



**Sonoma County**  
Office of Education

Board of Education  
Governance Handbook  
2021



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*The Sonoma County Board of Education Governance Handbook was developed in partnership with the County Board of Education and the County Superintendent of Schools*

# SONOMA COUNTY BOARD OF EDUCATION

Steven D. Herrington, Ph.D., County Superintendent of Schools

**Trustee Area 1:** Gina Cuclis, term expires 2024

Bennett Valley Union, Kenwood, Rincon Valley Union, Sonoma Valley Unified

**Trustee Area 2:** Peter Kostas, term expires 2022

Cinnabar, Cotati-Rohnert Park Unified (shared with Trustee Area 3), Dunham, Gravenstein Union, Liberty Union, Old Adobe Union, Petaluma City Schools, Two Rock Union, Waugh, Wilmar Union

**Trustee Area 3:** Andrew Leonard, term expires 2024

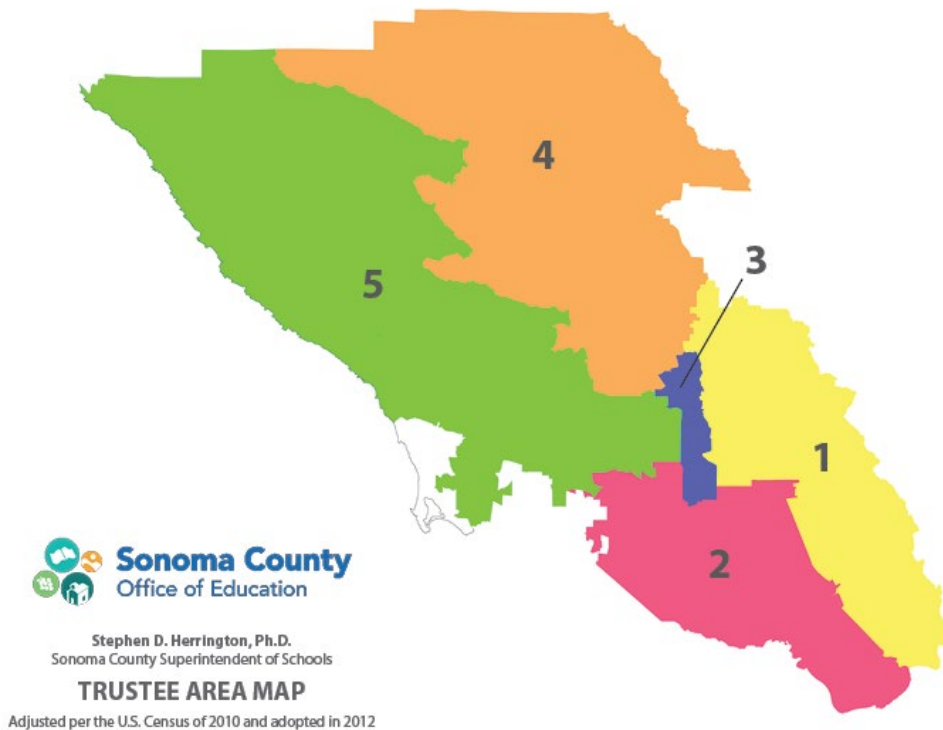
Bellevue Union, Cotati-Rohnert Park Unified (shared with Trustee Area 2), Santa Rosa City Schools

**Trustee Area 4:** Lisa Wittke Schaffner, term expires 2022

Alexander Valley Union, Cloverdale Unified, Geyserville Unified, Healdsburg Unified, Mark West Union, Piner-Olivet Union, Westside, Windsor Unified

**Trustee Area 5:** Herman G. Hernandez, term expires 2024

Forestville Union, Fort Ross, Guerneville, Harmony Union, Horicon, Kashia, Monte Rio Union, Montgomery, Oak Grove Union, Roseland, Sebastopol Union, Twin Hills Union, West Sonoma County High, Wright



## UNITY OF PURPOSE

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Unity of purpose is the common focus, and the values governance team members share about students, the County Office, and public education. The focused efforts of the Sonoma County Board of Education and the County Superintendent of Schools are reflected in the Sonoma County Office of Education mission and vision.

### **SCOE Mission**

The mission of the Sonoma County Office of Education (SCOE) is to foster student success through service to students, schools, and the community.

### **SCOE Vision**

The Sonoma County Office of Education is an advocate of success for all students.  
The Sonoma County Office of Education is an exemplary resource for the county.  
The Sonoma County Office of Education is an active partner.  
The Sonoma County Office of Education is a learning organization.

In addition to the SCOE Mission and Vision, the County Board defines their Vision and Priorities as follows:

### **County Board Vision**

The Sonoma County Board of Education champions and advocates for all students and the community.

The Board defines the criteria by which they meet their Vision by:

- Building meaningful relationships with our educational partners and community.
- Supporting students by prioritizing equity.
- Celebrating diversity, and engaging our community to embrace from where we come.
- Working cohesively, and collaboratively.
- Communicating openly and honestly with each other.

## SONOMA COUNTY BOARD OF EDUCATION GOALS & PRIORITIES

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Support all students enrolled in the school districts of Sonoma County by actively engaging in the following goals and priorities:

A: Support the social, emotional, and academic development for all students enrolled in SCOE's Alternative Education programs; provide support for the successful implementation of the LCAP

1. Participate in Stakeholder Meetings for the development and review of the LCAP and receive quarterly updates
2. Visit the Alternative education programs biannually
3. Attend and actively participate in sub-committees
4. Participate in celebrating Alternative Education Students successes (ie. Graduation and award ceremonies)

B: Be of service to district boards by encouraging cooperation, collaboration, and professional development to support their student populations

1. Attend at least one board meeting of districts included in trustee's region within a two-year period
2. Host with County Superintendent and the Sonoma County Association of California School Administrators (ACSA), a county-wide Trustee Symposium and in-service activities
3. Connect local boards to community resources and contacts

C: Encourage and support community collaboration, partnerships and initiatives that align and support education for all students

1. Support SCOE's participation, leadership, and resources with the countywide Health Action's Cradle to Career Partnership, Upstream Investments, 10,000 Degrees, CTE Foundation, etc...
2. Encourage and support county-wide opportunities that promote innovation in education
3. Represent Sonoma County Board of Trustees at community events throughout Sonoma County.
4. Advocate for students to ensure their right to a free, safe, and equitable education.

D: Participate in personal and professional growth and other learning opportunities that improve the capacity of the Board of Education and its ability to provide educated and informed leadership.

1. Attend workshops and conferences related to trustee roles and responsibilities, educational advocacy, and the business operations of school districts. Share findings with the community and fellow Board members.
2. Read publications from the California School Board Association (CSBA), California County Boards of Education (CCBE), and other school advocacy organizations to understand current issues and trends in public education.
3. Remain current on education policies and issues that support and promote public schools in California.
4. Reach out to district boards to articulate the defined role and responsibilities of the County Board.

E: Be an agile, supportive and responsive partner when faced with emergent challenging situations.

1. Be an effective liaison to school communities.
2. Provide and articulate accurate information to local constituency groups.
3. Complete and provide information to the county superintendent regarding relevant issues.
4. Remain committed to staying up to date with emergency response practices.

These goals and priorities will be reviewed as necessary to further refine or reaffirm as needed.

## DEFINITION OF GOVERNANCE

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County Boards of Education are the democratic representation of the community and are charged with a legal responsibility to ensure all children in the county have the opportunity to achieve an equitable and excellent education.

## GOVERNANCE RESPONSIBILITIES

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### **Power and Duties of the Elected County Board of Education**

The County Board is elected to:

- Approve the County Superintendent of Schools' budget, review interim financial reports, receive annual audit reports by the County Superintendent, and approve annual estimates of revenues, expenditures and budget revisions of \$25,000 or more.
- Set the salary and benefits of the County Superintendent of Schools (in accordance with Board Policy 2121) and fill any vacancy in the position of County Superintendent for the remainder of his/her term.
- Enter into real property agreements on behalf of the Sonoma County Office of Education and its programs.
- Approve disposal of personal property worth more than \$25,000.
- Act as the local board in matters within its statutory jurisdiction for Court and Community Schools.
- Act as the appellate body for interdistrict/transfer appeals, expulsion appeals, and charter school application appeals.
- Adopt sufficiency of materials related to Court and Community Schools.
- May establish a charter school under special circumstances.

### **Power and Duties of the Elected County Superintendent of Schools**

The County Superintendent of Schools is elected separately from the County Board. The County Superintendent of Schools shall possess those powers and duties authorized or required by the State Constitution, Statutes, and rules of the State Superintendent of Public Instruction and State Board of Education.

The County Superintendent of Schools operates the Sonoma County Office of Education (SCOE), is the direct employer of SCOE staff, and is the chief executive officer of SCOE.

The County Superintendent of Schools works directly with the school districts within his/her jurisdiction to provide support and guidance for their successful operation.

The County Superintendent of Schools and the County Board of Education work collaboratively and in concert to support the mission and vision of SCOE.

## GOVERNANCE ROLES

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Each elected County Board of Education member represents a Trustee Area and the County of Sonoma as a whole. All County Board members are equal under the law, and the County Board acts as a whole.

There are important distinctions to be made between the County Board's role and that of the County Superintendent and his/her staff. The County Board of Education and the County Superintendent of Schools are elected separately, each having a distinct and supportive role to the other.

### **President**

- **Preside at Meetings**

The President shall preside at all meetings of the County Board, enforce the adopted rules of order, and appoint all committees with the approval of the County Board. As presiding officer, the President shall:

- Call the meeting to order at the appointed time.
  - Announce the business to come before the County Board in its proper order.
  - Enforce County Board policy relating to the order of business and the conduct of meetings.
  - Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference.
  - Explain what the effect of a motion would be if it is not clear to every member.
  - Restrict discussion to the question when a motion is before the County Board.
  - Put motions to a vote, stating definitely and clearly the vote and result thereof.
  - Make required disclosures before and after closed sessions of the County Board.
- With the approval of the County Board, the President shall determine the County Board representative and alternate to the School and College Legal Services of California Joint Powers Agency (JPA).
  - Consultation with the County Superintendent:
    - The President shall consult with the County Superintendent on agendas of the County Board. The President shall confer with the County Superintendent on crucial matters that may occur between County Board meetings.
  - All public statements authorized to be made on behalf of the County Board shall be made by the County Board president or, if appropriate, by the County Superintendent of Schools or other designated spokesperson. When speaking for the County Board, the spokesperson is encouraged to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the County Board's leadership. [Board Bylaw 9010]

### **Vice President**

At the annual organizational meeting the County Board shall also elect one of its members to act as Vice President.

- Duty to preside:



- It shall be the duty of the Vice President, in the absence of the President, to preside at the meetings of the County Board and act in place of the President.
- Transfer of duties:
  - All duties required of the President by statutes or authorized by these rules shall be transferred to the Vice President in the absence or incapacity of the President.

## STANDING COMMITTEE ROLES AND RESPONSIBILITIES

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### **Right to Appoint**

The President may, with the approval of the County Board, appoint standing committees consisting of two County Board members (effective 2015) and such non-voting staff members as may be assigned by the County Superintendent. Whenever a meeting time of a standing committee has been established pursuant to BP 9220(a) and the Board President is informed that a committee member will be unable to attend the meeting, the President or his or her designee may designate a County Board member as a temporary replacement. Such temporary replacement shall serve as a standing committee member on an interim basis, not to exceed the period of time the regular committee member is absent or unable to attend meetings of the committee.

### **Appointment of Committee Chair**

Each standing committee shall annually appoint a member as the Committee Chair. If the Committee Chair position becomes vacant prior to the end of the term, the standing committee shall appoint a temporary Committee Chair for the remainder of the term. The President reserves the authority to name a Committee Chair from the committee, notwithstanding the above.

### **Business and Personnel Services Standing Committee**

The Business & Personnel Services standing committee reviews Sonoma County Office of Education budgets as described under Board Policy 3100(a), the annual audit, and contracts related to activities or programs under the jurisdiction of the County Board. This committee also serves as the audit committee as needed. Specific responsibilities include:

- Reviews and sets the County Superintendent's annual compensation package.
- Together with the County Superintendent, establishes the process for selection and annually sets the salary of any attorney employed to serve as the Board's legal counsel.
- Reviews program budgets as assigned pursuant to Board Policy 3100(a).
- Approves the nomination of individuals for the Sonoma County Office of Education Personnel Commission and forwards the nomination to the State Superintendent of Public Instruction.

### **Governance and Policy Standing Committee**

The Governance & Policy standing committee develops and recommends Board Policies and procedures with respect to the County Board's own governance and develops/reviews County Board goals.

Proposed revisions to Board Policies are reviewed by the applicable standing committee(s) before they are reviewed by the Governance & Policy committee. After due consideration, the Governance & Policy committee places any non-substantive changes it recommends as consent items on the Board agenda. All substantive policy changes are individually placed on the County Board agenda for review and action by the full County Board.

Determination as to whether a policy revision is considered 'substantive' is left to the discretion of the Governance & Policy committee.

### **Instructional Services and Community Partnerships Standing Committee**

The Instructional Services & Community Partnerships standing committee is concerned with:

- The operation, review, and evaluation of Juvenile Court Schools and Community Schools.
- Reviews the goals and activities as established under the Local Control Accountability Plan (LCAP) for Court and Community Schools.
- The adoption of learning resource materials that support instructional programs and the use of technology in SCOE programs, local school districts, and other educational agencies on a regional basis.
- The review of agreements for services to local school districts in the following areas: curriculum development, library/media services, inservice training as appropriate under existing law, supervision of instruction, pupil personnel services, and health services.
- The review of program budgets as assigned pursuant to Board Policy 3100(a) and other items that fall under the general rubric of Instructional Services and are consistent with state law.
- The promotion of community partnerships to support and enhance public education services and programs.

## **GOVERNANCE CULTURE AND PROTOCOLS**

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### **Creating the County Board Agenda**

Any County Board member or member of the public may request that a matter within the jurisdiction of the County Board be placed on the County Board meeting agenda.

The following steps outline the process for submitting an item for the County Board meeting agenda.

- The annual board calendar and minutes from prior County Board meetings will inform placement of items on the County Board meeting agenda.
- The County Superintendent prepares a draft agenda for the next County Board meeting within one week following the preceding meeting and shares it with the County Board President.

- The County Board President and County Superintendent may need to meet or have a telephone conversation or electronic communication at least one week prior to the County Board meeting to discuss the meeting agenda.
- County Board members may request a future item during a County Board meeting. The County Board member will provide rationale for the item. The Board as a whole will decide the relevance and value of the topic submitted.

### **County Board Study Sessions**

- Study sessions provide opportunities for additional discussion and review of County Board business, to study issues in depth, and to discuss and understand the short- and long-term issues and challenges facing the County. The topics are usually those where additional discussion and education is needed to make important decisions.
- Study sessions may provide a forum for Board members to share conference and professional learning opportunities.
- Agreement on the study session topics and schedule may be reached during the annual goal-setting process and calendar development.

### **Establishing Goals**

- Establishing County Board multi-year and annual goals that promote clarity of direction, focus, and alignment of resources is critical to demonstrating this County Board as proactive.
- The County Board is mindful of resources and the impact of decisions on the County Office and community resources.
- In the fourth quarter of each calendar year, the County Board will gather information to assist in the review of the past year's progress and achievements and to prepare for the setting of the next school year's goals.
- The County Board may utilize the Governance and Policy Standing Committee to collect and assess the County Board's progress.

### **County Board Governance and Self-Assessment**

- Conducting a governance self-evaluation demonstrates accountability to the community and the willingness of the governance team to strengthen and improve governance practices.
- The County Board supports continuous improvement through an evaluation of governance practices and effectiveness.
- Each spring, the County Board shall schedule a discussion/study session meeting to reflect on governance practices and participate in a self-evaluation process based on information collected by the Governance and Policy Standing Committee. During the self-evaluation, the governance team will discuss what is working well (commendations) and what can be improved (recommendations).

### **Confidentiality**

- The County Board is responsible for keeping closed session information confidential, including, but not limited to, litigation, personnel, negotiations, student issues, or other issues addressed by the Brown Act.

- The County Board shall take immediate responsibility for breach of confidentiality.
- The County Superintendent will specifically state when an issue is confidential.

### **Handling Public Comment and Addressing Community Concerns**

- The Board’s business shall be conducted in public. Guidelines for public comment are identified on the posted agenda.
- When listening to a complaint or comment from the public, the Board President may ask a clarifying question.
- As appropriate, the item may be referred to staff for clarification and follow up.
- The Board President or designee will acknowledge the comment and move on.

### **Addressing Concerns of the Community Via Email**

Mindful that email communication is public record, the County Board agrees to the following process in responding to email and phone requests from community members:

- When community members voice concern to a County Board member through email or phone, the County Board member will thank them for their input and concerns and let them know that their input will be forwarded to the Board President and the County Superintendent.
- The County Superintendent will forward email correspondence that is directed to the Board President and to all trustees.
- County Board members **will not** engage in any emailing, the purpose for which is to reach “collective concurrence”.

### **Orientation for New County Board Members**

- When new members are seated on the County Board, the County Board will establish a study session to review/edit the Governing County Board Handbook.
- The County Superintendent’s administrative assistant will review protocols and procedures concerning stipends, health/welfare benefits, mileage reimbursement, travel and conference allowances, community agency affiliation, utilization of support equipment related to the office, and fingerprint clearance.

### **Interaction with Sonoma County Office of Education Staff**

- The County Superintendent or his/her deputies shall make his staff available to committees of the County Board.
- The County Board will be mindful that they do not direct staff. County Board members may seek information through the County Superintendent or his/her deputies.

## **GOVERNANCE NORMS**

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Effective teams value and respect their essential roles, reach mutual agreement on the roles of the Board and Superintendent, and strive to operate within them.

### **The Board defines their Norms as follows:**

- We will keep our focus on the best interest of our students

- We will communicate openly and honestly with each other.
- Each member will take responsibility for the work of the team. / We will each be responsible for the success of the meeting – participate equally – address concerns.
- We will work toward the future--- learning from the past

### **Effective County Board Members**

- Are respectful and professional. The community should see the County Board sharing perspectives, agreeing, and agreeing to disagree, respectfully
- Are leaders who are engaged and commit the time to be knowledgeable
- Think globally, are open and willing to learn, and listen to the viewpoints of others
- Do not give up in seeking to understand the issues; are tenacious and never afraid to ask questions
- Are good listeners, not defensive or reactive
- Share in the efforts to achieve consensus
- Build trust within the community for public education
- Understand that once Board members have listened, been inclusive, and made the decision, they will stand by the decision and move forward

### **Effective County Boards**

- Have a common purpose; demonstrate leadership
- Are loyal to the team; trust one another
- Create a safe environment for each other; never intentionally hurt one another
- Self-correct when there is a problem; talk to one another when there are interpersonal issues or problems
- Respectfully receive ideas from one another; learn to compromise; agree to disagree and move forward
- Work well when there is adequate information to make wise decisions
- Are present and attentive; are tenacious; put in the time needed to reach decisions
- Support each other; care about each other; energize each other
- Lead, inspire, risk, and strive to be effective

### **Creating a Positive and Collaborative Culture – Providing Support**

To be effective, it is vital that the County Board of Education and County Superintendent of Schools have a respectful and productive working relationship based on trust and open communications. The County Board of Education and County Superintendent work to support each other for the betterment of Sonoma County students, community, and their schools and districts.

The trustees and the Superintendent support each other in their responsibilities by:

- Creating and supporting a working environment with transparency.
- Coming prepared to meetings
- Communicating effectively
- Supporting the decisions of the Board
- Promoting trust and transparency
- Maintaining openness and tolerance

- Demonstrating respect with consistency
- Always maintaining confidentiality

## BOARD OF EDUCATION MEETING SCHEDULE

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Thursday, January 14, 2021

Thursday, February 4, 2021

Thursday, March 4, 2021

Thursday, April 1, 2021

Thursday, May 6, 2021

Thursday, May 27, 2021 (Annual Budget Workshop)

Thursday, June 3, 2021

Thursday, June 24, 2021 (this date meets the requirement for a July meeting)

Thursday, August 5, 2021

Thursday, September 2, 2021

Thursday, October 7, 2021

Thursday, November 4, 2021

Monday, December 13, 2021

## LEGAL RESPONSIBILITIES OF THE SONOMA COUNTY BOARD OF EDUCATION

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The roles and responsibilities of the County Board of Education as stated in the California Constitution, the California Education Code, Title 5 of the California Code of Regulations, and other statutes include, but are not necessarily limited to, the following required and optional responsibilities.

### **Governance**

The County Board is required to do the following:

1. Adopt rules and regulations consistent with laws of the state for its own governance (Education Code 1040)
2. Hold a regular meeting at least once a month (Education Code 1011)
3. Keep a record of County Board proceedings including all votes of the County Board (Education Code 1040, 1015)
4. Conduct the biennial election of the County Board (Education Code 1007, 5000)

The County Board has the discretion to do the following:

5. Conduct an advisory election on substantive issues or ballot proposals (Elections Code 9603)
6. Adopt or repeal a limit on the number of terms a member may serve on the County Board (Education Code 1006)

### **Operations**

The County Board is required to do the following:

7. Adopt and update a conflict of interest code for County Board members and designated consultants (Government Code 87300)
8. Act as the county committee on school district organization when ordered to do so by the State Board of Education (SBE) (Education Code 4020)
9. Receive an annual report in November from the County Superintendent of Schools describing the state of any schools in the county that are ranked from 1 to 3, inclusive, on the Academic Performance Index (Education Code 1240)

The County Board has the discretion to do the following:



## LEGAL RESPONSIBILITIES OF THE SONOMA COUNTY BOARD OF EDUCATION

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10. Initiate and carry on any program or activity, or otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which the COE is established (Education Code 35160)
11. Adopt rules and regulations governing the administration of the office of the County Superintendent (Education Code 1042)
12. Receive an annual report from the County Superintendent, at his/her discretion, on the "State of the Schools" in the county (Education Code 1240)
13. Accept on behalf of the county office of education (COE) any gifts, donations, devices, and bequests made to the COE or for the benefit of any school or program maintained by the COE (Education Code 41032)
14. Consider for approval any COE staff request for a sabbatical leave that is not otherwise covered by a certificated bargaining agreement and has been granted by the County Superintendent (Education Code 1294)
15. Consider for approval any COE Staff request made through the County Superintendent for a paid or unpaid leave of absence, not otherwise included in the classified bargaining agreement (Education Code 1295)
16. Conduct a hearing at the request of the Commission on Teacher Credentialing (CTC) for any credential holder who is serving in or last served in the county and is accused of misconduct by the CTC (Education Code 44422)
17. Issue temporary teaching certificates to certificated employees for the purpose of authorizing salary payments (Education Code 44332)  
  
\*\*\*Note: The County Superintendent is responsible for the appointment, discipline, and management of COE personnel (72 Ops.Cal.Atty.Gen. 205, (1989)). However, pursuant to Education Code 1042, the County Board may contract with qualified personnel to perform special services in limited situations involving financial, economic, accounting, engineering, legal, or administrative matters, such as contracting with a charter school specialist, a financial specialist to serve as an auditor, or an independent attorney when the jointly appointed COE legal counsel has a conflict of interest (see Board Bylaw 9124).\*\*\*
18. Contract with and employ persons to furnish the County Board with special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if these persons are specially trained and experienced and competent to perform the special services required. (Education Code 1042)

## LEGAL RESPONSIBILITIES OF THE SONOMA COUNTY BOARD OF EDUCATION

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19. Take action on any claim for damages presented in accordance with the provisions governing claims filed against public entities (Government Code 911.6)
20. Acquire, lease, lease-purchase, lease leaseback, and hold and convey real property for the purpose of housing the offices and the services of the COE (Education Code 1042)
21. Exercise the power of eminent domain to acquire any property necessary or convenient for carrying out the duties and responsibilities of the County Board (Education Code 1047)
22. Render a city or county zoning ordinance related to storage or transmission of water or electrical energy facilities inapplicable to a proposed use of property by the COE (Government Code 53096)

### **County Programs, Schools, and Services**

The County Board is required to do the following:

23. Adopt a course of study for county community schools (Education Code 1983)
24. Ensure that services and programs designed to address the language needs of English learners in county community schools are provided (Education Code 1983)
25. Ensure that assessments are administered in all areas of suspected disability and appropriate services and programs, as specified in a student's individualized education program, are provided (Education Code 1983)
26. Consider for approval any plans for the construction of any juvenile court classrooms and facilities (Education Code 48645.6)
27. Provide for the administration and operation of juvenile court schools (Education Code 48645.2)
28. Adopt a course of study for juvenile court schools as recommended by the County Superintendent (Education Code 48645.3)
29. Evaluate the educational program established for juvenile court schools (Education Code 48645.3)
30. Adopt an annual school calendar for juvenile court schools as recommended by the County Superintendent (Education Code 48645.3)
31. Annually select state-approved textbooks and instructional materials for grades K-8 for

## LEGAL RESPONSIBILITIES OF THE SONOMA COUNTY BOARD OF EDUCATION

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specific career and technical education courses in juvenile court and community school programs (Education Code 60200)

32. As recommended by the County Superintendent, adopt textbooks and instructional materials for high schools under the control of the COE (Education Code 60400)
33. If the COE receives funds for instructional materials for county operated educational programs from any state source, annually hold a public hearing to make a determination as to whether students in COE programs have sufficient textbooks and/or instructional materials that are aligned to state content standards (Education Code 60119)
34. Consider for approval the program philosophy, goals, and objectives of any child care and development program operated by the County Superintendent (5 CCR 18271)

The County Board has the discretion to do the following:

35. Consider establishing and maintaining one or more county community schools (Education Code 1980)
36. Consider approving the establishment of child development programs and centers proposed by the County Superintendent with the approval of the SPI (Education Code 8321)
37. Appoint individuals or group representatives, other than district representatives, to a county school attendance review board (Education Code 48321)
38. Request the SBE to waive all or any part of the Education Code or any regulation adopted by the SBE (Education Code 33050)
39. Fill by appointment any vacancy that may occur during the term of the County Superintendent (Education Code 1042)
40. Fill by appointment any vacancy that may occur during the term of a County Board member (Education Code 1008, 5091)
41. Fill by appointment of the County Board president, the seats of any school district or community college district governing board with members of the County Board when a majority of those seats are vacant (Education Code 5094)

### **Finance**

The County Board is required to do the following:

## LEGAL RESPONSIBILITIES OF THE SONOMA COUNTY BOARD OF EDUCATION

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42. Fix the salary and fringe benefits of the County Superintendent in accordance with law and Board Bylaw 9500 (California Constitution, Art. IX, Sec. 3.1; Education Code 1209)
43. Adopt regulations to pay the actual and necessary travel expenses of the County Superintendent and COE staff (Education Code 1081, 1200; 5 CCR 17433)
44. Approve the annual budget of the County Superintendent before its submission to the county board of supervisors (Education Code 1040)
45. Review any recommendation by the County Superintendent to provide a bonus or salary increase of \$10,000 or more for any employee (Education Code 1302)
46. Adopt an annual budget for the budget year and file it with the State Superintendent of Public Instruction (SPI), the County Board of Supervisors, and the County Auditor (Education Code 1622)
47. Review the report of the annual audit provided by the County Superintendent at a regularly scheduled public meeting (Education Code 1040)
48. Review the interim budget reports presented by the County Superintendent (Education Code 1240)
49. Approve or make revisions, reductions, or additions to the annual itemized estimates of anticipated revenue and expenditures prepared by the County Superintendent (Education Code 1042, 1080)
50. Annually adopt a resolution identifying the estimated appropriations limit for the current fiscal year and the actual appropriation limit for the prior fiscal year (Education Code 1629)
51. Consider for approval the disposal of the COE's personal property worth over \$25,000, as submitted by the County Superintendent (Education Code 1279)

The County Board has the discretion to do the following:

52. For fiscally dependent County Boards, determine the monthly compensation of County Board members (Education Code 1090)
53. Act by resolution to approve the meeting stipend of an absent County Board member when permitted by law (Education Code 1090)
54. Consider for approval any budget revision in excess of \$25,000. Â Such budget

## LEGAL RESPONSIBILITIES OF THE SONOMA COUNTY BOARD OF EDUCATION

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revisions shall be incorporated in the next interim financial report or board report submitted to the board for discussion and approval at a regularly scheduled meeting (Education Code 1280)

55. Consider for approval any consultant contract that constitutes a budget revision and is in excess of \$25,000. Such budget revisions shall be incorporated into the next interim financial report or board report submitted to the board for discussion and approval at a regularly scheduled meeting (Education Code 1281)
56. Include in the budget a general reserve to meet the cash requirements of the following fiscal year until adequate proceeds of the taxes levied or of the apportionment of state funds are available (Education Code 1621)
57. Include in the budget a designated fund balance, available for appropriation by a majority vote of the County Board, for any specific purpose (Education Code 1621)
58. Consider for approval any recommendation by the County Superintendent to increase the retirement benefits for an employee (Education Code 1302)
59. With approval of the County Board, the County Superintendent may subscribe for membership in any society, association, or organization which has the purpose of the promotion and advancement of public education (Education Code 1260)

### **Use of County School Service Fund**

60. Consider short and long term borrowing based projected tax revenue or estimated state apportionment as recommended by the County Superintendent (Government Code 53822)
61. Consider for approval the issuance of revenue bonds or agreements for financing pursuant to the California School Finance Authority Act (Education Code 17150)
62. Consider for approval any use of the county school service fund to allow the County Superintendent to employ supervisors to supervise instruction in the elementary school districts under his/her jurisdiction (Education Code 1730)
63. Consider for approval any use of the county school service fund to allow the County Superintendent to employ personnel to supervise the attendance of students in elementary, high school, and unified school districts under his/her jurisdiction (Education Code 1740)
64. Consider for approval any use of the county school service fund to allow the County Superintendent to employ supervisors of health, as defined in Section 49420, to

## LEGAL RESPONSIBILITIES OF THE SONOMA COUNTY BOARD OF EDUCATION

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provide health services to students in elementary, high school, and unified school districts under his/her jurisdiction (Education Code 1750)

65. Consider for approval any use of the county school service fund to allow the County Superintendent to employ personnel to provide necessary guidance services to students in elementary, high school, and unified school districts under his/her jurisdiction (Education Code 1760)
66. Consider for approval any use of the county school service fund for the County Superintendent to enter agreements with the county librarian to take over all existing contracts for supplementary books and other material adopted for the course of study between the school districts or community college districts and the county librarian (Education Code 1770)
67. Consider for approval any use of the county school service fund to allow the County Superintendent to contract with the United States, the State of California, any city, county, city and county, or any combination thereof for the joint operation and maintenance of, or assistance in the operation and maintenance of, programs in youth conservation and training (Education Code 1780)
68. Consider for approval any use of the county school service fund to establish and operate technical, agricultural, and natural resource conservation school(s) (Education Code 1791)
69. Consider for approval any use of the county school service fund to allow the County Superintendent to prepare, with the cooperation of school and community college districts, courses of study and the development of curriculum and instructional materials to be used in the elementary and secondary schools (Education Code 1720)
70. Consider for approval any use of the county school service fund to allow the County Superintendent to establish and maintain emergency elementary schools, provide emergency teachers, and/or provide transportation to elementary schools for students residing in the county when funds are not available from other sources (Education Code 1920)
71. Consider for approval any use of the county school service fund to allow the County Superintendent to provide advisory services in school business administration activities, in maintenance of school building and grounds, and in the processing of special problems concerning credentials as designated by the California Department of Education (Education Code 1945)
72. Consider for approval any use of the county school service fund to provide classes to serve prisoners in county jail facilities as recommended by the County Superintendent and approved by the County Board of Supervisors (Education Code 1900)

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73. Consider for approval any use of the county school service fund to provide classes to serve prisoners in state correctional facilities pursuant to a contract with the Director of Corrections as recommended by the County Superintendent (Education Code 1259)
74. Consider for approval any use of the county school service fund to enter into an agreement with any school or community college district within the jurisdiction of the County Superintendent to provide, under the direction of the County Superintendent, a centralized inservice training program to certificated or classified employees of those districts or of the COE (Education Code 1946)

### **Local Control and Accountability Plan**

The County Board is required to do the following:

75. For County Board run school and programs, hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the local control and accountability plan (LCAP) and annual updates (Education Code 52068)
76. Adopt the LCAP and annual updates (Education Code 52067, 52068)
77. Adopt revisions to the LCAP during the period the plan is in effect (Education Code 52068)

### **Charter School Petitions and Oversight**

The County Board is required to do the following:

78. Provide oversight by ensuring that each County Board approved charter school complies with all reports required of charter schools by law, including LCAP and annual updates to LCAP and monitoring the fiscal condition of each County Board authorized charter school. Provide timely notification to the CDE when a renewal of a County Board approved charter school is granted or denied, a charter is revoked, or a charter school will cease operation for any reason; identify at least one contact person for each County Board approved charter school; and visit each County Board approved charter school at least annually. (Education Code 47604.32, 47606.5) (Education Code 47604.32, 47606.5)
79. Review and adopt updates presented by the County Superintendent for any LCAP adopted by County Board authorized charter schools (Education Code 47604.33, 52067-52068)
80. Upon designation by the SBE, and in consultation with a statewide charter school,

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serve as the chartering authority of a statewide charter school that has been issued a renewal pursuant to Education Code 47607.

The County Board has the discretion to do the following:

81. Consider for approval any petition to establish a charter school that will serve students for whom the COE would otherwise be responsible for providing direct education and related services (Education Code 47605.5)
82. Consider for approval any petition to establish a countywide charter school for the purpose of providing instructional services that are not generally provided by COE if the students that will benefit from those services cannot be served as well by a charter school that operates in a single school district within the county (Education Code 47605.6)
83. As part of the countywide charter school petitioning process, enter into an agreement with a third party to oversee, monitor, and report to the County Board on the operations of the charter school (Education Code 47605.6)
84. Consider for approval, at an open, public meeting, requests to materially revise a charter authorized by the County Board, including revisions that propose additional locations for the charter school (Education Code 47605, 47605.6, 47607)
85. In accordance with procedures established by state law, consider for approval requests to renew the petition of a charter school authorized by the County Board (Education Code 47607, 47607.2)
86. When necessary, and in accordance with proper procedures and appropriate findings, revoke a County Board approved charter for any of the reasons allowed by law (Education Code 47607)
87. The County Board may be requested to contract with the SBE as a third party to perform the oversight, monitoring, and reporting duties on the operations of a statewide benefit charter school authorized by the SBE (Education Code 47605.8)
88. Perform the supervisorial and oversight duties of a charter school that was approved on appeal by the SBE and is located within the county (Education Code 47605)



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### **Charter, Expulsion, and Interdistrict Transfer Appeals**

The County Board is required to do the following:

89. Upon request of a charter school petitioner, act as the appeals board when the petition has been denied by a district within the county. Immediately remand the petition to the governing board of the school district for reconsideration when the petition submitted on appeal contains new or different material terms. (Education Code 47605)
90. Act as the appeals board for the nonrenewal of a charter school petition authorized by a district governing board (Education Code 47607)
91. Act as the appeals board for the revocation of a charter school petition by a district governing board (Education Code 47607)
92. Act as the appeals board for an interdistrict transfer attendance request denied by a district governing board (Education Code 46601)
93. Act as the appeals board for a student expulsion ordered by a district governing board (Education Code 48919)

### **Other Services to Districts**

The County Board has the discretion to do the following:

94. Consider for approval the County Superintendent's proposal to study, or join with school districts to study, the future management, conditions, needs, and financial support of the schools within the county (Education Code 1260)
95. Consider for approval the County Superintendent's proposal to install and maintain exhibits of educational programs and activities of the school districts within the county at any county fair or agricultural district fair (Education Code 1260)
96. Consider for approval the County Superintendent's proposal to inform and make known to the citizens of the county the educational programs and activities of school districts in the county (Education Code 1260)
97. Consider for approval the County Superintendent's proposal to provide inservice programs and coordination services for district and community college governing boards or board associations in the county (Education Code 1260)

Created: January 2016

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Revised: May 2020