

SOLANO COUNTY BOARD OF EDUCATION

**MINUTES
Regular Meeting
December 12, 2012**

The Solano County Board of Education met in regular session on Wednesday, December 12, 2012, at the Solano County Office of Education (SCOE), 5100 Business Center Drive in Fairfield, California.

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

Board President Dr. Rozzana Verder-Aliga called the meeting to order at 6:00 PM. Trustee Michelle Coleman, Area 1, led those present in the Pledge of Allegiance to the flag.

II. ROLL CALL

Members Present

Rozzana Verder-Aliga, Ed.D., President
Doug Ford, Vice President
Larry Asera
Mayrene Bates (*arrived at 6:22 PM*)
Michelle Coleman
John Galvan

Members Absent

Raymond Silva

Dr. Verder-Aliga welcomed those in attendance and noted that a quorum was present as was Jay Speck, Solano County Superintendent of Schools serving as Secretary to the Board.

Others Present:

County Superintendent of Schools Office –

Lisette Estrella-Henderson
Lettie Allen
Janet Harden

Laryn Bishop
Tommy Welch

Ann Williams
Sandy Austin

III. APPROVAL AND ADOPTION OF AGENDA

Motion was made by Mr. Ford, seconded by Mr. Galvan, and unanimously carried by a vote of those present to approve and adopt the agenda as presented. Mrs. Bates and Mr. Silva were absent.

IV. ELECTION OF OFFICERS

(a) President

Motion was made by Mr. Galvan, and seconded by Mr. Asera, to nominate Mr. Ford to serve as Board President. There being no other nominations, the motion was carried by a vote of those present to elect Mr. Ford as President for 2013. Mrs. Bates and Mr. Silva were absent.

Dr. Verder-Aliga passed the gavel to Mr. Ford. The Board recognized her service as Board President during 2012 and presented her with a token of gratitude. Dr. Verder-Aliga thanked the Board, County Superintendent, and staff for their support during the past year.

(b) Vice President

Motion was made by Mr. Galvan, and seconded by Mr. Asera, to nominate Mrs. Coleman to serve as Vice President. There being no other nominations, the motion was carried by a vote of those present to elect Mrs. Coleman as Vice President for 2013. Mrs. Bates and Mr. Silva were absent.

(c) Solano County School Boards' Association (SCSBA) Representative

Motion was made by Mr. Galvan, and seconded by Mrs. Coleman, to nominate Dr. Verder-Aliga to serve as the Board's representative on the SCSBA Executive Board. There being no other nominations, the motion was carried by a vote of those present to elect Dr. Verder-Aliga as the 2013 SCSBA Representative. Mrs. Bates and Mr. Silva were absent.

V. CONSENT ITEMS

Motion was made by Mr. Asera, seconded by Mr. Galvan, and unanimously carried by a roll call vote of those present to approve the items on the consent calendar consisting of the following. Mrs. Bates and Mr. Silva were absent.

- (a) Minutes of the regular meeting held on August 8, 2012, and the special meeting/annual study session held on August 22, 2012.
- (b) 2011-12 Budget Revision 3 (Attachment A)
- (c) Resolution No. B12-13-15 recognizing January as School Board Recognition Month (Attachment B)

VI. CORRESPONDENCE

Mr. Speck shared a letter from Rachel Elders, Principal Fiscal & Policy Analyst with the California Legislative Analyst's Office (LAO), thanking SCOE for hosting the LAO team's visit in October, taking them on program visits, providing them with great information, and helping them become better acquainted with the structure of education in Solano County.

Mr. Speck also called attention to the memo he sent out at the end of November informing the Board, SCOE staff, and local school districts of Lettie Allen's, Associate Superintendent of Administrative Services and Operations, plans to retire at the end of December. A farewell reception is being planned, and the Board will be notified as details become finalized. SCOE has begun seeking a suitable person to take her place.

VII. SUPERINTENDENT'S REPORT

- (a) Human Resources Report

Janet Harden, Assistant Superintendent of Human Resources and Workforce Development, reported that SCOE had hired five special education paraeducators and one special education technician since the last Board meeting.

- (b) Financial Report

Mrs. Allen presented the financial report ending November 15, 2012. She stated that SCOE is staying within its budget, and our reserves, as well as funding advances from the Solano County Treasurer's office, are helping to sustain us since only about half of our expected income has arrived at this time.

Mrs. Allen reviewed SCOE's First Interim Report showing that SCOE is deficit spending; however, the amount is carryover from last year, and we were expecting it. She pointed out the Fund 35 detail on page 3 of the report displaying how much has been received for building and construction projects. She thanked Sandy Austin, Director of Internal Business Services, for including handwritten reasons for instances where the State's Criteria and Standards were not met and emphasized that the explanations are not always a negative but can result from a change in circumstances such as an enrollment shift. These descriptions are very helpful, and SCOE has asked the California Department of Education (CDE) to include a place for them on its electronic reporting form. The report contains multi-year projections indicating that SCOE will be able to meet its financial obligations. Educators are thankful that voters passed Proposition 30 giving us a little breathing room until we see how the Governor will handle the temporary taxes, weighted funding model, pension issues, cost of living adjustment, California's budget deficit, etc. His plan is expected to be released in January.

Mr. Ford said that members of the public often have a misperception that the passage of Prop 30 has provided a lot of money to the schools, but it is important that we let them know we have still lost funding, just not as much as we would have if the measure had failed. Mrs. Allen agreed that the Proposition simply helped us avoid further reductions, but questions still surround the money because no direction has been given on conducting public hearings, and no regulations have been established yet regarding the process of gathering public input on how these tax dollars should be spent.

Mrs. Allen provided an update on SCOE facilities projects. Staff housed at the Gomer School began moving to the Golden Hills Education Center today. Most of the external work is done on the new Community School building, but work can continue on the inside unaffected by the weather. The Community School is on schedule to occupy the new building when classes resume in January after the winter break. She thanked Alton Gay, Director of Facilities/Maintenance/Operations/Transportation, and his staff for their excellent oversight of the construction.

Since this was Mrs. Allen's final Board meeting before her retirement, she expressed her appreciation for the time she had worked at SCOE and with the Board. A county office of education is where she began her career, and she is pleased to end it at a county office. She wished everyone happy holidays.

Ms. Austin added that SCOE's external auditing firm will present the 2011-12 annual audit at the January Board meeting. There was one audit finding involving the Career Technical Education (CTE) program. CTE actually ended the year with \$286,898 more than SCOE's financial statement reflected. This was not a miscalculation but rather a timing issue. SCOE staff worked to close the financial books as quickly as possible and roll over any carryover funds. CTE's carryover amount came in the day after the books were closed, and it was too late to change what had already been submitted. The matter was corrected by an adjustment entry.

Mrs. Allen gave an update on district financial matters stating that, just as SCOE completed its First Interim Report, the districts are also certifying their First Interim Reports this month before they are sent to SCOE for review. She also reported that SCOE and the districts will acquire a new financial system. SCOE will pay for the system initially, and a schedule will be set up for the districts to reimburse SCOE.

The Fiscal Crisis and Management Assistance Team (FCMAT) has posted online its latest review of the Vallejo City Unified School District's (VCUSD) financial status and recommended that the district regain full control. The matter has not yet gone before the State Board of Education for final consent, but it is good news for the district. The report will be presented to the VCUSD governing board in January.

(c) Temporary Certificates

Mr. Speck commented that the county's temporary certificates for credential applicants were now being handled by Paul Deal, who moved from SCOE's payroll and benefits department to serve as Credentials Analyst when Nancy Gunther retired. Temporary certificates for credential applicants approved by the County Superintendent were noted. (Attachment C)

(d) Meetings/Special Dates

Activity calendars for December and January, along with flyers and invitations to upcoming events, were previously e-mailed to the members. Mr. Speck reviewed the following upcoming events, and Board members were encouraged to participate by providing timely RSVPs to Monica Ross, Executive Assistant, at 399-4403 or mross@solanocoe.net.

- December 24-27, 2012 – Winter Holidays – SCOE Offices Closed
- December 31, 2012 – January 1, 2013 – New Year Holidays – SCOE Offices Closed
- January 12 and February 2, 2013 – North Bay Region Academic Decathlon
- January 21, 2013 – Martin Luther King, Jr., Holiday – SCOE Offices Closed

Also distributed to the Board members were the new edition of the Solano County Public Schools Directory and 2013 Annual Report Calendar.

Mr. Speck stated that it had been a busy month, and he shared some of his recent activities including: presenting *Williams* reports to the applicable school district governing boards and Solano County Board of Supervisors; reporting on high school drop-out rates to the Salvation Army Advisory Board; and attending the Salvation Army's Red Kettle Kickoff event, Solano Economic Development Corporation breakfast, California School Boards Association (CSBA) annual conference, VEX robotics competition at Vanden High School, 100 Best Communities for Young People celebration, Truancy Court, SCSBA dinner meeting, CTE Advisory Meeting, Cabinet-to-Cabinet meeting with VCUSD, program visits in Dixon, site visit to Vallejo campus of Solano County's Classified Employee of the Year, and a visit to

Vacaville Unified School District's Buckingham Charter School which is the only school in our county to be invited to apply for this year's California Distinguished Schools Program.

VIII. UNFINISHED BUSINESS

(a) Board Policy 9322

At its regular meeting on November 14, 2012, the Board reviewed Board Policy 9322 regarding meeting procedures and discussed revising the seven-day advance delivery of expulsion appeal hearing agendas and materials to coincide with the legal timelines during which appellants may file appeal documents. The Board's existing policy is more restrictive than the Brown Act, which requires delivery and posting of regular meeting agendas and materials only 72 hours in advance of the meeting. The goal will still be to distribute agenda packets a week in advance of the meetings, but this policy revision will allow for an extension to be used when needed. This is the second reading of the proposed revisions. (Attachment D)

Motion was made by Mrs. Coleman, seconded by Dr. Verder-Aliga, and unanimously carried by a roll call vote of those present to adopt the proposed policy revisions reducing, under certain circumstances, the seven-day advance distribution and posting of regular Board meeting agendas and materials to 72 hours, in accordance with the Brown Act. Mr. Silva was absent.

IX. NEW BUSINESS

(a) Establish Date, Time, and Location of 2013 Regular Meetings

In accordance with Education Code sections 1009 – 1011 and Government Code Title 5, Division 2, Chapter 9, section 54954ff, the Board considered a schedule of dates and times for regular meetings for the 2013 calendar year and determined the location of the regular meetings pursuant to Board Policy 9320(I). (Attachment E)

Since Mr. Asera had missed November's Board meeting, he asked why the time of this meeting, as well as the scheduled December 2013 meeting, had been changed from morning to evening time. Mr. Speck recalled discussion at the Board's annual study session in August about the public perception of hosting a holiday luncheon at a time when many are struggling financially. With the Board not having a luncheon this year, the members voted in November to move December's regular Board meeting from the morning back to its usual timeslot in the evening. The Board may decide if it wants a day or night meeting and whether or not lunch will be served. Further discussion followed with some members feeling that the traditional luncheon was a way to build camaraderie and thank staff for its hard work throughout the year. Others pointed out that organizing the luncheon puts a lot of extra work on staff. It was suggested that the event be restructured to an evening potluck to which everyone would contribute. It was decided that the matter would be revisited later in the year.

Motion was made by Mr. Asera, seconded by Mr. Galvan, and unanimously carried by a vote of those present to adopt the attached schedule of meetings for the 2013 calendar year with the time of December's meeting open to reconsideration at a later date. Mr. Silva was absent.

X. COMMENTS FROM THE COMMUNITY

There were no comments from the community.

XI. BOARD DISCUSSION

(a) Board Member Reports

Some of the Board members gave a brief report on their recent activities including visits to any of SCOE's program sites and attendance at educational conferences and workshops.

Mrs. Coleman attended the SCSBA dinner meeting and enjoyed representing our Board on SCSBA's Executive Board to plan the event. She wished everyone happy holidays.

Mr. Asera wished happy holidays to everyone and a bon voyage to Mrs. Allen. He, along with Dr. Verder-Aliga and Mr. Speck, attended the CSBA conference. He felt it was a very worthwhile activity and covered a lot of strands of importance to board members such as special education, technology, funding, advocacy, leadership, and student achievement. There were about 3,000 people in attendance, and he enjoyed interfacing with other board members from all over the State. The Fairfield High bagpipe team entertained and received a standing ovation. There were many good speakers and a celebratory mood due to the recent passage of Proposition 30. He also attended the SCSBA dinner meeting and felt Mr. Ford did a nice job putting together an interesting forum that included a great presentation by Mrs. Harden. He attended the CTE Advisory Meeting last night which had good breakout sessions on various topics and was attended by representatives from the fields of business, education, and technology. SCOE has a reputation for being tops in the area of CTE. The Filipino American Educators Association will hold a conference in Sacramento in early February.

Mrs. Bates attended the 100 Best Communities for Young People reception, robotics competition at Vanden High School, SCSBA dinner meeting, a Purple Heart ceremony at Travis Air Force Base (TAFB), a celebration for the new four-star general coming to TAFB, and delivered books to schools as part of the Rotary's literacy program. She is also on the ad hoc committee for building a Family Justice Center in Fairfield that will serve as a one-stop shop for abuse victims in need of help instead of having to visit multiple places for assistance. The ribbon cutting will take place soon.

Dr. Verder-Aliga attended the CSBA conference, the Soroptimist International of Vallejo dinner, and spoke at the Windsor Vallejo Care Center to volunteers who are caregivers of the patients there. She will be out of the country over the holidays but back in time for January's regular Board meeting.

Mr. Ford continues to enjoy the series of science seminars held on Fridays at U.C. Davis. He will share the new quarter's schedule with other Board members who wish to attend. He thanked Mrs. Harden for the great job she did presenting at the SCSBA dinner meeting as well as at the CTE Advisory Meeting.

(b) Board Member Requests

In accordance with Board Policy 9250, the Board members may request to represent the Board in an education-related activity and specify the desired level of support necessary for the activity.

(c) Suggestions on future Board agenda items

There being no further business, the meeting was adjourned at 7:05 PM.

XII. ADJOURNMENT

- Attachments:
- (A) Budget Revision 3
 - (B) Resolution No. B12-13-15
 - (C) Temporary Certificates
 - (D) Board Policy 9322
 - (E) Proposed Schedule of 2013 Regular Board Meetings

Signature on File

Jay Speck
Secretary to the Solano County Board of Education

GENERAL FUND

<u>GENERAL FUND</u>			Certificated Salaries	Classified Salaries	Employee Benefits	Books & Supplies	Services & Operating	Capital Outlay	Other Outgo	Fund Balance
Program	Resource	Revenue	1000	2000	3000	4000	5000	6000	7000	Difference
Unrestricted (local)	0000	24,504				10,000	14,504			
Career Technical Education (c/o)	0635		39,243	33,566	26,262				9,163	(108,234)
Community Schools (local)	2420	150					150			
Title III, Limited English Proficiency (adj alloc)	4203	20,089					19,695		394	
Medi-Cal (c/o)	5640					34,000	2,500		1,825	(38,325)
Spec Ed (adj alloc & local)	6500	4,154		9,721	28		599			(6,194)
SELPA Program Specialists (c/o)	6505					474	5,000		274	(5,748)
Tobacco Use Prevention Educ Admin (adj alloc)	6680	(115)				(105)			(10)	
Tobacco Use Prevention Educ Admin (adj alloc)	6690	(5,218)		(2,100)	(709)	(1,824)	(143)		(442)	
Transportation (local)	7240	2,231					2,125		106	
Redevelopment (c/o)	9021						154,156			(154,156)
Tulare COE Friday Night Live Betting on Our Future grant	9050	13,000		1,161	285	3,650	7,525		379	
Safety Credits (adjustment)	9120	(10,866)					(10,866)			
Larsen Preschool Integration (local)	9180	586				586				
T.C. Preschool Integration (local)	9185	100				100				
T.C. McDaniel Misc Donations (local)	9380	614				614				
Misc Teacher Grants (local)	9500	(300)				(300)				
Teaching American History (c/o)	9625	50,669					50,663			
Spec Ed Tier III (local & c/o)	9660	300	1,617		52				83	(1,452)
Youth Services Local	9680	135				135				
Total		100,033	40,860	42,348	25,918	47,230	246,014		11,772	(314,109)

SOLANO COUNTY BOARD OF EDUCATION
Solano County, California

RESOLUTION NO. B12-13-15
SCHOOL BOARD RECOGNITION MONTH

WHEREAS, an excellent public education system is vital to the quality of life as well as to the economic health and future of all Californians; and

WHEREAS, school boards create a vision and set clear standards for their students, districts, schools, and programs; are accountable to the community for operating schools that support student achievement; align resources with planned strategies to benefit students; create a climate that supports the philosophy that all children can learn at high levels; and build collaborative relationships based on trust, teamwork, and shared accountability, all while considering the diverse educational needs of all children and empowering them to become competent, productive contributors to our democratic society and ever-changing world; and

WHEREAS, local school board members face complex and demanding challenges and are responsible for providing a solid foundation for our school system; and

WHEREAS, local school board members engage their communities, communicate with the public, strive to improve their knowledge and leadership roles to manage complex education issues, and serve as strong advocates for children; and

WHEREAS, these board members demonstrate their commitment to children by contributing their dedicated energies and devoting countless hours to providing a quality public education to each child while receiving very little compensation for their tireless efforts; and

WHEREAS, local school board members are powerful campaigners for public education and are responsible for communicating the needs of the school district to the public and the public's expectations to the district.

NOW, THEREFORE, BE IT RESOLVED, that the Solano County Board of Education declares its appreciation for the members of the governing board of each district in our county and proclaims the month of January 2013 as School Board Recognition Month urging all citizens to join in recognizing the year-round dedication and hard work of local school board members and work with them to support an education system that meets the needs of both today's and tomorrow's children.

PASSED AND ADOPTED this 12th day of December 2012, by the Solano County Board of Education, Solano County, California, by the following vote:

AYES: Mr. Asera, Mrs. Coleman, Mr. Galvan, Mr. Ford, Dr. Verder-Aliqa

NOES: None

ABSTAIN: None

ABSENT: Mrs. Bates, Mr. Silva

CERTIFICATION

I, Jay Speck, secretary to the Solano County Board of Education, Solano County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by said Board at a regular meeting thereof held on the above stated date, which resolution is on file in the office of said Board.

Signature on File
Secretary's Signature

December 12, 2012
Date

TEMPORARY CERTIFICATES

<u>Name</u>	<u>District</u>	<u>Credential</u>
Patricia Butts	Benicia	Single Subject/Science: Biological
Ashton Packer	Vacaville	Emergency Substitute Permit
Jacqueline McMillen	Dixon	Multiple Subject
Sarah Parker	Fairfield-Suisun	Single Subject/English/General Education Limited Assignment Permit
Renee Biesemeyer	Benicia	Emergency CLAD Permit
Gertrude Weant	Benicia	Multiple Subject
Susvir Sahota	Travis	Clinical or Rehabilitative Services Credential Renewal
Christine Ziegler	Travis	CBEST Substitute/Waiver
Teresa Carreon	Vallejo	Designated Subjects/Office Occupations
Erica Braun	Benicia	Emergency Substitute Permit
Luann Deems	Benicia	Emergency Substitute Permit
Evelynda Udowski	Vallejo	Designated Subjects/Bookkeeping, Office Occupations

**Temporary County Certificates Issued
November 2012**

District	<i>Full Credential/ Auth.</i>		<i>Intern Cred.</i>		<i>Prov. Intern Permit</i>		<i>Short- Term Staff Permit</i>		<i>Emergency or Limited Assignment Permit</i>		<i>Waiver</i>		<i>Emergency Sub Permit</i>		<i>Child Dev. Permit</i>	
	Mo	YTD	Mo	YTD	Mo	YTD	Mo	YTD	Mo	YTD	Mo	YTD	Mo	YTD	Mo	YTD
Benicia	2	6							1	2			2	3		
SCOE		7				3		1				1				
Dixon	1	2												1		
Fairfield-Suisun		26		2				1	1	10				3		
Travis	1	5									1	4				
Vacaville		7						1		3		4	1	5		
Vallejo	2	17								4				2		1
MIT Academy		1				1										
Private/NPS																
Solano College																1
Totals	6	71		2		4		3	2	19	1	9	3	14		2

SOLANO COUNTY BOARD OF EDUCATION

Policy 9322

MEETING PROCEDURES

Parliamentary procedure shall be according to Robert's Rules of Order.

I. Agenda:

- A. Regular Meetings: The County Superintendent shall cause an agenda to be prepared and sent via personal delivery and/or U.S. and/or electronic mail to members of the County Board of Education and to all others on the mailing list at least seven (7) days preceding the meeting, under ordinary circumstances, but not less than 72 hours preceding the meeting, in accordance with the Brown Act, under special circumstances, and the agenda shall be posted at a place where members of the public, including employees of the County Superintendent of Schools Office, may view same at least seven (7) days prior to the time of regular meetings or, in the case of special circumstances, 72 hours prior to the meeting, in accordance with the Brown Act. (Government Code sections 54951.494950-94963)
- B. Special Meetings: The County Superintendent shall cause an agenda to be prepared and sent via personal delivery and/or U.S. and/or electronic mail to members of the County Board of Education and to all others on the mailing list at least seven (7) days preceding the meeting, under ordinary circumstances, but not less than 72 hours preceding the meeting under unusual circumstances, and the agenda shall be posted to a place where members of the public, including employees of the County Superintendent of Schools, may view same at least seven (7) days prior to the time of the special meeting, or, in the case of unusual circumstances, 72 hours prior to the meeting. eException: Agendas for special meetings called less than seven (7) days prior to the date set for the meeting shall, in accordance with the Brown Act, be delivered personally and/or by U.S. or electronic mail and shall be received at least twenty-four (24) hours before the time of such meeting specified in the notice. (Government Code sections 54954.1, 54956)
- C. Action Items: The agenda will include items on which the County Board of Education may take action at this meeting. (Government Code section 54954.2)
- D. Consent Items: In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be of a routine nature or items for which no Board discussion is anticipated and for which the County Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any consent item shall be removed and given individual consideration for action as a regular agenda item.

A member excused from voting on a consent item may vote on the consent agenda, except that the vote shall not apply to the item to which the announced excuse applies.

Establishment of Date, Time, and Place of Regular Board Meetings

Each year at its annual organizational meeting, the Solano County Board of Education is required to establish the date, time, and place of its regular meetings for the coming year.

Presently, Board Policy 9320(l) sets the time and place of regular meetings, unless otherwise specified, at 6:00 PM on the second Wednesday of each month in the Boardroom of the Solano County Office of Education, 5100 Business Center Drive, Fairfield.

PROPOSED 2013 SCHEDULE			
DATE	TIME	LOCATION	NOTE
Wednesday, January 9, 2013	6:00 PM	SCOE Boardroom	
Wednesday, February 13, 2013	6:00 PM	SCOE Boardroom	
Wednesday, March 13, 2013	6:00 PM	SCOE Boardroom	
Wednesday, April 10, 2013	6:00 PM	SCOE Boardroom	
Wednesday, May 8, 2013	6:00 PM	SCOE Boardroom	
Wednesday, June 12, 2013	6:00 PM	SCOE Boardroom	
Wednesday, June 26, 2013	6:00 PM	SCOE Boardroom	Rescheduled from July 10 th in order to meet the June 30 th budget adoption deadline
<i>July meeting rescheduled</i>	- - -	- - -	See comment above
Wednesday, August 14, 2013	6:00 PM	SCOE Boardroom	
Wednesday, September 11, 2013	6:00 PM	SCOE Boardroom	
Wednesday, October 9, 2013	6:00 PM	SCOE Boardroom	
Wednesday, November 13, 2013	6:00 PM	SCOE Boardroom	
Wednesday, December 11, 2013	6:00 PM *	SCOE Boardroom	Annual Organizational Meeting * Time is subject to reconsideration at a future meeting