

SONOMA COUNTY OFFICE OF EDUCATION

**Business and Personnel Services Standing Committee  
Regular Meeting Minutes--Adopted  
August 16, 2016, 2:00 p.m.**

**Present-- Standing Committee Members:** Herman Hernandez, and Lisa Wittke-Schaffner; **Staff:** Mary Downey, Michael Juric, and Bonnie Tanner

1. **Call to Order** –Mr. Hernandez called the meeting to order at 2:07 p.m.
2. **Approval of the August 16, 2016 Meeting Agenda**—On a motion by Ms. Wittke-Schaffer, seconded by Mr. Hernandez, the motion carried to approve the agenda.
3. **Approval of June 14, 2016 Regular Meeting Minutes--** On a motion by Ms. Wittke-Schaffer, seconded by Mr. Hernandez, the motion carried to approve the June 14, 2016 Minutes.
4. **Public Comment** –None
5. **Action and/or Consent Items for Recommendation to the Board--** On a motion by Ms. Wittke-Schaffer, seconded by Mr. Hernandez, the motion carried to approve both items on the consent agenda together.
  - a. **Request Board approval of the 2016-2017 fiscal year budget revisions between \$25,000 and \$99,999 from July 23, 2016 through August 12, 2016; and any listed budget revisions greater than \$100,000**
  - b. **Request Board approval of 2015-2016 budget revisions between \$25,000 and \$99,999 and any listed budget revisions greater than \$100,000 through June 30, 2016**
6. **Information/Discussion Items**
  - a. **Review 4<sup>th</sup> Quarter Board Budget Summary and Board Expenditures**-Item will be tabled until next meeting once the Business Services Department has completed “closing” for 2015-16.
  - b. **Review of loans to school districts-** Ms. Downey reported that there were no loans made to any school districts.
  - c. **Frequency of Meetings**-Ms. Tanner presented calendars for the remainder of 2016 as well as 2017 indicating BPSSC and COE Board meeting dates and timelines for submission. The group feels that unless there is an urgent matter, future meetings can be scheduled on a bi-monthly basis. Agenda items can either be held until the next scheduled meeting or the item can be presented directly to the COE Board for discussion and approval. Ms. Tanner will create list of proposed meeting dates for 2017 to be presented to the committee members for next year. October and December meetings for 2016 will be cancelled.
  - d. **Ballot Proposition Resolutions** Ms. Downey shared information about four (4) new Propositions that are being forwarded to the next Board Meeting for support. Propositions 51, 55, 56 and 58 all directly impact students and their education.
7. **New/Pending Business**
  - a. **Audit Committee**-Next Meeting September 13, 2016. The Audit Committee will meet at 1:30 p.m.

In the event a regular member of the Committee is unable to attend the meeting, the Board President may designate a Board member to serve as a substitute on an interim basis. The Sonoma County Office of Education complies with the American Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent's Office by calling (707) 524-2603. All efforts will be made for reasonable accommodations.

Agenda Materials: Written materials distributed to the Board of Education Standing Committee within 72 hours of the Board meeting are available for public inspection immediately upon distribution at the Office of the County Superintendent, Sonoma County Office of Education, 5340 Skylane Blvd., Santa Rosa, CA 95403

- b. **Facilities Update-** ATI architects will be making a presentation to the Board on November 3, 2016 regarding the new Annex building project.

**8. Items for Next Meeting**

a. **Future Dates:** *September 13 and November 8*

9. **Adjournment-**Mr. Hernandez adjourned the meeting at 2:34 p.m.