

**SANTA BARBARA COUNTY SELPA
JOINT POWERS AGENCY BOARD**

Special Meeting

Regular Meeting

Friday, July 9, 2021

Public Session – 3:00 p.m.

Via ZOOM – Meeting ID: 961 4631 3979

***There will be no physical location for this meeting due to COVID-19 and Governor Newsom's Executive Order N-29-20 regarding Shelter in Place.**

PUBLIC – Should you wish to attend the SBCSELPA JPA Board Meeting via Zoom please contact Lindsay MacDonald, SBCSELPA Office Manager, by Friday, July 9, 2021, at 1:00 p.m. to request Zoom Meeting Information and Login. Lindsay MacDonald can be contact via email, lmacdonald@sbceo.org, or by calling the SBCSELPA Office at (805) 683-1424.

Special Meeting Agenda

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or need this agenda provided in a disability-related alternative format, please contact the SELPA Office at 683-1424. Prompt notification will assist the SELPA to make suitable arrangements.

PUBLIC COMMENTS ARE WELCOME

The Santa Barbara County SELPA JPA Board will receive public comments about items appearing on today's agenda. All such comments will be received during the Public Comments section of the agenda. Those who address the Board are limited to three (3) minutes to speak on any item and a total of ten (10) minutes on all items for their presentation with a total time of 30 minutes for all public comments. Persons needing additional time are requested to submit the information in writing.

Due to COVID-19 and Governor Newsom's Executive Order N-29-20 this meeting is being held virtually, with no physical location. Forms are available from the Board's secretary for requests to address the Board. Should you wish to address the Board during this virtual meeting please email Lindsay MacDonald, lamacdonald@sbceo.org, to request a form. Persons wishing to make public comments are requested to complete the appropriate form and return it to the Board Secretary via email.

I. PUBLIC SESSION

- A. Call to Order
- B. Roll Call
- C. Flag Salute
- D. Welcome Guests

II. PUBLIC COMMENTS

Please refer to information above regarding public comment guidelines.

III. ITEMS SCHEDULED FOR ACTION/CONSIDERATION**A. SBCSELPA Chief Business Official Salary Schedule Increase**

REF: III-A

1. Kim Hernandez Letter of Resignation
2. SBCSELPA Job Posting on EDJOIN
3. Summary of CBOs, Director of Fiscal Services, and Business Managers in CA Schools (SBCSELPA Internal Salary Comparison)
4. State SELPA Association Listserv Salary Comparison
5. School Services of California, Inc. Directors Salaries
6. Chief Business Official Salary Multi-Year Projection and Supporting Documents
7. Current SBCSELPA Chief Business Official Job Description
8. Resolution of the Governing Board of SBCSELPA JPA to Establish a SELPA Pass-Through Revenue Fund, in accordance with Education Code Section 42840

It is recommended that the JPA Board approve the SBCSELPA request for a salary increase for Chief Business Official position as presented.

Motion: _____

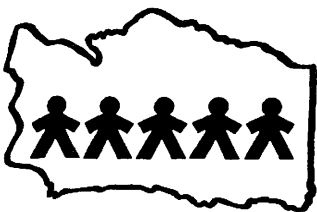
Second: _____

In Favor: _____

Opposed: _____

Abstained: _____

IV. ADJOURNMENT



Santa Barbara County
Special Education Local Plan Area
 A Joint Powers Agency

Date: July 9, 2021

To: SBCSELPA JPA Board

From: Ray Avila, SBCSELPA Executive Director

Re: SBCSELPA Chief Business Official Salary Schedule Increase

BACKGROUND:

- The SBCSELPA Chief Business Official (CBO) officially resigned as of June 30, 2021 (**SEE REF: III-A.1**)
- SBCSELPA posted for this 1.0FTE vacancy on June 23, 2021 to seek eligible candidates (**SEE REF: III-A.2**)
- The posting closed on Wednesday, July 7, 2021, and as of this date, there is one applicant. Feedback provided to SBCSELPA staff from interested applicants is that the salary range was “too low”.
- As of June 24, 2021, the SBCSELPA staff implemented an internal salary comparison for similar positions from LEA’s from Santa Barbara County (**SEE REF: III-A.3**) and the SBCSELPA Executive Director also implemented a listserv request with the statewide SELPA Association membership for CBO/Business Manager salary comparison information (**SEE REF: III-A.4**).
- On July 2, 2021, the SBCSELPA Executive Director inquired with School Services, Inc. to request for an immediate salary comparison study to be executed. A brief study was implemented, and a summary of comparative salaries was provided on July 7, 2021 by Kathleen Spencer, Vice President, School Services of CA, Inc. (**SEE REF: III-A.5**).
- Based upon the salary comparison data recently retrieved, it is recommended the SBCSELPA CBO salary schedule *increase* from the range of \$73,080-\$90,156 TO \$116,856-\$132,092 to provide for a more competitive salary recruitment offering for a 1.0FTE position (**SEE REF: III-A.6**).
- As a reminder to the Board, the SBCSELPA CBO absorbed some of the former SBCSELPA Office Manager fiscal job duties during the 2021 Office Reorganization (**SEE REF: III-A.7**) and took on the responsibility of overseeing and monitoring the work related to the recently adopted Fund 10 budget duties (**SEE REF: III-A.8**).

FISCAL IMPACT: A potential increase of \$29,149 for the 2021-2022 budget.

RECOMMENDATION: The JPA Board approve the SBCSELPA request for a salary increase for Chief Business Official position as presented.

RA:lm

June 15, 2021

Dr. Ray Avila
Executive Director
Santa Barbara County SELPA
N Fairview Ave, Bldg.5,
Goleta, CA 93111

Dear Dr. Ray Avila,

It is with tremendous gratitude and sadness that I submit my resignation. It has been an honor to work at Santa Barbara County SELPA for nearly fourteen years. The staff is professional and diligent in their support of Special Education students. I adore the relationships that we have built together as a team and am proud of our accomplishments together. You, Ray, have been one of the best supervisor's that I have ever had. Your encouragement, guidance, and stellar moral compass will continue to lead SELPA to great heights. I am grateful that I got the chance to work with you.

To the JPA Board, I want to thank you for allowing me to grow in the position at SELPA. You have been gracious and kind to me. I have thoroughly enjoyed working with you and will think fondly on the fiscal presentations and discussions we have had over the years.

My last day at SELPA will be June 30, 2021. I will assist with the transition of my replacement.

Sincerely,



Kim Hernandez
Chief Business Official

805-350-8014
1940 Viborg Road
Solvang, CA 93463

Although there are school closures across the country due to COVID-19 virus, we will continue to work and provide email support for all systems.



We are updating our password policy. As part of our ongoing focus on keeping your account secure, EDJOIN is implementing strong password requirements enhancements. In the coming days, you will be prompted to choose a new password. If you need assistance, please contact the EDJOIN Helpdesk.

Chief Business Official at Santa Barbara County Special Education Local Plan Area

Job Information

Date Posted: 6/22/2021

Application Deadline: 7/7/2021 11:55 PM Pacific

Employment Type: Full Time

Length of Work Year: 12 Months

Salary: \$73,080 - \$90,156 annually

Number Openings: (At time of posting) 1

Contact: Lindsay Macdonald

Email: lmacdonald@sbceo.org

Phone: (805)683-1424

Job Summary

Under the direction of the SBCSELPA Executive Director provides administrative oversight for all necessary fiscal operations and budget reporting for Santa Barbara County SELPA to the JPA Board as well as the allocation of all Special Education Funding to member Local Educational Agencies which includes guidance with funding, expenditures, and maintenance of effort reports.

Requirements / Qualifications

Credential Requirements:

- Completion of a comprehensive course of study (such as the CASBO certificate program) related to public school business administration
- A desired master's degree in business administration, accounting or related field

Required Documents:

- Resume
- 2 Letters of Recommendation
- 3 Letters of References

Comments and Other Information

Submit resume, reference and letters of recommendation to Lindsay MacDonald, SELPA Office Manager at lmacdonald@sbceo.org

Summary of Chief Business Officials, Director of Fiscal Services, and Business Managers in California schools

Transparentcalifornia.com, 6/29/21:

Employee Name	Job Title	Base Pay	Overtime	Other Pay	Benefits	Total Pay & Benf	Year	Notes	Agency
	Business Manager	116,856-132,092	Range from salary schedule			21-22			Santa Ynez Union High
Tina Marie Daigneault	Chief Business Official	233,845.00	0	780	62489	297114	2020	None	Riverside County Office of Education
Wael Hussien Elatar	Chief Business Official	177,436.00	0	9267	46969.86	233672.86	2020	None	El Monte Union High
Kimberlie Linz	Chief Business Official	172,988.00	0	0	40646	213634	2020	None	El Segundo Unified
Daniel J Silveira	Chief Business Official	113,679.00	0	0	38489	152168	2020	None	Le Grand Union High
Heather Brown	Chief Business Official	92,372.94	0	4160.84	29230.02	125763.8	2020	None	Grant Elementary
Margaret Isozaki	Director Of Fiscal Services	167,840.00	-	8,753.00	50,442.00	227,035.00	2020	None	College Of Marin
Melinda A Gluckman	Director I, Fiscal Services	167,733.00	-	780	47,906.00	216,419.00	2020	None	Riverside County Office of Education
Philip D Kornblum	Director I, Fiscal Services	160,611.00	-	780	46,970.00	208,361.00	2020	None	Riverside County Office of Education
Bethany Jane Figueroa	Administrator, Fiscal Services-Charter Schoo	144,176.00	-	-	41,811.00	185,987.00	2020	None	Riverside County Office of Education
Mary Jeannette Hollero S	Coordinator, Fiscal Services	126,278.00	-	-	35,419.00	161,697.00	2020	None	Riverside County Office of Education
Sonia A Garcia	Director Of Fiscal Services	120,732.00	-	3,030.00	35,823.00	159,585.00	2020	None	Merced Union High
Nancy Elizabeth Lane	Manager, Fiscal Services	114,495.36	-	1,431.18	42,987.75	158,914.29	2020	None	San Diego Community College District
Oluwaseyi Awoleyey	Director Fiscal Services	110,612.00	-	-	33,043.00	143,655.00	2020	None	El Segundo Unified
Peggy L Rodgers	Director Fiscal Services	106,685.76	-	3,199.92	None	109,885.68	2020	None	Kerman Unified
Carmen Larios	Fiscal Services Supervisr	62,792.00	-	7,178.00	39,341.00	109,311.00	2020	None	Santa Monica-Malibu Unified
Laura R Aguilar	Fiscal Services Manager	81,662.00	-	-	27,253.00	108,915.00	2020	None	Merced Union High
Sandra Knight	Director Fiscal Services	120,074.97	1,620.00	-	53,746.83	175,441.80	2020	None	Orcutt Union Elementary
Todd H Owens	Director, Fiscal Services	66,152.58	-	7,146.58	20,666.27	93,965.43	2020	None	San Diego Community College District
Brian D King	Coordinator Budget-Finance	138,619.56	-	552	37,598.57	176,770.13	2019	None	Santa Maria-Bonita
Diane M Turner	Business Manager	96,915.76	-	-	17,484.22	114,399.98	2019	None	Buellton Union Elementary
Michelle D Coffin	Director Ii Fiscal Services	121,795.80	-	-	29,818.59	151,614.39	2019	None	Santa Maria Joint Union High
LACI PRESTON	DIRECTOR FISCAL SERVICES	135,060.66	0	3,872.94	35,345.54	174,279.14	2019	None	Santa Barbara Unified
Eric R Dill	Chief Business Official	242,658.96	-	2,940.21	70,914.90	316,514.07	2019	None	Santa Clara Unified
Lisa Renee Grant-Dawson	Chief Business Official	225,796.97	-	7,091.87	75,799.86	308,688.70	2019	None	Stockton Unified
Connie T Ngo	Chief Business Official	192,665.52	-	3,000.02	81,776.43	277,441.97	2019	None	Portola Valley Elementary
Elizabeth Robbins	Chief Business Official	191,234.52	-	13,464.32	58,416.60	263,115.44	2019	None	Liberty Union High
Josephine Peterson	Chief Business Official	188,525.95	-	2,700.00	71,272.61	262,498.56	2019	None	Pacifica School District
Wenqin Shen	Chief Business Official	194,312.28	-	9,591.08	55,433.21	259,336.57	2019	None	Hillsborough City Elementary
Priscilla A Dichoso	Chief Business Official	184,294.50	-	2,989.38	65,702.29	252,986.17	2019	None	Redwood City Elementary
Andrea S Stubbs	Chief Business Official	190,888.10	-	595.42	56,880.63	248,364.15	2019	None	Saint Helena Unified
Robin Schmitt	Chief Business Official	191,512.50	-	600	48,351.13	240,463.63	2019	None	Brentwood Union Elementary
Kristen Coates	CHIEF BUSINESS OFFICIAL	192,151.00	-	2,960.00	40,114.00	235,225.00	2019	None	Twin Rivers Unified
Mary Anne Sarraill	Chief Business Official	181,222.64	-	3,909.60	44,068.69	229,200.93	2019	None	Temple City Unified
Timowhy W Rahill	Chief Business Official	183,299.52	-	120	44,934.54	228,354.06	2019	None	Benicia Unified
Tami S Peterson	Chief Business Official	189,067.12	-	3,622.90	34,778.68	227,468.70	2019	None	Ventura County Schools Business Services
Arleen Marilyn Sanchez	Chief Business Official	187,169.00	-	4,904.00	32,659.00	224,732.00	2019	None	Lake Elsinore Unified
Carol L Cole	Chief Business Official	170,728.00	-	3,600.00	50,011.00	224,339.00	2019	None	Romoland Elementary
Christine A Thomas	Chief Business Official	172,761.12	-	600	47,297.79	220,658.91	2019	None	Petaluma City Schools
Barbara Morini	CHIEF BUSINESS OFFICIAL	164,858.00	-	6,781.00	48,812.00	220,451.00	2019	None	Huntington Beach Union High
Paula Rigney	Chief Business Official	166,655.10	-	2,100.00	50,034.69	218,789.79	2019	None	Larkspur-Corte Madera
Craig A Golda	Chief Business Official	184,236.00	-	2,600.16	31,192.38	218,028.54	2019	None	Belmont-Redwood Shores Elementary
Vartouhi C Betz	Chief Business Official	167,327.00	-	1,200.00	49,098.00	217,625.00	2019	None	La Habra City Elementary
Marilyn Adrianzen	Chief Business Official	171,382.09	-	-	46,107.22	217,489.31	2019	None	San Ysidro Elementary
Mihyon Kim	Chief Business Official	173,553.04	-	10,600.00	32,337.90	216,490.94	2019	None	Albany Unified

Tina Marie Daigneault	Chief Business Official	171,832.00	-	585	43,854.00	216,271.00	2019	None	Riverside County Office of Education
Robert A Marical	Chief Business Official	155,887.89	-	10,250.00	48,443.37	214,581.26	2019	None	Cotati-Rohnert Park Unified
Gina Stieb	Chief Business Official	147,045.82	1,311.15	None	63,935.46	212,292.43	2019	None	Roseland School District
Diane L Deshler	CHIEF BUSINESS OFFICIAL	165,091.50	-	1,999.96	44,791.62	211,883.08	2019	None	Lafayette Elementary
Mildred Hoffman	Chief Business Official	169,091.70	-	-	42,546.62	211,638.32	2019	None	Ross Valley Elementary
Joe D Flores	Chief Business Official	155,100.60	None	-	56,423.36	211,523.96	2019	None	Shasta Union High
David Endo	Chief Business Official	166,157.00	-	-	44,585.00	210,742.00	2019	None	Hanford Elementary
Kimberlie Linz	Chief Business Official	168,096.00	-	-	39,690.00	207,786.00	2019	None	El Segundo Unified
Barbara Johnson	Chief Business Official	159,921.54	-	2,400.00	39,645.01	201,966.55	2019	None	Kentfield Elementary
Aaron Asplund	Chief Business Official	155,563.32	-	8,089.92	37,662.88	201,316.12	2019	None	Templeton Unified
Eugenio D Villa	Chief Business Official	113,262.80	-	28,544.36	59,126.30	200,933.46	2019	None	Inglewood Unified
Heather J Naylor	Chief Business Official	154,936.17	-	5,953.76	37,466.79	198,356.72	2019	None	Gridley Unified
Lyudmila L Milligan	Chief Business Official	146,119.19	-	1,680.00	50,188.16	197,987.35	2019	None	San Carlos Elementary
Sherrie S Castellanos	Chief Business Official	147,157.08	-	7,675.25	40,940.52	195,772.85	2019	None	South Monterey County Joint Union High
Veronica D Flournoy	Chief Business Official/Dof	146,066.52	-	5,894.00	36,219.95	188,180.47	2019	None	Spreckels Union Elementary
Ann Lachance	CHIEF BUSINESS OFFICIAL	140,297.88	-	-	47,100.36	187,398.24	2019	None	Coast Unified
Christine M Dacanay	Chief Business Official	128,489.00	-	3,259.00	52,971.40	184,719.40	2019	None	Inglewood Unified
Martin R Rodriguez	Chief Business Official Cbo	123,805.02	-	8,227.86	51,467.07	183,499.95	2019	None	Richland Union Elementary
Amy T Prescott	Chief Business Official	139,365.57	-	3,636.42	40,477.48	183,479.47	2019	None	Oak Grove Union Elementary
Caralyn R Mendoza	Chief Business Official	127,138.32	-	-	53,881.90	181,020.22	2019	None	Newman-Crows Landing Unified
DeAnn F Himes	Chief Business Official	135,000.00	None	17,520.00	27,847.97	180,367.97	2019	None	Red Bluff Joint Union High
Roberto Perez Jr	Chief Business Official	130,311.00	-	11,703.96	38,062.69	180,077.65	2019	None	Riverbank Unified
May S Yang	Chief Business Official	130,609.00	-	2,000.00	39,547.00	172,156.00	2019	None	Dos Palos Oro Loma Joint Unified
Olivia Esquivel	Chief Business Official	126,029.40	-	600	41,052.58	167,681.98	2019	None	Beardsley Elementary
Michael Albaugh	Chief Business Official	130,166.46	-	-	36,105.25	166,271.71	2019	None	Black Oak Mine Unified
Penny J Lauseng	Chief Business Official	125,663.00	-	9,710.82	30,550.86	165,924.68	2019	None	Ukiah Unified
Jaime Towe	District Office Chief Business Official	133,723.98	-	-	31,650.32	165,374.30	2019	None	Salida Union Elementary
Darlene A Waddle	Chief Business Official	126,323.52	-	900	37,632.52	164,856.04	2019	None	Nevada County Superintendent of Schools
Ruth E Anaya	Chief Business Official	121,519.77	None	5,233.76	36,598.08	163,351.61	2019	None	Palermo Union Elementary
Not Provided	Chief Business Official	88,375.00	-	35,995.88	38,835.49	163,206.37	2019	None	Ravenswood City Elementary
Mary K Figuly-Navas	Chief Business Official	110,104.00	-	12,873.00	38,388.22	161,365.22	2019	None	Scotts Valley Unified
Laura L Flores	CHIEF BUSINESS OFFICIAL	119,203.00	None	5,084.00	33,836.00	158,123.00	2019	None	Nevada Joint Union High
Melissa D Mercado	Chief Business Official	127,006.49	-	-	30,922.82	157,929.31	2019	None	Eureka Union
Karen Evans	CHIEF BUSINESS OFFICIAL	114,839.04	-	500.04	40,388.22	155,727.30	2019	None	Wasco Union Elementary
Gretchen J McReynolds	Chief Business Official	119,371.00	None	None	35,823.00	155,194.00	2019	None	Vallecito Union
Lori Wigg	Chief Business Official	121,994.00	-	2,405.00	30,334.00	154,733.00	2019	None	Jamul-Dulzura Union Elementary
Robert A Fellingner	Chief Business Official	121,891.56	-	-	32,703.66	154,595.22	2019	None	Redding School District
Frederick K Blanckmeiste	Chief Business Official	107,692.02	-	11,394.66	34,416.85	153,503.53	2019	None	Carmel Unified
Heather A Igarta	Chief Business Official	117,850.98	None	250	34,711.68	152,812.66	2019	None	Corning Union Elementary
Daena Meras	Chief Business Official	117,266.88	-	-	33,720.32	150,987.20	2019	None	Pierce Joint Unified
Diane Augusto	Chief Business Official	109,680.00	-	-	40,498.00	150,178.00	2019	None	Island Union Elementary
Eric Fano	Chief Business Official	132,961.00	-	1,500.00	14,869.00	149,330.00	2019	None	Savanna Elementary
Rufino Ucelo Jr.	Chief Business Official	111,156.00	-	1,068.48	36,725.39	148,949.87	2019	None	Kingsburg Joint Union High
Patricia R Toste	Chief Business Official	113,607.13	-	3,266.88	32,069.81	148,943.82	2019	None	Newcastle Elementary
Douglas Beaton	Chief Business Official	104,057.00	-	7,616.00	36,732.00	148,405.00	2019	None	Lucerne Valley Unified
Sheree Stopper	Chief Business Official	117,926.00	-	-	30,357.00	148,283.00	2019	None	Lemon Grove School District
Teresea C Spooner	Chief Business Official	102,314.42	9,170.00	1,411.00	31,291.20	144,186.62	2019	None	Fall River Joint Unified
Adrian H Vargas	CHIEF BUSINESS OFFICIAL	119,660.76	1,258.00	-	23,093.79	144,012.55	2019	None	Vallejo City Unified
Linda Covello	Chief Business Official	111,574.50	1,892.36	2,100.00	28,097.47	143,664.33	2019	None	Denair Unified
Linette L Hodson	Chief Business Official	139,400.04	-	4,108.00	None	143,508.04	2019	None	Castaic Union
Jodi C Lacosse	Chief Business Official	107,766.59	-	12,885.43	22,060.65	142,712.67	2019	None	Grass Valley Elementary

Balbir Saini	Chief Business Official	52,086.63	-	748.19	89,450.76	142,285.58	2019	None	Banta Elementary
Christine D Fears	Chief Business Official	102,414.19	-	3,840.00	31,634.34	137,888.53	2019	None	Corning Union High
Steven L Gragg	Chief Business Official	95,346.00	-	-	37,352.96	132,698.96	2019	None	Taft City School District
Kristin L Tiger	Chief Business Official	101,308.26	-	-	30,625.14	131,933.40	2019	None	Escalon Unified
Susana Lopez	Chief Business Official	109,314.29	-	-3,948.40	24,274.32	129,640.21	2019	None	Moreno Valley Unified
Yvonne B Perez	Chief Business Official	98,255.04	-	-	29,079.88	127,334.92	2019	None	Carmel Unified
Michael J Kauble	Chief Business Official	89,427.54	-	4,473.96	32,461.36	126,362.86	2019	None	Upper Lake Unified
Donell D Evans	Chief Business Official	92,589.66	-	-	32,968.74	125,558.40	2019	None	Anderson Union High
Heather Brown	Chief Business Official	83,159.08	None	500.04	25,571.04	109,230.16	2019	None	Grant Elementary
Kayla D Wasley	Chief Business Official	81,925.81	-	903.01	23,686.54	106,515.36	2019	None	Penn Valley Union Elementary
Leann Nowlin	Chief Business Official	88,088.00	-	-	17,658.00	105,746.00	2019	None	Central Union Elementary
Deborah Kennedy	Chief Business Official	87,621.00	-	7,718.00	5,568.00	100,907.00	2019	None	South Fork Union Elementary
Lesa Edwards	Chief Business Official	68,024.00	-	3,506.00	24,464.00	95,994.00	2019	None	Columbia Union Elementary
Monique D Stovall	Chief Business Official	79,002.27	-	1,125.00	15,354.34	95,481.61	2019	None	Dixon Unified
Balbir Saini	Chief Business Official	74,648.00	-	79	20,679.00	95,406.00	2019	None	Lemoore Union Elementary
Tina Daigneault	Chief Business Official	56,781.06	-	20,004.73	17,259.85	94,045.64	2019	None	Moreno Valley Unified
Melody W Glaspey	Chief Business Official	63,128.39	-	-	25,705.70	88,834.09	2019	None	Eureka Union
Rebecca A Holmes	Chief Business Official	61,142.20	-	-	17,915.03	79,057.23	2019	None	Buellton Union Elementary
Khai Nguyen	CHIEF BUSINESS OFFICIAL	69,029.00	-	600	4,980.00	74,609.00	2019	None	Reef-Sunset Unified
PATRICK K GAFFNEY	CHIEF BUSINESS OFFICIAL	52,249.98	-	150	20,040.05	72,440.03	2019	None	San Mateo-Foster City
Stacy Kalember	Chief Business Official	49,291.56	None	None	13,923.01	63,214.57	2019	None	Harmony Union School District
Kirsten R Starsiak	Chief Business Official	48,272.32	-	800	12,825.40	61,897.72	2019	None	Kentfield Elementary
T Nesia Hurley	Chief Business Official	44,500.00	None	None	12,887.00	57,387.00	2019	None	Two Rock Union
Antoinette Rodriguez Ror	Chief Business Official	41,750.49	-	70	14,590.84	56,411.33	2019	None	Byron Union Elementary
Donna L Heller	CHIEF BUSINESS OFFICIAL	43,173.78	5,747.50	-	686.73	49,608.01	2019	None	Tree of Life International Charter
Christine M Rahe	Chief Business Official	26,675.00	-	4,924.00	10,968.00	42,567.00	2019	None	Cuyama Joint Unified
Susana C. Aceves	Chief Business Official	9,560.00	-	18,702.00	4,039.00	32,301.00	2019	None	El Segundo Unified
J J Contreras	Chief Business Official	13,430.04	-	423	4,812.99	18,666.03	2019	None	Cabrillo Unified
Maria C Santa Cruz	Chief Business Official	11,628.39	-	195.83	4,553.35	16,377.57	2019	None	Millbrae Elementary
Virginia Alvarez	Chief Business Official And Human Resource	195,517.00	-	43,209.00	55,225.00	293,951.00	2018	None	Montecito Union Elementary

Solano County Office of Education**2020-2021****Classified Management Monthly Salary Schedule S****\$1,256.00 Master's Stipend****\$1,256.00 Doctoral Stipend**

STEP	1	2	3	4	5
RANGE					
6	\$5,791.00	\$6,081.00	\$6,385.00	\$6,704.00	\$7,039.00
7	\$6,116.00	\$6,422.00	\$6,743.00	\$7,080.00	\$7,434.00
8	\$6,330.00	\$6,647.00	\$6,979.00	\$7,328.00	\$7,694.00
9	\$6,476.00	\$6,800.00	\$7,140.00	\$7,497.00	\$7,872.00
10	\$6,800.00	\$7,140.00	\$7,497.00	\$7,872.00	\$8,266.00
11	\$7,140.00	\$7,497.00	\$7,872.00	\$8,266.00	\$8,679.00
12	\$7,497.00	\$7,872.00	\$8,266.00	\$8,679.00	\$9,113.00
13	\$7,872.00	\$8,266.00	\$8,679.00	\$9,113.00	\$9,569.00
14	\$8,266.00	\$8,679.00	\$9,113.00	\$9,569.00	\$10,047.00

Longevity based on placement on the salary schedule and years of service.

5 years	3.00%
10 years	5.50%
15 years	8.00%
20 years	10.50%
25 years	13.00%
30 years	15.50%
35 years	18.00%

1.5% Increase over 2019/20

Approved by the Solano County Superintendent of Schools on 6/10/21.

**RANGE TITLE – CLASSIFIED MANAGEMENT
Salary Schedule**

06	CTE Pathway Project Coordinator Project Coordinator
07	Duplicating Services Manager Executive Assistant II - Student Programs Executive Assistant II - Human Resources Executive Assistant II - Educational Services Executive Assistant II - Administrative Services Executive Assistant II – SELPA Technology Systems Engineer
08	Executive Assistant III – Superintendent's Office
09	Program Manager, Early Learning Program Manager, Educational Liaison Program Manager, Workforce Development Program Manager, Youth Development & Special Events Transportation Manager
10	Business Information Systems Support Specialist Credentials Analyst and Induction Manager
11	Information Systems Technical Manager SELPA Fiscal Analyst
12	Chief Assistant to the County Superintendent
13	Business Information Systems Support Coordinator Coordinator of Assessment, Research and Evaluation District and School Support Liaison Early Learning Liaison Child Care Policy and Advocacy Early Learning Liaison Inclusion Early Learning Liaison Quality and Innovation Payroll & Benefits Manager Senior Network Engineer Senior Technology Systems Engineer/Administrator
14	Clinical Services Supervisor Internal Business Services Manager District Business Services Manager

Sonoma County Superintendent of Schools
CLASSIFIED MANAGEMENT ANNUAL SALARY SCHEDULE
Fiscal Year 2020-2021
Effective July 1, 2020

Range	POSITION TITLE	STEP 1 ANNUAL	STEP 2 ANNUAL	STEP 3 ANNUAL	STEP 4 ANNUAL	STEP 5 ANNUAL	STEP 6 ANNUAL	Range'
1	Director, External Fiscal Services Chief Technology Officer	163,490	166,760	170,096	173,497	176,968	180,507	1
2	Director, Information Technology Director, Internal Fiscal Svcs Director, External Payroll & Finance Director, Facilities, Operations & Mtc.	147,723	150,679	153,691	156,766	159,901	163,098	2
3		140,621	143,434	146,302	149,228	152,213	155,257	3
4		128,524	131,094	133,716	136,390	139,118	141,901	4
5	Business Services Specialist IT Infrastructure/Security Manager	122,404	124,852	127,349	129,896	132,495	135,144	5
6	*District Fiscal Mgmt Advisor Internal Fiscal Svcs Analyst Special Ed Fiscal Analyst	118,237	120,601	123,013	125,474	127,983	130,543	6
7	Accountant	115,919	118,237	120,601	123,013	125,474	127,983	7
8	Educational Audiologist/Administrative Spec. Business Systems Support Analyst Information System Support Coordinator Data Analyst	111,206	113,430	115,698	118,012	120,373	122,779	8
9	Director of Communications	106,692	108,825	111,002	113,223	115,487	117,797	9
10	Network Administrator	100,831	102,848	104,904	107,003	109,143	111,326	10
11	*Administrative Operations Specialist Autism Specialist	98,147	100,111	102,113	104,155	106,239	108,363	11
12		94,089	95,971	97,890	99,848	101,845	103,881	12
13	Sp Ed Fiscal & Admin Manager	92,244	94,088	95,971	97,890	99,849	101,846	13
14	Coordinator, Tech Support Communications Support Technician District Fiscal Analyst Information Support Systems Specialist Fiscal Analyst Region LEC Coordinator	87,383	89,130	90,913	92,731	94,586	96,478	14
15	Project Coordinator/Son Cnty Plan Council North Coast School of Educ. Registrar/Advisor	83,337	85,003	86,704	88,437	90,206	92,010	15

600.00 WILL BE ADDED TO ANY STEP FOR A DOCTORATE DEGREE. (\$600.00 + Annual / 12 Mos X FTE)

Per Superintendent Policies (SP 4500), employees hired prior to September 1, 2007 in these ranges will receive extended steps.

Range	Position Title (201MM1)	STEP 11 ANNUAL	STEP 16 ANNUAL
*6	District Fiscal Mgmt Advisor	137,071	143,924
*11	Administrative Operations Specialist	113,782	119,471

SCHEDULE 201MMO/201MM1
ANNUAL

BASE HOURS PER DAY:	8
BASE AVG DAYS PER YEAR:	261
MONTHS PAID:	12

County Superintendent approved:

From: [Lindsay MacDonald](#)
To: [Lindsay MacDonald](#)
Subject: EAST SAN GABRIEL VALLEY - FW: CBO Salary Schedule request
Date: Tuesday, July 6, 2021 11:50:32 AM

From: Scott Turner <sturner@esgvselpa.org>
Sent: Friday, July 2, 2021 1:29 PM
To: Ray Avila <ravila@sbceo.org>
Subject: Re: CBO Salary Schedule request

Hi Ray,

My AU is currently 190k-209k on a 5 step. Not on the salary schedule, as these are contracted positions.

Happy 4th!

Scott

On Fri, Jul 2, 2021 at 11:24 AM SELPA Mail-Q: Ray Avila <system@listserv.cc> wrote:

Dear SELPA Colleagues-

Our SELPA currently has a Chief Business Official (CBO) vacancy. Our salary schedule is antiquated to say the least! If you are a multi-district SELPA and have a CBO and/or Business Manager position, please forward me the salary schedule for these positions. I realize I am looking for the "Unicorn" this summer! Thank you for taking the time to forward this information. I will collect and share with all of you in the near future.

Sincerely,

Ray

Ray S. Avila, Ed.D.

Executive Director

Santa Barbara County SELPA

[5385 Hollister Avenue, Bldg. 5](#)

[Santa Barbara, CA 93111](#)

ravila@sbceo.org

(805)683-1424 – Office

CONFIDENTIALITY NOTICE: The materials in this electronic mail transmission (including all attachments) are private and confidential. The information contained in the material is privileged and is intended only for the use of the named addressee(s). If you are not the intended addressee, be advised that any unauthorized disclosure, copying, distribution or the taking of any action in reliance on the contents of this material is strictly prohibited. If you have received this electronic mail transmission in error, please immediately notify the sender by sending an electronic message to ravila@sbceo.org, and thereafter, destroy it immediately.

--



Santa Cruz County Office of Education
Dr. Faris Sabbah, Superintendent
2021-2022 Certificated Management Salary Schedule
222 Day Schedule, **Effective 7/1/2021**

Level	Classification	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6	
		Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual
13	Deputy Superintendent	\$673.83	\$149,590	\$707.52	\$157,069	\$742.89	\$164,922	\$780.04	\$173,169	\$819.04	\$181,827	\$859.99	\$190,918
10	Associate Superintendent	\$582.07	\$129,220	\$611.18	\$135,682	\$641.74	\$142,466	\$673.82	\$149,588	\$707.52	\$157,069	\$742.89	\$164,922
9	Executive Director II	\$554.36	\$123,068	\$582.07	\$129,220	\$611.18	\$135,682	\$641.74	\$142,466	\$673.82	\$149,588	\$707.51	\$157,067
8	Executive Director	\$527.96	\$117,207	\$554.36	\$123,068	\$582.07	\$129,220	\$611.18	\$135,682	\$641.74	\$142,466	\$673.82	\$149,588
7	Senior Director	\$502.82	\$111,626	\$527.96	\$117,207	\$554.36	\$123,068	\$582.07	\$129,220	\$611.18	\$135,682	\$641.73	\$142,464
6	Director/Principal	\$478.88	\$106,311	\$502.82	\$111,626	\$527.96	\$117,207	\$554.36	\$123,068	\$582.07	\$129,220	\$611.18	\$135,682
5	Assistant Director	\$456.07	\$101,248	\$478.87	\$106,309	\$502.82	\$111,626	\$527.96	\$117,207	\$554.36	\$123,068	\$582.08	\$129,222
5	Project Director	\$456.07	\$101,248	\$478.87	\$106,309	\$502.82	\$111,626	\$527.96	\$117,207	\$554.36	\$123,068	\$582.08	\$129,222
4	Coordinator	\$434.35	\$96,426	\$456.08	\$101,250	\$478.87	\$106,309	\$502.82	\$111,626	\$527.96	\$117,207	\$554.36	\$123,068

Placement Requirements:

Placement on this schedule requires an Administrative Services credential

Work Year Defined:

Schedule is predicated on a 222 day work year. Salary Schedule reflects daily rate and annual rate based on a 222 day work year.

Stipends:

- Earned Master's Degree - 3% stipend
- Earned Doctorate - additional 2% stipend

• A 2.5% longevity stipend is awarded after 6 years of County Office service (a minimum of 5 years County Office service must be served in a management position). After 10 years of service to the County Office as a manager, an additional 2.5% stipend will be awarded; and every five years thereafter, a 2.5% stipend will be awarded. Management employees must complete 75% of available work days within the fiscal year in which they are hired in order to begin receiving longevity credit effective July 1 of that fiscal year. Otherwise, longevity will begin calculating July 1st of the following fiscal year.

Health and Welfare Coverages:

- Employees assigned to this schedule are entitled to receive vision, dental, and medical coverage for the employee and their dependents. Employees have a choice between HMO and PPO plans. Each plan has an employee premium contribution amount for which the employee can utilize a tax sheltered Section 125 Plan
- A life insurance policy is provided for every employee assigned to this schedule as well as a long-term disability plan which provides a specified level of income protection
- Employer contributions are made to the California State Teachers Retirement System (CalSTRS)
- Participation in a Section 125 tax shelter flexible spending plan and 403(b) and 457(b) annuity plans are also available

3% increase effective 7/1/2021

***1/1/2021 Added new position Executive Director II**

Superintendent Approved:



Date: July 7, 2021

From: Kathleen Spencer, Vice President, School Services of California, Inc.
(916) 446-7517 / kathleens@sscal.com

Re: Director Salaries

Agency	Position	Beginning Salary	Maximum Salary	Benefits Contribution	Position Type
Director-level COE positions (Not assigned to SELPA specifically)					
Santa Cruz COE	Director Fiscal Services	\$96,119	\$122,675		classified management
San Luis Obispo COE	Director, Fiscal Services	\$91,099	\$137,803		classified management
SELPA Fiscal Management Positions					
East San Gabriel Valley SELPA	Financial Operations Analyst - SELPA	\$100,681	\$122,327	\$26,610	classified management
Sonoma COE	Special Education Fiscal Analyst - SELPA	\$119,397	\$131,822		classified management
SELPA Fiscal Positions - Bargaining Unit Position					
Placer COE	Program and Data Analyst - SELPA	\$66,954	\$79,392		classified bargaining unit

Current Schedules Chief Business Official

FY 21-22										
Kim, Chief Business Official										
1	2	3	4	5	6	7	8	9	10	
A	73,080									
B		77,358								
C			81,612							
D				85,890						
E					90,157					
L1						91,950				
L2							93,793			
L3								95,687		
L4									97,590	
L5										99,529

Salary plus Benefits, H&W

STRS		Salary	95,687
PERS	9.77%	STRS	9,349
UI	0.00060	PERS	57
WC	0.00525	WC	502
H&W		H&W	-
MC	0.01460	MC	1,397
		TOTAL	106,993

FY 22-23										
Kim, Chief Business Official										
1	2	3	4	5	6	7	8	9	10	
A	73,080									
B		77,358								
C			81,612							
D				85,890						
E					90,157					
L1						91,950				
L2							93,793			
L3								95,687		
L4									97,590	
L5										99,529

Salary plus Benefits, H&W

STRS		Salary	95,687
PERS	11.172%	STRS	10,690
UI	0.000700	UI	67
WC	0.005350	WC	512
H&W		H&W	-
MC	0.014700	MC	1,407
		TOTAL	108,363

Current Schedules Chief Business Official

FY 23-24										
Kim, Chief Business Official										
1	2	3	4	5	6	7	8	9	10	
A	73,080									
B		77,358								
C			81,612							
D				85,890						
E					90,157					
L1						91,950				
L2							93,793			
L3								95,687		
L4									97,590	
L5										99,529

Salary plus Benefits, H&W

Salary	95,687
STRS	
PERS	
UI	
WC	
H&W	
MC	
Add 5% from 22-23	
TOTAL	113,781

Chief Business Official: Full-Time

FY 21-22										
Chief Business Official										
1	2	3	4	5	6	7	8	9	10	
A	116,856									
B		120,665								
C			124,474							
D				128,283						
E					132,092					
L1						134,734				
L2							137,429			
L3								140,177		
L4									142,981	
L5										145,840

Salary plus Benefits, H&W

STRS		Total Low	Increase to	Range High
PERS	9.77%	Salary		132,092
UI	0.06%	STRS		
WC	0.53%	PERS	\$ 11,417	
H&W		UI	\$ 70	
MC	1.46%	WC	\$ 613	
		H&W	\$ 20,000	
		MC	\$ 1,706	
		TOTAL	150,663	170,307

Salary Increa	21,169	36,405
Benefit Increase	22,501	38,215
Total Increase	43,670	74,619

FY 22-23										
Chief Business Official										
1	2	3	4	5	6	7	8	9	10	
A	116,856									
B		120,665								
C			124,474							
D				128,283						
E					132,092					
L1						134,734				
L2							137,429			
L3								140,177		
L4									142,981	
L5										145,840

Salary plus Benefits, H&W

STRS		Total Low	Increase to	Range High
PERS	11.172%	Salary		132,092
UI	0.070%	STRS		
WC	0.535%	PERS	\$ 13,481	
H&W		UI	\$ 84	
MC	1.470%	WC	\$ 646	
		H&W	\$ 20,000	
		MC	\$ 1,774	
		TOTAL	156,649	171,484

Salary Increase	24,978	36,405
Benefit Increase	23,309	39,392
Total Increase	48,286	75,797

Chief Business Official: Full-Time

FY 23-24										
Chief Business Official										
1	2	3	4	5	6	7	8	9	10	
A	116,856									
B		120,665								
C			124,474							
D				128,283						
E					132,092					
L1						134,734				
L2							137,429			
L3								140,177		
L4									142,981	
L5										145,840

Salary plus Benefits, H&W

STRS		Total Low	Increase to	Range High
PERS		Salary		132,092
UI		STRS		
WC		PERS	\$ -	
H&W		UI	\$ -	
MC		WC	\$ -	
		H&W	\$ 20,000	
		MC	\$ -	
		TOTAL	163,482	173,487

Salary Increase	28,787	36,405
Benefit Increase	20,914	41,395
Total Increase	49,701	77,800

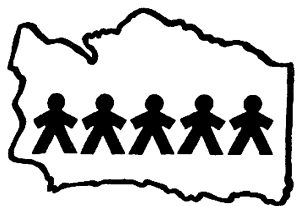
Santa Barbara County SELPA 20-21 CBO Salary Data

		FY 21-22				FY 22-23				FY 23-24			
		With Position Changes				With Position Changes				With Position Changes			
		Salary	Salary & Benefits	Total change		Salary	Salary & Benefits	Total change		Salary	Salary & Benefits	Total change	
Current savings in Adopted Budget with Office Reorganization May 1, 2021		Total Decrease \$ (35,236)				Total Decrease \$ (28,813)				Total Decrease \$ (28,813)			
Chief Business Official Adopted Budget (Kim)		\$ 95,687 \$ 105,922				\$ 95,687 \$ 105,950				\$ 95,687 \$ 105,950			
		Increase change				Increase change				Increase change			
Chief Business Official New Hire (Assumes family H&W)		Range				Range				Range			
Revised with new CBO salary schedules	Low	\$ 116,856	\$ 150,663	\$ 44,741	Low	\$ 120,665	\$ 156,649	\$ 50,699	Low	\$ 124,474	\$ 163,482	\$ 57,531	
	High	\$ 132,092	170,307	\$ 64,385	High	\$ 132,092	\$ 171,484	\$ 65,534	High	\$ 132,092	\$ 173,487	\$ 67,537	
		Total change				Total change				Total change			
Total increase to Adopted Budget with salary revision		Range	Low	\$ 9,505		Range	Low	\$ 21,886		Range	Low	\$ 28,718	
			High	\$ 29,149			High	\$ 36,720			High	\$ 38,724	

														FY 22-23		FY 23-24		
FY 18-19				FY 19-20				FY 20-21			Estimated Unaudited Actuals	FY 21-22						
												Adopted Budget	First Interim	Second Interim	Unaudited Actuals			
Beginning Balance				3,892,527	3,892,527	3,187,883	3,187,883	3,324,968	3,351,683	3,351,683	3,351,683	2,807,444	4,006,240	4,006,240	4,006,240	2,747,052	2,885,844	2,966,376
Revenue:																		
Fund 01	Federal Revenue	8100-8299	772,424	787,364	804,459	787,657	764,731	768,243	775,071	778,332	773,807	779,603	779,603	793,879	862,683	862,683	862,683	
	State Revenue	8300-8599	2,158,129	2,185,783	2,185,783	1,730,716	2,236,214	2,168,355	2,212,355	2,739,093	2,204,841	2,021,191	2,021,191	2,023,941	2,063,763	2,063,763	2,063,763	
	Local Revenue	8600-8799	2,659,991	2,738,934	2,744,777	2,782,239	2,942,307	2,918,902	2,940,427	3,078,820	3,050,678	3,479,355	3,853,328	3,828,526	3,948,143	3,962,414	4,022,414	
	s/total Revenue Fund 01		5,590,544	5,712,081	5,735,019	5,300,612	5,943,252	5,855,500	5,927,853	6,596,245	6,029,326	6,280,149	6,654,122	6,646,346	6,874,589	6,888,860	6,948,860	
Fund 10	Federal Revenue	8100-8299												13,054,980	13,054,980	13,054,980	13,054,980	
	State Revenue	8300-8599												27,925,839	28,458,328	29,255,161	30,164,997	
s/total Revenue Fund 10														40,980,819	41,513,308	42,310,141	43,219,977	
Expenditures:																		
	Certificated	1000-1999	328,433	322,950	326,191	326,191	333,525	333,525	333,525	333,525	341,128	341,128	341,128	341,128	344,058	344,058	344,058	
	Classified	2000-2999	556,025	664,051	666,294	546,816	726,684	709,412	709,412	709,472	725,126	732,282	739,168	739,314	737,539	786,157	800,319	
	Benefits	3000-3999	307,525	294,139	290,563	363,190	315,093	305,671	332,670	292,248	368,968	366,149	366,861	336,975	372,194	414,929	422,476	
	Books & Supplies	4000-4999	290,051	335,447	306,657	225,804	273,570	594,659	583,059	302,247	283,614	174,589	174,589	199,148	190,353	193,696	197,105	
	Services & Other	5000-5999	3,185,832	4,015,693	4,034,120	2,467,070	3,270,780	4,188,780	4,218,742	1,923,984	3,246,017	3,681,561	3,681,561	2,067,159	3,403,360	3,386,585	3,453,158	
	Capital outlay	6000-6999						4,850	-		3,500	3,500	3,500	1,490	5,390	0	0	
	Other Outgo	7000-7399	965,629	971,161	989,673	1,207,741	930,085	1,676,899	1,699,041	2,380,212	960,115	3,892,407	4,257,337	4,220,320	1,682,903	1,682,903	1,682,903	
s/total Expenditures Fund 01			5,633,495	6,603,441	6,613,498	5,136,812	5,849,737	7,808,946	7,881,299	5,941,688	5,928,468	9,191,615	9,564,144	7,905,534	6,735,797	6,808,328	6,900,020	
Fund 10	Transfer for Fed & State Expenditures													40,980,819	41,513,308	42,310,141	43,219,977	
Ending Balance June 30				3,849,575	3,001,167	2,309,404	3,351,683	3,418,483	1,398,237	1,398,237	4,006,240	2,908,302	1,094,774	1,096,218	2,747,052	2,885,844	2,966,376	3,015,216
Designated from Fund Balance:																		
Board Approved Reserves:																		
	Regional Deferred Maintanance reserve		72,316	94,764	94,764	52,702	22,316	52,702	25,000	50,000	50,000	50,000	50,000	32,180	50,000	50,000	50,000	
	MTU Site Improvement Fund Reserve		800,000	800,000	800,000	800,000	800,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	
	SELPA Designated Legal Reserve		325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	
	SIPE Rebatefor move and SELPA-bration					16,643	14,000	15,821	15,821	37,246	37,246	37,246	37,246	35,246	37,246	37,246	325,000	
	CPI carryover to reduce costs in 21-22									23,219		23,219	23,219	23,219	23,219	23,219		
	5% Set aside for Economic Contingencies		234,893	136,686	139,374	134,605	98,772	134,605	152,765	106,534	106,534	123,256	123,557	102,940	105,648	108,062	110,547	
	Non-MH EFB Reserve							100,000	100,000	100,000		100,000	98,503	96,503				
	MH EFB Reserve							100,000	100,000			100,000	100,000	100,000				
	19-20 EFB Board Approved increases 20-21 First Interim:																	
	Low Incidence Carryover																	
	MAA Carryover													39,309				
	LEA Legal fees carryover																	
	LEA Legal fees																	
	PD carryover for free PD's in 20-21																	
	SIRAS carryover to pay for SEIS																	
	Non-MH EFB to districts																	
	MH EFB carryover to districts			566,059	566,059		790,000											
	total designated		1,432,209	1,922,509	1,925,197	1,328,950	2,050,088	978,128	968,586	4,006,240	768,780	1,008,721	1,007,525	1,004,397	791,113	733,062	735,547	
	Unassigned		2,417,366	1,078,658	384,207	2,022,733	1,368,395	420,109	429,651	(0)	2,139,522	86,053	88,693	1,742,654	2,094,731	2,233,314	2,279,666	

Santa Barbara County SELPA
FY 21-22 Adopted Budget with CBO Increase

				Range for CBO		Explanations and Notes
				Low	High	
				Change	Change	
				from Prior	from Prior	
Beginning Balance				2,747,052		
Revenue:						
Fund 01	Federal Revenue	8100-8299	862,683			
	State Revenue	8300-8599	2,063,763			
	Local Revenue	8600-8799	3,948,143			
	s/total Revenue Fund 01		6,874,589			
Fund 10	Federal Revenue	8100-8299	13,054,980			
	State Revenue	8300-8599	28,458,328			
	s/total Revenue Fund 10		41,513,308			
Expenditures:						
	Certificated	1000-1999	344,058			
	Classified	2000-2999	737,539	21,169	36,405	Increase to CBO Salary
	Benefits	3000-3999	372,194	22,501	38,215	Increase to CBO Benefits. Assume H&W at full \$20K Cap. Kim did not use benefits
	Books & Supplies	4000-4999	190,353			
	Services & Other Operating	5000-5999	3,403,360			
	Capital outlay	6000-6999	5,390			
	Other Outgo	7300-7399	1,682,903			
	s/total Expenditures Fund 01		6,735,797	43,670	74,619	
FUND 10	Transfers	7100-7499	41,543,308			
	s/total Expenditures Fund 10		41,543,308			
Ending Balance June 30			2,855,754	2,812,084	2,781,135	
Reserves:						
Regional Deferred Maintanence reserve			50,000	50,000	50,000	
MTU Site Improvement Fund			250,000	250,000	250,000	
SELPA Designated Legal Reserve			325,000	325,000	325,000	
5% Set aside for Economic Contingencies			105,648	105,648	105,648	
Reserve moving office fees, SELPA-Bratton			37,246	37,246	37,246	
CPI carryover to reduce costs in 21-22			23,219	23,219	23,219	
Non-MH Reserve						
MH Reserve						
			791,113	791,113	791,113	
Unassigned			2,064,641	2,020,971	1,990,022	



Santa Barbara County
Special Education Local Plan Area
 A Joint Powers Agency

CHIEF BUSINESS OFFICIAL

POSITION DEFINITION:

Under the direction of the SBCSELPA Executive Director provides administrative oversight for all necessary fiscal operations and budget reporting for Santa Barbara County SELPA to the JPA Board as well as the allocation of all Special Education Funding to member Local Educational Agencies which includes guidance with funding, expenditures, and maintenance of effort reports.

PRIMARY JOB DUTIES:

Under the direction of the SBCSELPA Executive Director:

- Prepare and oversee all aspects of the SBCSELPA Budget to include Adopted, first and second interim, unaudited actuals and ending fund balance allocation, etc.
- Present fiscal information and trainings to the Joint Power Agency Board and to Community Advisory Committee
- Educate and assist LEA/District members with *maintenance of effort (MOE)*, *SEMA* and *SEMB*, *Subsequent Year Tracker*, and *Excess Costs* reporting. Be the liaison to the California Department of Education and the contact person who submits all of the required reports for the member LEAs and SBCSELPA which also includes the Table 8 and the Annual Budget Plan.
- Presenting fiscal information along with the SBCSELPA Executive Director at the LEA/District Business Official and Special Education Administrators meetings (SEAMBO)
- Convene and conduct an *Ad Hoc Funding Model Committee Meeting*
- Transform Educational Code, Federal and State laws, JPA Board policy, and Local Plan language into fiscal allocations with a complex funding model. Model to be updated throughout the year with special education income projections, regional program expenses, and enrollment data collected by Program Operators.
- Provide allocations of all Special Education funding to the Administrative Unit and to the Santa Barbara County Education Office so that LEAs may be paid on a timely basis.
- Consult individually with LEAs/districts regarding fiscal education or problem-solving as requested
- Collect data from LEAs throughout the year to complete and submit grant expenditure reporting for receipt of Federal funding.
- Report Proportionate Share data for each district and assist any districts who must set-aside CEIS monies due to Significant Disproportionality requirements.
- Completion and submittal of Infant J-50 and Part C Expenditure Reports
- Provide data to auditors, including writing managerial sections of audit reports
- Report MAA student data, staff lists, and fiscal data
- Collect data from Directors each year to maintain Regional Program list

- Process Journal Vouchers and Entries to allocate funding from SELPA accounts for such items as Legal Fees, Staff Development, and Ending Fund Balances that the JPA Board has instructed SELPA to distribute to LEAs.
- Request deferred maintenance reports from MOT personnel and present any requests to Special Education Administrators, Managers, and Business Officials (SEAMBO)
- Notify Regional Program Operators that additional aides will need to be brought to SEAMBO in March and subsequently presented to JPA Board.
- Collect housing maintenance and utilities data to be included in funding model.
- Account for all funding received throughout the year and what is yet to be received. Create accrual spreadsheets for LEAs to use to close their books and for the County Education Office to use for audits.
- Assist County Education and LEAs when Special Education account codes changes

QUALIFICATIONS:

- A masters degree in business administration, accounting or related field
- Completion of a comprehensive course of study (such as the *CASBO* certificate program) related to public school business administration

EXPERIENCE:

Three years increasingly responsible experience in accounting and financial record/budget management and reporting

KNOWLEDGE OF:

- Principles, methods, practices and procedures of governmental/fund accounting and financial record management and reporting
- Laws, policies, regulations and guidelines related to accounting and fiscal record management and reporting processes in public education
- Computer accounting systems (Excel), programs and equipment
- Bookkeeping, accounting and fiscal planning and management systems and procedures
- Budget monitoring and control
- Laws related to special education funding as implemented by Chapter 7.2 of Part 30 of the California Education Code (Special Education Funding)

ABILITY TO:

- Prepare fiscal, statistical and narrative reports in a clear and concise manner
- Review, monitor, audit and verify financial statements and related summaries and reports
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and other office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Exercise interpersonal skills using tact, patience and courtesy
- Conduct committee meetings and gain consensus
- Maintain confidentiality at all times

WORKING CONDITIONS/ENVIRONMENT:

- Work functions may be performed at home office or SBCSELPA office based on the needs of the SBCSELPA and as mutually agreed up by the SBCSELPA Executive Director
- Schedule may be flexible due to the schedule of grants flowing to the SBCSELPA, first and second interim deadlines and due dates for JPA Board budget updates and the CDE Annual Budget Plan timeline.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Bending at the waist, kneeling or crouching to retrieve and store files

Approved 10/3/16 by the JPA Board

Approved 03/01/21 by the JPA Board

Resolution No.: _____

Resolution of the Governing Board**of the SANTA BARBARA COUNTY SELPA JPA****To Establish a SELPA Pass-Through Revenue Fund,****in accordance with Education Code Section 42840**

Whereas, the governing board of the **Santa Barbara County SELPA JPA** is desirous of maintaining a SELPA Pass-Through Revenue Fund (Fund 9110); and

Whereas, Education Code Section 42840 authorizes the establishment of a SELPA Pass-Through Revenue Fund (Fund 9110);

Now, Therefore Be It Resolved that the governing board of the **Santa Barbara County SELPA JPA hereby** requests that the Santa Barbara County Auditor's Office establish a SELPA Pass-Through Revenue fund for the SELPA JPA;

And, Be It Further Resolved, that the interest earned on moneys deposited in the established SELPA Pass-Through Revenue Fund (Fund 9110) remains in the fund.

Passed and Adopted this 3rd day of May 2021 by the following vote:

Ayes: 8

Noes: 0

Absent: 0

Abstain: 0

(Signed) _____



Board Clerk/Secretary

**SANTA BARBARA COUNTY SELPA
JOINT POWERS AGENCY BOARD**

Special Meeting

Friday, July 9, 2021

Public Session – 3:00 p.m.

Via ZOOM – Meeting ID: 961 4631 3979

***There will be no physical location for this meeting due to COVID-19**

ZOOM INFORMATION

Topic: July 2021 JPA Special Board Meeting

Time: Jul 9, 2021 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96146313979?pwd=N09qaEtIa2N6MHM1bXBCdCt6NHBiZz09>

Meeting ID: 961 4631 3979

Passcode: khYKE0

One tap mobile

+16699009128,,96146313979#,,, *771417# US (San Jose)

+13462487799,,96146313979#,,, *771417# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 961 4631 3979

Passcode: 771417

Find your local number: <https://zoom.us/u/aewNnSV0Yo>