

SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee

Regular Meeting Agenda - Amended

October 27, 2014, 10:00 a.m.

Business Services Conference Room

Standing Committee Members: Jill Kaufman, Helga Lemke, and Ray Peterson; **Staff:** Jim Cerreta, Mary Downey, Jeff Heller, and Patti Springer

1. Call to Order
2. Approval of the October 27, 2014 Meeting Agenda
3. Approval of the September 16, 2014 Audit Committee Meeting Minutes
4. Approval of the September 16, 2014 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 2014-15 fiscal year budget revisions between \$25,000 and \$99,999 from September 1, 2014 through September 30, 2014; and any listed budget revisions greater than \$100,000 – Downey
 - b) Request for Written Consent to Subordination, Healdsburg Redevelopment Agency - Cerreta
7. Information/Discussion Items
 - a) Review 1st quarter list of purchase orders over \$25,000 – Downey
 - b) Review 1st quarter list of personal property scheduled for disposal worth over \$25,000 - Cerreta
 - c) Review 1st quarter Board budget summary and Board expenditures – Downey
 - d) Review Public Insurer’s Annual Report – Cerreta
 - e) Annual Review of Board Standing Committee agendas & minutes recordkeeping – Cerreta
 - f) New Positions Authorized: Accounting Technician III, Business Services; IT Technician for West County School Districts - Cerreta
8. New/Pending Business
 - a) New/Old Business
 - b) Facilities Update
 - c) Audit Committee
 - d) Additional Items from the Committee
9. Next Meeting – To be determined
10. Adjournment