

**SONOMA COUNTY OFFICE OF EDUCATION
Business and Personnel Services Standing Committee
Regular Meeting Minutes - Adopted
August 6, 2015, 2:45 p.m.**

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

1. **Call to Order** – Mr. Muttaqi called the meeting to order at 2:46 p.m.
2. **Approval of the August 6, 2015 Meeting Agenda** – On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the motion carried to approve the agenda.
3. **Approval of the June 25, 2015 Regular Meeting Minutes** – On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the motion carried to approve the minutes.
4. **Public Comment** – None
5. **Discussion/Action and/or Consent Items for Recommendation to the Board**
 - a) **Review Superintendent’s Salary Request** – Dr. Heller provided an overview of the annual review of the Superintendent’s salary, which is directed by Board Policy 2121. He stated that Dr. Herrington submits an annual request for a salary adjustment for the Board’s consideration, and Human Resources collects salary comparison data from Class III County Offices of Education to accompany the request. Dr. Herrington’s request will be coming forth and the salary comparison is in process.
 - b) **Request Board Approval of the 2014-15 Fiscal Year Budget Revisions Between \$25,000 and \$99,999 from June 13, 2015 through June 30, 2015; and any Listed Budget Revisions Greater than \$100,000** – Mr. Cerreta 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.
 - c) **Request Board Approval of the 2015-16 Fiscal Year Budget Revisions Between \$25,000 and \$99,999 from July 1, 2015 through July 24, 2015; and any Listed Budget Revisions Greater than \$100,000** – None
 - d) **2015-16 State Budget 45-day Revision** – Mr. Cerreta and the members reviewed the 45-day revision of the State’s budget that was adopted on June 24, 2015. The revision includes revenue allocations for County Offices; the CTE Incentive Grant Program to establish new or expanded high-quality CTE programs, which SCOE will assist Districts in their grant applications; and the extended time frame from August 15 to September 15 for County Offices of Education to review a district’s adopted budget.
 - e) **Request Board Approval for New Building Financing** – Tabled until the September or October meeting.
6. **Information/Discussion Items** - None
7. **New/Pending Business**
 - a) **New/Old Business** – None

- b) **Facilities Update** – Mr. Cerreta provided a brief summary of the August 6, 2015 Facility Update Report as the full Board will review the report in detail at this evening’s meeting. He stated that three options have been identified, with the most viable being to construct a new 5,000 sf building next to the SCOE Skylane facility.
 - c) **Audit Committee** - The Auditors are scheduled to be here at SCOE on 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. Mr. Cerreta explained that this is a routine meeting, which provides the auditors an opportunity to meet with the Board and ask them standard questions.
 - d) **Additional Items from the Committee** – Discussed the welcomed addition of Jamie Hansen, Communication Specialist, to Administration.
8. **Next Meeting** – The next meeting is scheduled for 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 3:33 p.m.