

SONOMA COUNTY OFFICE OF EDUCATION

**Business and Personnel Services Standing Committee  
Regular Meeting Minutes - Adopted**

January 26, 2015, 10:00 a.m.

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

1. **Call to Order** – Ms. Cuclis called the meeting to order at 10:02 a.m.
2. **Selection of Committee Chairperson** – Ms. Cuclis nominated Mr. Muttaqi for Committee Chairperson, Mr. Muttaqi accepted.
3. **Approval of the January 26, 2015 Meeting Agenda** – On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the motion carried to approve the agenda.
4. **Approval of the November 24, 2014 Regular Meeting Minutes** – On motion by Ms. Cuclis, seconded by Mr. Muttaqi, the minutes were accepted.
5. **Public Comment** – None
6. **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 November 1, 2014 through December 31, 2014; and any listed budget revisions greater than \$100,000** – Ms. Downey presented the budget revisions; stating that there were no revisions greater than \$100,000 and that the revisions were routine updates to department budgets. In addition, Ms. Downey briefly reviewed the account code structure and will provide a more in depth overview at the next Committee meeting. 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.
7. **Information/Discussion Items**
  - a) **Review list of second quarter purchase orders over \$25K** – Ms. Downey presented and discussed the list of purchase orders with the Committee members.
  - b) **Review second quarter Board budget summary and Board expenditures** – Ms. Downey reviewed the summary with the Committee. Ms. Cuclis provided a brief overview of Fund 17 - Special Reserve Fund, discussing specific restrictions and programs that have been funded, i.e., Summer Institute, Bright Bytes, and Mini Grants. In addition, Ms. Downey provided information on the dual function of Fund 17.
8. **New/Pending Business**
  - a) **New/Old Business** – Mr. Muttaqi asked about the process for requests for funds from the Special Reserve Fund. Ms. Cuclis reviewed the two recent requests that were presented to Instructional Services and their outcome. Ms. Downey stated that the funds in Special Reserves come to us from the State for programs that SCOE provides. Mr. Cerreta further explained that when proposals are brought forward they are reviewed to establish if they align with Board and/or Superintendent goals, strategic plans, etc. Mr. Muttaqi requested that a discussion of BP 3460 Guidelines for Special Reserve Fund be included on the next meeting's agenda.

- b) **Facilities Update** – Mr. Cerreta reported on the Maker’s Demonstration Lab; which will be located near the Computer Lab once that open space area is framed and enclosed. In addition, the last two phases of the Skylane remodel include the SELPA department, with the addition of a conference room, and the modernization of existing conference rooms, furniture, and equipment in other parts of the building.
  - c) **Audit Committee** – No report
  - d) **Additional Items from the Committee** - None
9. **Next Meeting** – The next meeting was scheduled for 10:30 a.m. on Thursday, February 26, 2015. The Committee also scheduled an 11:00 a.m. meeting on Thursday, March 19, 2015. Staff will develop a meeting calendar for 2015 to present to the Committee at the February 26 meeting.
10. **Adjournment** - Mr. Muttaqi adjourned the meeting at 11:02 a.m.