DATE: February 25, 2015

TO: Members, California Collaborative for Educational Excellence Governing Board

FROM: Kenneth M. Young, Riverside County Superintendent of Schools
Fiscal Agent for the California Collaborative for Educational Excellence

SUBJECT: Item 4: California Collaborative for Educational Excellence Administrative Structure

PRESENTER: Kenneth M. Young, Riverside County Superintendent of Schools

STAFF RECOMMENDATION: Discuss and take action as appropriate on administrative structure for the California Collaborative for Educational Excellence.

BACKGROUND INFORMATION: California Education Code Section 52074 states that the purpose of the California Collaborative for Educational Excellence (CCEE) is to advise and assist Local Educational Agencies (LEA) in achieving the goals set forth in a local control and accountability plan. Statute further requires the State Superintendent of Public Instruction (SPI), with the approval of the State Board of Education (SBE), to contract with a local educational agency, or consortium of agencies, to serve as the fiscal agent for the CCEE. At its May 2014 meeting, the SPI recommended and the SBE approved the Riverside County Office of Education as the Fiscal Agent for the CCEE.

The contractual agreement for fiscal agent services between the California Department of Education and the Riverside County Office of Education requires the Fiscal Agent to perform certain tasks:

- Provide administrative support to the CCEE in preparation and adoption of the CCEE’s operating budgets;
- Coordinate CCEE Governing Board meetings (assist with material preparation – agenda preparation and posting, meeting minutes – and distribution of other notices and communications from the CCEE Board);
- Secure support services as directed by the CCEE Board (consultant, legal counsel, etc.);
- Hire or contract with personnel at the direction of the CCEE Board;
- Contract with individuals, local education agencies, or organizations who meet specific criteria to carry out the purposes of the CCEE;
- Submit fiscal reports, maintain fiscal records, and contract for an annual financial audit of the CCEE.

CURRENT CONSIDERATIONS: There is no statutory provision for an administrative structure to provide administrative services, other than those specified in the Fiscal Agent’s contract, that the CCEE Board may deem necessary to carry out the purpose of the CCEE. Administrative structures the fiscal agent has contemplated include:
• An Executive Director and staff (similar to that used by the Fiscal Crisis and Management Assistance Team) as deemed appropriate by the CCEE Board;
• Consultants to provide specified administrative services as desired by the CCEE Board;
• Expansion of the fiscal agent’s contract to include specified administrative services;
• No change to or expansion of current services as provided by the Fiscal Agent;
• Any other structure that may deemed appropriate by the CCEE Board.

As the Chief Executive Officer of the fiscal agent for the CCEE, the Riverside County Superintendent of Schools seeks direction from the CCEE Board regarding the administrative structure it envisions to be established in order to provide highly effective organizational and operational leadership to successfully carry out the purposes of the CCEE.

FISCAL IMPACT: Unknown – dependent on Board determination

ATTACHMENTS: None

LEGAL REFERENCES: California Education Code Section 52074