meeting is scheduled for Tuesday, April 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.

May 10, June 14, July 12, August 9, September 13, October 11, November 8, and December 13

- 9. **Adjournment** – Mr. Hernandez adjourned the meeting at 2:41 p.m.