

# SOLANO COUNTY BOARD OF EDUCATION

## **MINUTES Regular Meeting January 12, 2011**

The Solano County Board of Education met in regular session on Wednesday, January 12, 2011, at 5100 Business Center Drive in Fairfield, California.

### **I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG**

Board President Larry Asera, Trustee Area 5, called the meeting to order at 6:03 PM. Jay Speck, Solano County Superintendent of Schools and Secretary to the Board, led those present in the Pledge of Allegiance to the flag.

### **II. ROLL CALL**

#### Members Present

Larry Asera, President  
Rozzana Verder-Aliga, Ed.D., Vice President  
Mayrene Bates  
Doug Ford  
John Galvan  
Maria Kennedy  
Raymond Silva

It was noted that a quorum was present, and Mr. Asera welcomed Mr. Speck to his first meeting as County Superintendent serving as Secretary to the Board.

#### Others Present:

County Superintendent of Schools Office –  
Lettie Allen Janet Harden  
Lisette Estrella-Henderson Sandy Austin  
Laryn Bishop Sheldon Reber

Ki Lam, Vavrinek, Trine, Day, & Co.  
Other members of the community

### **III. APPROVAL AND ADOPTION OF AGENDA**

Motion was made by Mr. Galvan, seconded by Mr. Ford, and unanimously carried by those present to approve and adopt the agenda as presented.

### **IV. CONSENT ITEMS**

Motion was made by Mr. Ford, seconded by Mrs. Bates, and unanimously carried by a vote of those present to approve the following items on the consent calendar.

- (a) Minutes of the regular meeting held December 8, 2010
- (b) 2010-11 Budget Revision 5 (Attachment A)
- (c) Gifts and donations received for which the County Superintendent will write letters of appreciation (Attachment B)

### **V. CORRESPONDENCE**

Mr. Speck read two items of correspondence: (1) a letter of thanks from Brian Talbott, Executive Director of the Association of Educational Service Agencies (AESAs), thanking retired County

Superintendent Dee Alarcón for her leadership and staff support at the organization's annual national conference in December; (2) a public statement from Jay Yerkes, President of the Vacaville Unified School District Governing Board, announcing the retirement of district Superintendent John Aycok.

## **VI. SUPERINTENDENT'S REPORT**

### **(a) 2009-10 Audit Report**

Ki Lam, Certified Public Accountant with Vavrinek, Trine, Day, & Company, LLP (VTD), presented the 2009-10 Audit Report. Copies of the audit were distributed to the Board in advance for review. She also handed out copies of her PowerPoint summary.

Ms. Lam thanked SCOE staff for all the help received as VTD performed the audit and stated that the auditors faced no challenges during their task. She explained that the audit was conducted in accordance with government standards. The purpose of the audit was to obtain reasonable assurance that SCOE's financial statements are free of material misstatement. Auditors examined evidence supporting the amounts disclosed in SCOE's financial statements; reviewed the accounting principles, policies, and procedures used by SCOE; evaluated the overall financial statement presentation; and analyzed trends of the general fund balance, available reserves, expenditures, average daily attendance, and long-term debt. VTD concluded that SCOE complied with State laws and regulations, and there were no audit findings this year.

Lettie Allen, Associate Superintendent of Administrative Services and Operations, clarified that SCOE experienced no problems with its previous auditor, but it is good practice to replace auditors every few years. VTD is one of the largest auditors of K-12 education agencies. This is the first year of partnership between SCOE and VTD.

In response to a question from Dr. Verder-Aliga regarding long-term debt (page seven of the report), Mrs. Allen said the decrease in long-term debt resulted from paying off SCOE's main office building; however, there is still other long-term debt such as the financial system for which SCOE is still paying.

Mr. Speck pointed out that most organizations experience audit findings, so it is quite a feat to have none again this year. He credited that, in large part, to the excellent job being done by SCOE's business office staff.

### **(b) Financial Report**

Mrs. Allen presented the 2011-12 Budget Development Calendar indicating the dates and actions to be taken for upcoming financial targets. School Services of California, Inc., will hold a workshop on Friday to discuss the Governor's proposed budget. The Governor is considering a ballot measure for the June 2011 election that will extend certain taxes at current levels. Future education funding would be dependent on voter approval of these tax extensions. At risk is approximately \$2.3 million for education. If the measure passes, education funding would remain level, but that will actually end up being less for schools because expenses are increasing. The Governor has not yet talked about the consequences if the measure fails. We will have to wait to see what happens in June, but we must prepare our budgets now and plan for the worst case scenario. Mrs. Allen hopes to have more information to share with the Board at its next meeting.

Mrs. Allen also reviewed the December 2010-11 financial report showing amounts that are normal for this point in the year. She stated that this month's report looks different compared to last month's because there was \$11-12 million less in December than in the prior month. She explained that SCOE's bottom line has not changed, but, in working with the auditors, SCOE changed how we classify our special education pass-through funds to prevent overstatement of our revenue and expenditures. By next year, the State's accounting software will be modified to coincide with this change in accounting practices. For the first time this year, revenue exceeds expenditures, and SCOE is fortunate to have adequate cash flow that allows us to support the State and its deferrals.

Mr. Speck conveyed information from a recent news article that mentioned the “factor of 10” and its impact on students in Solano County. The theory is that, if the Governor says there will be a \$2 billion cut to education statewide, it actually means a cut to our county of about \$20 million. Lots of children are being hurt by this situation.

(c) Human Resources Report

Janet Harden, Assistant Superintendent of Human Resources/Workforce Development, reported on routine personnel matters including the promotion of a secretary in the Educational Services Department to the position of secretary/program analyst due to a resignation in the department. There were three teachers (one in special education and two in the Juvenile Detention Facility), one psychologist, and five paraeducators hired in the past month.

(d) Superintendent's Priorities

Mr. Speck mentioned that Rob Phillips, Associate Superintendent of Student Programs and Educational Services, and Marsha Ludwig, Senior Director of Special Education, were not present at this meeting because they were attending a special education conference.

Mr. Speck presented an overview of his vision, priorities, goals, and organizational strategies for SCOE. This is a similar presentation to what he has given recently to SCOE managers and community groups.

With education issues changing so quickly, Mr. Speck believes SCOE must pay attention to what is going on around us and be ready to respond to opportunities before they pass us by, all the while putting kids first and building positive partnerships. It is imperative for our State and our Nation to have a thriving public school system.

Among his priorities for SCOE are: district solvency to prevent immense problems not only for the students but also for entire communities; college and career readiness programs; and the health and well-being of students, especially the ones SCOE serves.

Mr. Speck envisions SCOE's values as similar to those already instilled in this organization such as: being service-oriented and continuing to provide services of merit; being problem-solvers; strengthening relationships and community partnerships, as this is the future of education improvement; building trust based on character and competence; maintaining cost-effectiveness to ensure the effort is worth the price; and taking care of ourselves to make certain staff stays healthy so we can better care for others.

This is day eight of Mr. Speck's superintendency, and he believes they have been the best eight workdays of his career due to the high degree of competency and strong character exhibited by SCOE staff members every day. Although the daily problems we face are tough, staff has the internal resources to fix them. Mr. Speck and the former superintendent, Dee Alarcón, have tried to make his transition into office seamless for staff, those we serve, and the community while still remaining focused and preserving SCOE's vitality. He would like SCOE to remain a good place to work, continue to build on its strengths, and develop and pursue new ideas that will benefit the children and community while keeping in mind our purpose. He knows that with such a committed staff and Board, SCOE will continue to look out for the kids of Solano County.

Mr. Speck distributed updated copies of the SCOE organizational chart. One of the first actions he and Mrs. Alarcón did to form a smooth transition in leadership was to move Mrs. Harden into the Human Resources Department. Mrs. Harden will retain her existing oversight of the Career Technical Education (CTE) and Workforce Development areas. At some point in the future, it may be necessary to backfill her position in CTE/Workforce Development, but, for now, the position will remain vacant. Mrs. Harden's new HR responsibilities warrant a title change to Assistant Superintendent as well as an increase in pay. As required by Education Code, Mr. Speck notified the Board that Mrs. Harden is

receiving a salary increase of \$10,000 or more to be paid from the cost savings resulting from not filling her CTE directorship position.

Dr. Verder-Aliga said in the county department where she works, jobs that have funds tied to them and are not eliminated still appear on the organizational chart as a vacancy. She wondered if it was the same for SCOE's organizational chart. Mr. Speck responded that it is likely that the position would be revised before filling it, and the title would probably not be at a senior director level. The position, as Mrs. Harden held it, no longer exists but rather was blended with the HR position. Mrs. Allen added that funds to fill the position are still in SCOE's budget, but they will revert back into the general fund. As positions become vacant, the Cabinet is reviewing every job vacancy before filling it.

Some of the Board members said it would be helpful if the number of employees in each department could be added to the back of the organizational chart. It would be useful to see the number of employees in each department and how that number changes from year to year. Mr. Speck said he and staff will discuss ways to supply this information. Mrs. Allen added that SCOE staff has grown because our special education population has increased.

(e) Temporary Certificates

Temporary certificates for credential applicants approved by the County Superintendent were noted. (Attachment C)

(f) Meetings/Special Dates

Activity Calendars for January and February were distributed. The following upcoming events were reviewed, and Board members were encouraged to participate by providing timely RSVPs to Monica Ross, Executive Assistant (399-4403, [mross@solanocoe.net](mailto:mross@solanocoe.net)).

- January 15, 2011 – Napa-Solano Building & Construction Trades Council Crab Feed (*flyer distributed*)
- January 17, 2011 – Martin Luther King, Jr. Day Observed – SCOE Offices Closed
- January 22, 2011 – Mark's Growing Center Crab Feed (*flyer distributed*)
- January 27, 2011 – Solano EDC 28<sup>th</sup> Annual Meeting & Luncheon (*flyer distributed; RSVP to Mrs. Ross by tomorrow*)
- January 29 and February 5, 2011 – North Bay Region Academic Decathlon

Each Board member also received: an Annual Report for the County of Solano; a flyer announcing a Solano County forum on jobs, economic development, and sustainable communities to be held Thursday, February 3, 2011, at the Solano County Events Center, 601 Texas Street in Fairfield (*no RSVP required*); and AESA's *PERSPECTIVES Journal* containing a well-written article on page 19 by Dee Alarcón, Rob Phillips, and Lisette Estrella-Henderson that outlines SCOE's work over the past few years with the Response to Instruction and Intervention (RtI2) program. SCOE is very proud to receive recognition in a national publication.

Mr. Speck's recent activities included his oath of office ceremony. He expressed appreciation to those who attended and helped make it a very nice event. He was moved by everyone's support and realized how far he has come in the past year. He also attended the investiture for Solano County's new District Attorney Don du Bain and hopes his office will partner with SCOE in the future to reduce crimes committed by youth. SCOE note cards, used for informal correspondence, have been updated and can be obtained from Laryn Bishop, Administrative Services Manager.

Mrs. Bates encouraged the members to participate in the Academic Decathlon events. Although it is a long day of volunteerism, it is worth it to meet so many nice young people.

## **VII. COMMENTS FROM THE COMMUNITY**

There were no comments from the community.

## **VIII. BOARD DISCUSSION**

### **(a) Board Member Reports**

The Board members were given an opportunity to make a brief report on their recent activities including visits to any of SCOE's program sites. Many of them wished each other a happy new year, said they hoped the State's financial issues would be resolved soon, stated that they looked forward to working with Mr. Speck in the coming years, and offered assistance to him and his Cabinet.

Ms. Kennedy said she is glad to be back and thanked the Board members for the cards and good wishes while she was injured.

### **(b) Suggestions on future Board agenda items**

There were no suggestions for future agenda topics.

## **IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:55 PM.

Attachments: (A) Budget Revision 5  
(B) Donations  
(C) Temporary Certificates

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Jay Speck  
Secretary to the Solano County Board of Education

<b>GENERAL FUND</b>			Certificated Salaries	Classified Salaries	Employee Benefits	Books and Supplies	Other Operating	Sites, Bldgs, Equipment	Other Outgo	Fund Balance
<b>Program</b>	<b>Resource</b>	<b>Revenue</b>	<b>1000</b>	<b>2000</b>	<b>3000</b>	<b>4000</b>	<b>5000</b>	<b>6000</b>	<b>7000</b>	<b>Difference</b>
Unrestricted (local revenue; adj alloc Tier III)	0000	70,347				25,000	44,882			465
Career Technical Education (adj alloc Tier III; add Cal-Works funding)	0635	40,512				36,780	25		3,707	-
County Community Schools (adj alloc Tier III)	2420	98					89		9	-
Federal Jobs Funding (adj alloc)	3205	23,637								23,637
IDEA Mental Health Grant (adj alloc)	3327	88,462							88,462	-
Perkins Technical Prep (new grant)	3510	100,000	1,083	10,577	3,427	18,772	61,379		4,762	-
Medi-Cal (c/o & py adj)	5640	13,208	5,000	5,000	1,854		37,240		943	(36,829)
Lottery (py adj)	6300	758				758				-
Special Education (local)	6500	11,190	7,213	225	1,669	800	1,241		42	-
Special Education Infant (c/o)	6510		89	8,981	6,796	8,000			1,061	(24,927)
SELPA Program Specialist (c/o)	6505					2,400				(2,400)
SELPA Personnel Develop Grant (adj alloc)	6535	(657)					(626)		(31)	-
Transportation (local)	7240	735					735			-
Foster Youth Services (adj alloc)	7366	(4,628)		(3,392)	(812)				(424)	-
Workforce Innovations Program (new MOU - Solano Community College)	9390	21,780				2,500	19,280			-
Community Collaboration (new MOU – Solano Community College)	9390	51,000				3,500	47,500			-
Special Education Tier III (adj alloc Tier III)	9660	257				245			12	-
<b>Total</b>		<b>416,699</b>	<b>13,385</b>	<b>21,391</b>	<b>12,934</b>	<b>98,755</b>	<b>211,745</b>		<b>98,543</b>	<b>(40,054)</b>

**Donations to Solano County Office of Education  
January 12, 2011**

Monetary gift of \$250 donated by Walter and Shirley Wren, Vacaville, to the Special Education Adapted PE program for the 18<sup>th</sup> Annual Joy Graham Bowling Event on February 16 and 18, 2011, in Vacaville.

Monetary gift of \$100 donated by Joy Graham, Vacaville, to the Special Education Adapted PE program for the 18<sup>th</sup> Annual Joy Graham Bowling Event on February 16 and 18, 2011, in Vacaville.

Monetary gift of \$100 donated by Linda Mitchell, Rio Vista, to the Special Education Adapted PE program for the 18<sup>th</sup> Annual Joy Graham Bowling Event on February 16 and 18, 2011, in Vacaville.

**TEMPORARY CERTIFICATES**

<u>Name</u>	<u>District</u>	<u>Credential</u>
Debra Weathers	Vacaville	Single Subject/Foundation-Level Math/ Provisional Intern Permit
Khristina Casey	Vallejo	Emergency Substitute Permit
Meshia Darling	Vallejo	School Nurse Services
Ron Wheat	Benicia	Administrative Services
Betty Jo Wessinger	Dixon	Administrative Services
Paul Cheng	Vacaville	Single Subject/Foreign Language: Mandarin/Intern
Shaunj Buttram-Gonzalez	Fairfield-Suisun	Subject Matter Authorization: Introductory English; English Composition; Literature
Gina Norried-Green	Benicia	CLAD/English Learner Authorization
Ana Lobo-Smithson	Dixon	Emergency CLAD Permit
Regina Washington	Fairfield-Suisun	Single Subject/Math
Regina Washington	Fairfield-Suisun	Administrative Services
Patrick Nodine	Fairfield-Suisun	Subject Matter Authorization: Introductory Science
Patrick Nodine	Fairfield-Suisun	Single Subject/Foundation-Level Math/ General Education Limited Assignment Permit
Steven Phillips	Fairfield-Suisun	Education Specialist/Mild-Moderate/Short- Term Staff Permit
Sondra Tessmer	SCOE	Education Specialist/Deaf & Hard-of- Hearing/Waiver
Amber Morton	Fairfield-Suisun	Education Specialist/Mild-Moderate
Shannon Balthazor	Fairfield-Suisun	Single Subject/Foundation-Level Math/ General Education Limited Assignment Permit
Mark Castano	Fairfield-Suisun	Emergency CLAD

## Temporary County Certificates Issued December 2010

District	Full Credential/ Auth.		Intern Cred.		Prov. Intern Permit		Short-Term Staff Permit		Emergency Permit		Waiver		Emergency Sub		Child Dev. Permit	
	Mo	YTD	Mo	YTD	Mo	YTD	Mo	YTD	Mo	YTD	Mo	YTD	Mo	YTD	Mo	YTD
Benicia	2	5								5						
SCOE		9				1		7		3	1	4		2		
Dixon	1	5							1	3				5		
Fairfield-Suisun	7	68		3			1	5	1	29		6		6		2
Travis		6								16						
Vacaville		14	1	1	1	2				1		14		6		
Vallejo	1	31				1		1		19		2	1	10		2
MIT Academy		1														
Private/NPS																
Solano College																1
Solano County		1														
<b>Totals</b>	<b>11</b>	<b>140</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>13</b>	<b>2</b>	<b>76</b>	<b>1</b>	<b>26</b>	<b>1</b>	<b>29</b>		<b>5</b>