

SONOMA COUNTY OFFICE OF EDUCATION  
**Business and Personnel Services Standing Committee**  
Regular Meeting Minutes Unadopted  
**April 14, 2016, 2:00 p.m.**

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

1. **Call to Order** – Mr. Hernandez called the meeting to order at 2:03 p.m.
2. **Approval of the April 14, 2016 Meeting Agenda** – On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to approve the agenda.
3. **Approval of the March 8, 2016 Regular Meeting Minutes** – On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to approve the minutes.
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 March 8, 2016 through April 4, 2016; and any listed budget revisions greater than \$100,000** – Ms. Downey reviewed the report with the committee members stating that the revisions were routine updates to the budgets for budget planning for 2016-17, noting that there were none over \$100,000. – On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval of the budget revisions and placement on the Board consent agenda.
  - b). **Request Board approval of the Transfer of Personal Property-Equipment to Districts** – Ms. Downey reviewed the report with the committee members stating that with the implementation of LCFF, school districts are now receiving funding for their CTE programs directly. Equipment formerly owned and operated by SCOE CTE programs is residing at the school districts listed in the report. SCOE is in the process of transferring ownership of this equipment to the school districts. Ms. Wittke Schaffner suggested changing the title of the report from “Transfer of Ownership of Equipment from ROP Programs” to “Transfer of Ownership of Equipment from SCOE CTE programs to School District CTE Programs”. On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval of the transfer of Personal Property-Equipment to Districts and placement on the Board consent agenda.
  - c). **Request Board approval of the third quarter list of personal property scheduled for disposal worth less than \$25K** – Mr. Cerreta reported that there was no report at this time as John Silvestrini had a very limited list of items for the third quarter and will be including these items on the fourth quarter report.
6. **Discussion and/or Action Items**
  - a) **Review Superintendent’s Salary Request** – Dr. Juric explained to the committee members that although Collective Bargaining Agreements for COLAs were for 2015-16 and 2016-17, Dr. Herrington’s request for a salary increase in September 2015 was only for 2015-16. This is because Board Policy dictates that the Superintendent’s salary must be reviewed every year, and that is why Dr. Herrington is requesting a salary increase for 2016-17 at this time. Dr. Juric presented the salary comparison for Class III County Offices of Education, reviewing both the averages and medians specifically for highest total salary and highest total compensation. On motion by Ms. Wittke Schaffner, seconded by Mr. Hernandez, the motion carried to recommend full Board approval of a 3.5% salary increase for Superintendent, Dr. Herrington.

**7. Information/Discussion Items**

- a) Review list of third quarter (January 2016 – March 2016) purchase orders over \$25K – Ms. Downey reviewed the report, stating that several were fairly routine. The purchase orders included MAA reimbursements, flow through to various school districts, and School of Education support providers. Ms. Downey clarified that the Placer COE purchase order for \$61,800 was an ESS expense for professional development.
- b) **Review second quarter (October 2015 – December 2015) Board budget summary and Board expenditures** – Ms. Downey reviewed the report with the committee members, explaining that the committee usually reviews the second quarter report in January; but because we did not have a January meeting the report is being presented here. Discussion included the review of expenditures, i.e., memberships, mini grants, and scholarships. Mr. Hernandez requested a current list of memberships to see if Board members are utilizing them. Ms. Downey will provide a current list to the committee at its May meeting.
- c) **Review third quarter (January 2016 – March 2016) Board budget summary and Board expenditures** – Ms. Downey reviewed the report with the committee members. Discussion included the mini grants, which expenditures for have increased over the previous quarter. Ms. Wittke Schaffner recalls that scholarships are discussed at the Instructional Services and Community Partnership Standing Committee but not mini grants; she will bring up mini grants at the next meeting of the standing committee.

**8. New/Pending Business**

- a) **New/Old Business** – None
- b) **Facilities – FUMP Committee Update** – Mr. Cerreta reported that the committee is reviewing the latest Annex Building drawings. He thanked Ms. Downey for discovering a \$600K error in the architect's projections, correcting the estimate to \$4.8M; which is still within the target amount. Additionally, there is a 20% contingency built in, which is a little high, but reasonable given the bidding environment and specific IT needs for this particular facility. Mr. Cerreta also mentioned that they had just opened three bids from local construction companies for the SELPA MTU remodels, and the results were within budget so there is reason to believe we will have good bidding experience with the Annex project.
- 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

- 9. Next Meeting** – The next meeting was rescheduled from Tuesday, May 10, 2016, at 2:00 p.m. to Tuesday, May 17, 2016, at 11:00 a.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 17 (third Tuesday), June 14, July 12, August 9, September 13, October 11, November 8, and December 13*

- 10. Adjournment** – Mr. Hernandez adjourned the meeting at 2:40 p.m.