

SONOMA COUNTY OFFICE OF EDUCATION  
**Business and Personnel Services Standing Committee**  
**Regular Meeting Minutes - Adopted**  
**June 25, 2015, 2:45 p.m.**

**Present - Standing Committee Members:** Gina Cuclis, and Khaalid Muttaqi; **Staff:** Jim Cerreta, Mary Downey, Jeff Heller, and Patti Springer

1. **Call to Order** – Mr. Muttaqi called the meeting to order at 2:55 p.m.
2. **Approval of the June 25, 2015 Meeting Agenda** – On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the motion carried to approve the agenda.
3. **Approval of the May 28, 2015 Regular Meeting Minutes** – Ms. Cuclis accepted the minutes as written.
4. **Public Comment** – None
5. 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 May 19, 2015 through June 12, 2015; and any Listed Budget Revisions Greater than \$100,000** – Ms. Downey reviewed the budget revisions; stating there were none greater than \$100,000. On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the motion carried to recommend full Board approval of the budget revisions and placement on the consent agenda.
  - b) **Request Board Approval of the Adoption of the Budget for 2015-16** – Ms. Downey and the Committee reviewed the financial reports for the 2015-16 Budget Certification that accompany the 2015-16 Budget. On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the motion carried to recommend full Board approval of the adoption of the 2015-16 Budget.
  - c) **Request Board Approval of Loan to Cinnabar School District** – Mr. Cerreta reviewed the MOU between Cinnabar and SCOE in regards to providing a cash flow loan for \$195,000 to Cinnabar to upgrade it's electrical system with a new transformer from PG&E; which will take place during the summer break. Cinnabar is responsible to repay the loan to SCOE in one (1) payment upon receipt of bond proceeds, which are scheduled to be sold in September 2015. On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the motion carried to recommend full Board approval of the loan to Cinnabar School District.
6. **Information/Discussion Items**
  - a) **2014-15 Second Interim Report** – Ms. Downey reviewed the letter from the California Department of Education to Superintendent Herrington regarding the CDE's review of, and concurrence with, SCOE's submitted 2014-15 Second Interim Report and positive certification of financial solvency.
7. **New/Pending Business**
  - a) **New/Old Business** – None
  - b) **Facilities Update** – Mr. Cerreta stated that the FUMP committee met last week and reviewed the work the facilitator has done thus far. Phase I involves evaluating options for programs displaced at La Fiesta and Phase II involves looking at SCOE as a whole. He added that cost implications lend itself to building here at the Skylane facility rather than looking for outside facilities.

- c) **Audit Committee** – The Auditors are scheduled to be here at SCOE July 20-24, 2015, and September 14-17. The next Audit Committee meeting was scheduled for Thursday, September 17, 2015, at 12:00 p.m. in the Human Resources Conference Room.
- d) **Additional Items from the Committee** – None
- 8. **Next Meeting** – Future meetings were scheduled for Thursday, August 6, 2015, at 2:45 p.m. in the Business Services Conference Room and Thursday, September 17, 2015, at 12:30 p.m. in the Human Resources Conference Room, with the Audit Committee meeting prior to that at 12:00 p.m.
- 9. **Adjournment** – Mr. Muttaqi adjourned the meeting at 3:19 p.m.