

SONOMA COUNTY OFFICE OF EDUCATION

**Business and Personnel Services Standing Committee
Regular Meeting Minutes - Adopted
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.