



**SANTA CLARA COUNTY BOARD OF EDUCATION
POLICY DEVELOPMENT SUBCOMMITTEE**

MEETING AGENDA

Date: Wednesday, January 13, 2016
Time: 4:30-5:00 PM
Place: SCCOE, Moreland Room/1290 Ridder Park Drive, San Jose

1. Call to Order/Roll Call
2. Setting the Agenda
3. Hearing of persons desiring to address the subcommittee on policy issues not on the agenda.
4. Consent Action Item
Request Approval of Minutes of Policy Development Subcommittee Meeting - December 9, 2015
5. Discussion and Action Items
Discussion:
Review/Discussion of BP 3312-Contracts

Policy Revisions:
BB 9123 – Duties of the Vice President
6. Adopt Meeting Calendar
Review dates and adopt a meeting calendar through December 2016
7. Next Meeting – Wednesday, February 3, 2016 at 4:30
8. Adjourn

Members:

Michael Chang , Chair, Vice President
Anna Song, Board President
Claudia Rossi, Board Member

Alternate:

Darcie Green, Board Member

Recorder:

Suzanne Carrig

Resource Staff:

Jon R. Gundry, County Superintendent
Del Mallory, SEIU
Sandra Fakaosi, SEIU
Earl Thaxton, ACE/CTA
Lisa Vieler, ACE/CTA
Lesbia Reclosado, Special Education
Mary Ann Dewan, Deputy Superintendent
Angelica Ramsey, Associate Superintendent
Mark Skvarna, Chief Business Officer
Steve Olmos, Chief Schools Officer
Philip Gordillo, Chief Human Resources Officer
David Wu, Chief Technology Officer

SANTA CLARA COUNTY BOARD OF EDUCATION
POLICY DEVELOPMENT SUBCOMMITTEE

Minutes of Regular Meeting December 9, 2015
Santa Clara County Office of Education
Superintendent's Conference Room
1290 Ridder Park Drive
San Jose, CA 95131

1. CALL TO ORDER

The meeting was called to order at 4:30 p.m.

A. Roll Call

Anna Song
Claudia Rossi
Michael Chang
Jon Gundry
Mary Ann Dewan
Philip Gordillo
David Wu
Lesbia Reclosado
Sandra Fakaosi

2. SETTING THE AGENDA

A motion to approve the agenda was made by Trustee Michael Chang and seconded by Trustee Anna Song and unanimously approved.

3. COMMENTS OF PERSONS DESIRING TO ADDRESS THE COMMITTEE

No comments were made.

4. CONSENT ACTION ITEM

Approval of Minutes of Policy Development Subcommittee Meeting November 18, 2015

- Minutes were reviewed. Trustee Chang made a motion to approve the minutes, the motion was seconded by Trustee Song and unanimously approved.

5. DISCUSSION and ACTION ITEMS

Policy Revision

BP 5141.31 Immunization

- Dr. Mary Ann reviewed the policy revisions, discussion followed.
- The Policy Subcommittee approved the revisions.

BP 6190 Evaluation of the Instructional Program

- Dr. Mary Ann reviewed the policy revisions, discussion followed.
- The Policy Subcommittee approved the revisions.

The committee members discussed having a conversation about the contracts policy and possible revisions at the next meeting.

6. SET NEXT MEETING

Next meeting was set for Wednesday, January 13, 2016

7. ADJOURNMENT

The meeting adjourned at 4:45 p.m.

Santa Clara County  Office of Education

SCCOE Contracts
Overview of Process and Policies:
Policy Subcommittee Discussion

January 13, 2016

Current SCCOE Policy

- Contracts exceeding \$100,000 require Board approval prior to contract execution.
- Contracts estimated to be between \$100,000 and \$250,000 placed on Board agenda as consent action item.
- Contracts estimated to exceed \$250,000 placed on Board agenda as study action item.
- Only in emergency situations, County Superintendent can proceed with contracts over \$100,000.



Current SCCOE Practice

- Selection of vendor or contractor
- Authorization
 - Authorized managers \$0.01 to \$2,999
 - Deputy/Assoc. Supt./Chiefs up to \$99,000
 - Superintendent \$100,000 and over
 - Board \$100,000 and over
- Board approval at Board meeting



Education Code 1040

- a) Adopt rules and regulations not inconsistent with the laws of this state, for their own government.
- b) Keep a record of their proceedings.
- c) Approve the annual budget of the county superintendent of schools before its submission to the county board of supervisors.
- d) Approve the annual county school service fund budget of the county superintendent of schools before its submission to the Superintendent of Public Instruction.
- e) Review, as a scheduled agenda item at a regularly scheduled public meeting held pursuant to Article 1 (commencing with Section 1000) of this chapter, the report of the annual audit provided for by the county superintendent of schools under Section 41020.



Education Code 1042

(d) Contract with and employ any persons for the furnishing to the county board of education of special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if these person are specially trained and experienced and competent to perform the special services required.



Education Code 1281

(b) If the county superintendent of schools enters into a consultant contract for twenty-five thousand dollars (\$25,000) or more and the contract constitutes a budget revision, it shall be incorporated in the next interim financial report or other board report when the report is submitted to the county board of education for discussion and approval at a regularly scheduled public meeting of the county board of education.

(Added by Stats. 1999, Ch. 838, Sec. 4. Effective January 1, 2000.)



COE Practice

- SCCOE is the only county office where the board approves contracts as action items for contracts over \$100,000
- County superintendents around the state have the authority to approve contracts*
- Contract activity is reported to the Board
- Board authorization required if the contract constitutes a budget revision (E.C. 1281)

*Based on a search of COE policies; 19 COEs had a specific contract policy indicating superintendent's authority.



Intent of Contract Policy

- Transparency
- Knowledge of budget oversight



Policy of COEs

Sample language from COE policies:

- All contracts between a COE and outside agency will conform to standards required by law and will be prepared under the direction of the County Superintendent.
- The County Superintendent or designee enters into contracts on behalf of the County Office.
- A report of contracts can be provided as an information item to the Board.



Potential Revised Policy

Potential revised contract policy would:

- Maintain transparency of contracts by providing a listing of all contracts as an information item on the Board agenda
- Reduce confusion and simplify the contract routing process
- Reduce time and number of handlers on contracts
- Reduce size of Board packet/save time



Potential Revised Policy

- Avoid potential conflict of interest scenarios for Board members
- Comply with Education Code around negotiations with bargaining units
- Avoid potential litigation re: disputes
- Increase efficiency of contract process



Santa Clara County Office of Education

Board Bylaw

Duties Of The Vice-President

BB 9123

Board Bylaws

Election of Vice-President

At an annual organizational meeting, the Santa Clara County Board of Education ("County Board") shall elect one of its members Vice-President of the County Board.

Duties

The Vice-President shall:

1. In the absence of the President, perform the duties and obligations of the President, and have the authorities, rights, and privileges of the President.
2. In the absence of the President, preside at all meetings and rule on parliamentary rules.
3. Serve as chairperson of the Policy Development Subcommittee of the Santa Clara County Board of Education
4. Serve as clerk to the Board.

Term

The term of Vice-President shall be one (1) year. No County Board member may serve as Vice-President for more than one (1) consecutive term.

Filling Vacancy

In case a vacancy occurs in the office of Vice-President, it shall be filled by election at the next meeting of the County Board.

Legal Reference:

EDUCATION CODE

1007 Elections, forms, time, terms of office, exceptions

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

Bylaw
adopted: November 2, 2011

SANTA CLARA COUNTY OFFICE OF EDUCATION
San Jose, California

Santa Clara County Board of Education
Policy Development Subcommittee
Calendar of Meetings
2016

Wednesday, February 3	4:30-5:00	Moreland Room
Wednesday, March 2	4:30-5:00	Moreland Room
Wednesday, April 6	4:30-5:00	Moreland Room
Wednesday, May 4	4:30-5:00	Moreland Room
Wednesday, June 1	4:30-5:00	Moreland Room
Wednesday, July 20	4:30-5:00	Moreland Room
Wednesday, August 17	4:30-5:00	Moreland Room
Wednesday, September 7	4:30-5:00	Moreland Room
Wednesday, October 5	4:30-5:00	Moreland Room
Wednesday, November 2	4:30-5:00	Moreland Room
Wednesday, December 14	4:30-5:00	Moreland Room