

SONOMA COUNTY OFFICE OF EDUCATION

Business and Personnel Services Standing Committee

Regular Meeting Minutes - Adopted

September 23, 2015, 9:30 a.m.

Standing Committee Members: Gina Cuclis, and Lisa Wittke Schaffner; **Staff:** Jim Cerreta, Mary Downey, Michael Juric, and Patti Springer

1. **Call to Order** – Ms. Cuclis called the meeting to order at 9:30 a.m.
2. **Approval of the September 23, 2015 Meeting Agenda** – On motion by Ms. Wittke Schaffner, seconded by Ms. Cuclis, the motion carried to approve the agenda.
3. **Approval of the August 6, 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 2015-16 fiscal year budget revisions between \$25,000 and \$99,999 from August 16, 2015 through September 10, 2015; and any listed budget revisions greater than \$100,000** – Ms. Downey reviewed the report of revisions. On motion by Ms. Wittke Schaffner, seconded by Ms. Cuclis, the motion carried to recommend full Board approval of the budget revisions with placement on the consent agenda.
 - b) **Request Board approval of the Resolution Adopting Actual/Estimated GANN Expenditure Limit** – Ms. Downey and Mr. Cerreta reviewed the Gann Expenditure Limit 2014-15 Calculation and SCOE's reasons for requesting an increase. Those reasons include the Local Control Funding Formula shift of ADA and related funding from SCOE to school districts. On motion by Ms. Wittke Schaffner, seconded by Ms. Cuclis, the motion carried to recommend full Board approval of the resolution with placement on the Board agenda as an action item.
 - c) **Request Board approval for Personnel Commissioner Theresa Cunningham's request for reappointment** – Dr. Juric stated that Ms. Cunningham's term will be expiring on December 1, 2015 and she has submitted a letter of interest in continuing her position with the Commission for another three-year term. Dr. Juric provided copies of Ms. Cunningham's letter of interest along with letters of support for her reappointment from Maria Peluso, SEIU, and Dr. Herrington, Superintendent. He explained that the next steps are to ask for this Committee's support and then the full Board's support of the reappointment. After Board approval Ms. Cunningham's request will be presented to the State Department of Education for formal reappointment. On motion by Ms. Wittke Schaffner, seconded by Ms. Cuclis, the motion carried to recommend full Board approval of Ms. Cunningham's request for reappointment with placement on the consent agenda.
6. **Discussion and/or Action Items**
 - a) **Review Superintendent's Salary Request** – Dr. Juric and the Committee reviewed Dr. Herrington's request for a salary adjustment and supporting documents. Dr. Herrington is requesting an adjustment to his base salary of 3.5%, equal to all other SCOE certificated management employees for 2015-16. In addition, Dr. Herrington would like to request that his car stipend be added to his base salary in accordance with the new California State Teacher Retirement System rule. This means that the Superintendent will no longer receive compensation for a separate car stipend. On motion by Ms. Wittke Schaffner, seconded by Ms. Cuclis the motion carried to recommend full Board approval of the Superintendent's requests for a 3.5% salary adjustment and to add his car stipend to his base salary, retroactive to July 1, 2015, with placement on the Board agenda as an action item.

- b) **School District Cash Loan Update** – Mr. Cerreta reported that loans were authorized for Kashia and Cinnabar school districts, but Cinnabar withdrew their request, as it was no longer needed. Kashia is just beginning to develop their budget that may solve some financial woes; but they may need cash flow assistance in December. Discussion ensued regarding Kashia – their current ADA, Necessary Small School funding model, ADA and lapsation issues, etc. Dr. Juric commented that SCOE staff time has increased in assisting Kashia and that we are in the process of posting for .50 FTE teaching positions for them.

7. Information/Discussion Items

- a) **2014-15 Unaudited Actuals Financial Report** – Ms. Downey reviewed the report with the Committee. Discussion included Other Financing Sources – Interfund Transfers and Contributions; the components of the Net Increase; and the Audit Adjustments.
- b) **Review 2014-15 4th Quarter Board Budget Summary and Board Expenditures** – Ms. Downey and the Committee reviewed the Summary, which now includes separate line items for the Mini Grants as requested by Ms. Cuclis. Discussion ensued regarding those grants, which are application-based and limited to \$1,000; and provide approvals for separate projects, as well as group projects.

8. New/Pending Business

- a) **New/Old Business** – None
- b) **Facilities Update** – Mr. Cerreta reported that the Facility Utilization Master Plan (FUMP) met on September 9 and are devoting more time around the reuse of the Skylane Facility; some issues arose that slowed down the process by about one month. The FUMP is reviewing how this building will be utilized, making sure that concerns are heard, and needs are met. Mr. Cerreta added that, although costly, we do have the option to stay at LaFiesta for one more year. The final plan will be brought before the Board in November.
- c) **Audit Committee** – The meeting with the auditors was tentatively scheduled for 10:30 a.m. on Thursday, October 15, 2015.
- d) **Additional Items from the Committee** - None

- 9. **Next Meeting** – The next meeting was tentatively scheduled for 11:00 a.m. on Thursday, October 15, 2015. Dr. Juric will be attending a conference that day, but will be available to attend via GoToMeeting.

- 10. **Adjournment** – Ms. Cuclis adjourned the meeting at 10:25 a.m.