



CCSESA

California County Superintendents Educational Services Association

1121 L Street, Suite 510, Sacramento, CA 95814 ■ P 916.446.3095 ■ F 916.448.7801 ■ www.ccsesa.org

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San Bernardino County

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COMMITTEE CHAIRS

Business Partnerships

Mr. Dave Gordon
Sacramento County

Business and

Administration (BASC)

Ms. Janet Riley
Merced County

Curriculum and

Instruction (CISC)

Ms. Cynthia Glover-Woods
Riverside County

Personnel Administrative Services (PASSCo)

Ms. Mari Minjarez Baptista
Santa Barbara County

Student Programs and

Services (SPSSC)

Ms. Susan Connolly
Placer County

Technology and

Telecommunications (TSC)

Mr. David Wu
Santa Clara County

November , 2020

Dean West, BASC Chair-Elect
Jennifer Hicks, CISC Chair-Elect
Coleen Johnson, PASSCo Chair-Elect
Susan Connolly, SPSSC Chair
Ryan Choate, TSC Chair-Elect

Dear 2021 Steering Committee Chair:

On behalf of the California County Superintendents Educational Services Association (CCSESA), I would like to thank you for your willingness to chair your respective steering committee in 2021.

The information in the subsequent pages is meant to support you as chair and provide guidance on CCSESA protocols and procedures. The resources include guidance regarding events, contracts and reimbursements, sample Board reports, and protocols for each steering committee.

I trust that you will work closely with CCSESA staff throughout the year, and I encourage you to get to know your fellow steering committee chairs. Attending CCSESA Board and General Membership meetings will be crucial to your role as chair since it is an opportunity to link ideas and coordinate among our 58 counties. As you know, this is a critical position in our Association, and the General Membership will look to you to provide guidance and expertise on important issues.

I look forward to working with you – I know you will do a great job! If you have any questions or concerns, please don't hesitate to contact me at _____.

Sincerely,

L.K. Monroe
2021 CCSESA President



Steering Committee Chairs Orientation

Steering Committees

Business and Administration

BASC

Curriculum and Instruction

CISC

Personnel and Administrative Services

PASSCo

Student Programs and Services

SPSSC

Technology

TSC

California County Superintendents Educational Services Association

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STEERING COMMITTEE CHAIR ORIENTATION 2021

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STEERING COMMITTEE TREASURERS 2021

The following Steering Committee Treasurers have authorization to approve all financial transactions of the individual Committee, and its respective subcommittees, assuming the following parameters have been met:

1. The transaction was included in the Committee's annual budget and the budget was adopted by the Committee membership;
2. If applicable, a contract describing the service rendered has been signed by the CCSESA Executive Director.
3. Transactions are processed in accordance with the protocols established by CCSESA.

Steering Committee	Treasurer
Business & Administration Steering Committee (BASC)	Leslie Corder, Chief Business Official Modoc COE 139 Henderson Street Alturas, CA 96101 (530) 233-7104 lcorder@modoccoe.k12.ca.us
Curriculum & Instruction Steering Committee (CISC)	Ellen Barger, Assistant Superintendent Santa Barbara COE 4400 Cathedral Oaks Road Santa Barbara, CA 93160-6307 (805) 964-4710 Ext. 5066 ebarger@sbceo.org
Personnel Administrative Services Steering Committee (PASSCo)	Tracee Edmunds, Director of Personnel Marin COE 1111 Las Gallinas Ave – P.O. Box 4925 San Rafael, CA 94913 (415) 499-5854 tedmunds@marinschools.org
Student Programs & Services Steering Committee (SPSSC)	Micah Studer, Executive Director of Equity and Support Services Yolo County Office of Education 1280 Santa Anita Court Woodland, CA 95776 (530) 668-3711 micah.studer@ycoe.org

**Technology Steering Committee
(TSC)**

Jerry Jones, Executive Director, Technology Services
Sacramento County Office of Education (SCOE)
10474 Mather Blvd, Mather, CA 95655
(916) 228-2500
jjones@scoe.net

Dec 2021

SPSSC Subcommittee Treasurers (*not approved to sign off on transactions by the Board – must receive SPSSC Treasurer approval*)

JCCASAC

Johnny Rice, Senior Director
Julia Skelton, Fiscal Accountant
Alternative Education Program
jskelton@santacruz.k12.ca.us
400 Encinal Street
Santa Cruz, CA 95060
(831) 466-5728
jrice@santacruz.k12.ca.us

SEACO

Brian Cortez, Administrator
Kern COE
1300 17th Street, City Centre
Bakersfield, CA 93301-4533
(661) 636-4788
brcortez@kern.org

COEPACD

Eric Sonnenfeld, Business Services Manager
Department of Early Education
Merced County Office of Education
Merced, CA 95340
(209) 381-6974
esonnenfeld@mcoe.org

CCSESA Steering Committees and Subcommittees

BASC

Business and
Administration
Steering
Committee

External Services
Subcommittee

Facility Subcommittee of
County Offices

County Office Finance
Subcommittee

CISC

Curriculum and
Instruction Steering
Committee

Accountability

ELA/ELD

Mathematics

Science

Career Technical

History

RAN

Teacher Development

CISC Symposium

PASSCo

Personnel
Administrative
Services Steering
Committee

Credentials Networking
Subcommittee

VAPA

School Readiness

Leadership

Digital Learning

SPSSC

Student
Programs and
Services Steering
Committee

Special Education
Administrators of County Offices

Juvenile Court, Community,
and Alternative School
Administrators of California

County Offices of Education
Program Administrators of
Child Development

TSC

Technology
Steering
Committee

CyberSecurity

Disaster Recovery

Financial Systems

Data



CCSESA

California County Superintendents
Educational Services Association

CCSESA New User Guide



WELCOME!

You are now a member of a CCSESA Committee/Sub-Committee! You have access to the ccsesa.org website, and your committee listserv.

You should have recieved an email from ccsesa.org regarding your new website account.



1. Set up your password & log-in

Head over to the 'Member Resources' section to learn how to customize your bio, reset your password, etc!



2. Username and Profile Tips

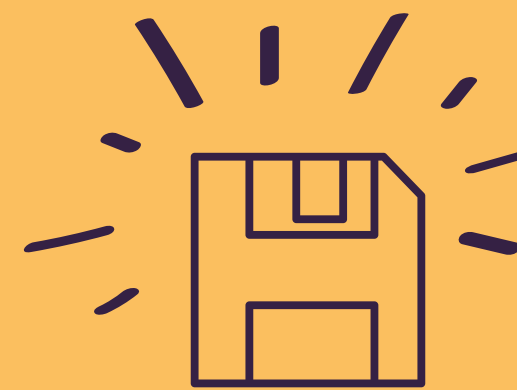
Your username will always be in this format:
firstnamelastname

You can use your username or your email to reset your password if you forget it.



3. Make it yours

You can upload your photo, update your e-mail address, change the color scheme of your profile, and more on the back-end of the website: Hover over the “**Howdy...**” and select “**Edit my Profile**”



4. LISTSERV Basics

You are now a member of your committee's listserv

The listserv is how your committee members communicate via email

Your committee chair should provide you with the email address of your listserv



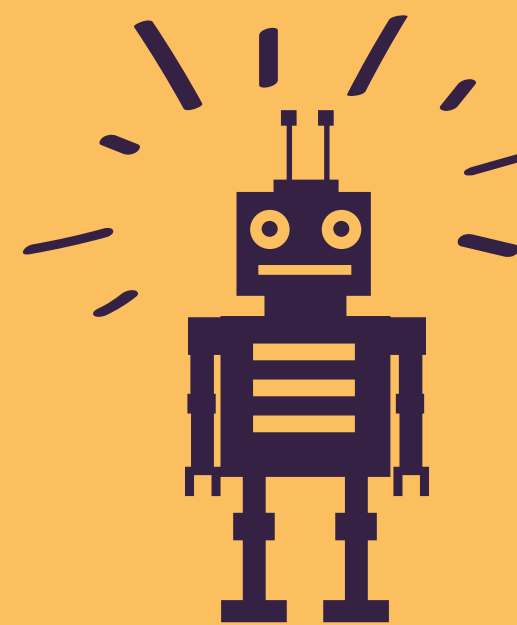
5. Talk to IT

Please speak with your IT department to make sure your email header is being formatted **without** a comma to show as "first name last name".



6. Don't fail

Headers formatted with a comma to show as "last name, first name" **will fail** in all CCSESA listservs.



7. You can customize it

By default you will receive every email sent to the listserv. If you would prefer to receive a Daily Digest, please email **rlegare@ccsesa.org**



NEED MORE INFO?

Email your committee chair, contact info can be found on your committee webpage on ccsesa.org



California County Superintendents
Educational Services Association

An Editor's Guide to the CCSESA Website

Step-by-step examples and tips to assist you in navigating your Committee Page

INDEX:

Page 2-4: How to Add Files

Page 5: How to Edit Files

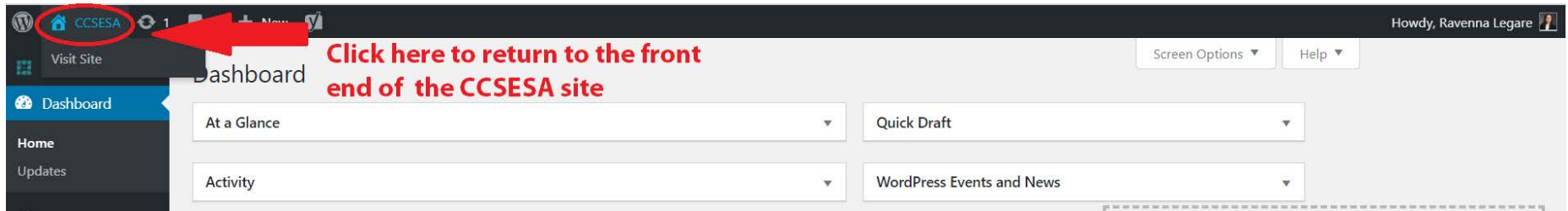
Page 5: How to Change/Edit Information About Your Committee

How to Add Files:

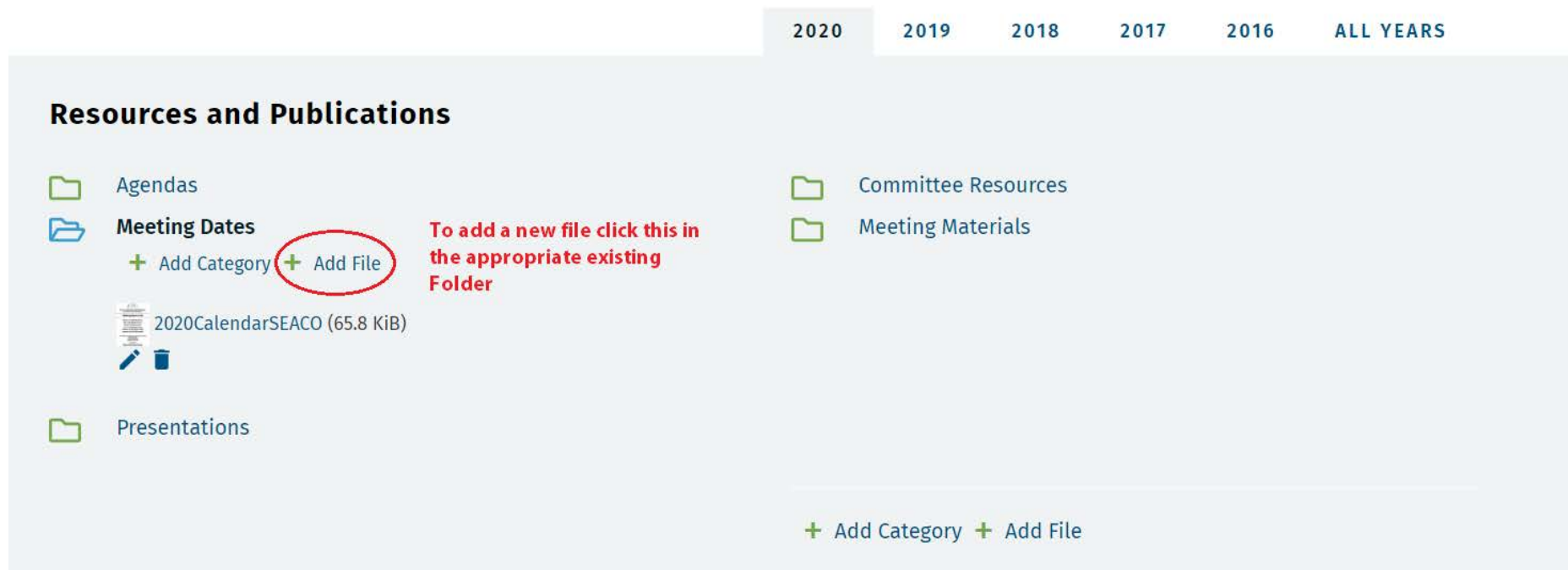


1. Click on “Login” from the Front End of the website – then Login using your CCSESA credentials. This will take you to the Back End of the website

2. Navigate back to the Front End of the website by clicking on the top left where it says "CCSESA" and make your way to your Committee Page.



3. Scroll to the bottom of the page until you see the file area. To add a file, click into the appropriate existing folder, then click on "Add File".



4. Do not click on "Add Category". If you do not see an existing Folder in which to place your file, please contact Ravenna Legare at rlegare@ccsesa.org to have it added for you.

2020

2019

2018

2017

2016

ALL YEARS

Resources and Publications

Agendas

Meeting Dates

+ Add Category

+ Add File

2020CalendarSEACO (65.8 KiB)

Presentations

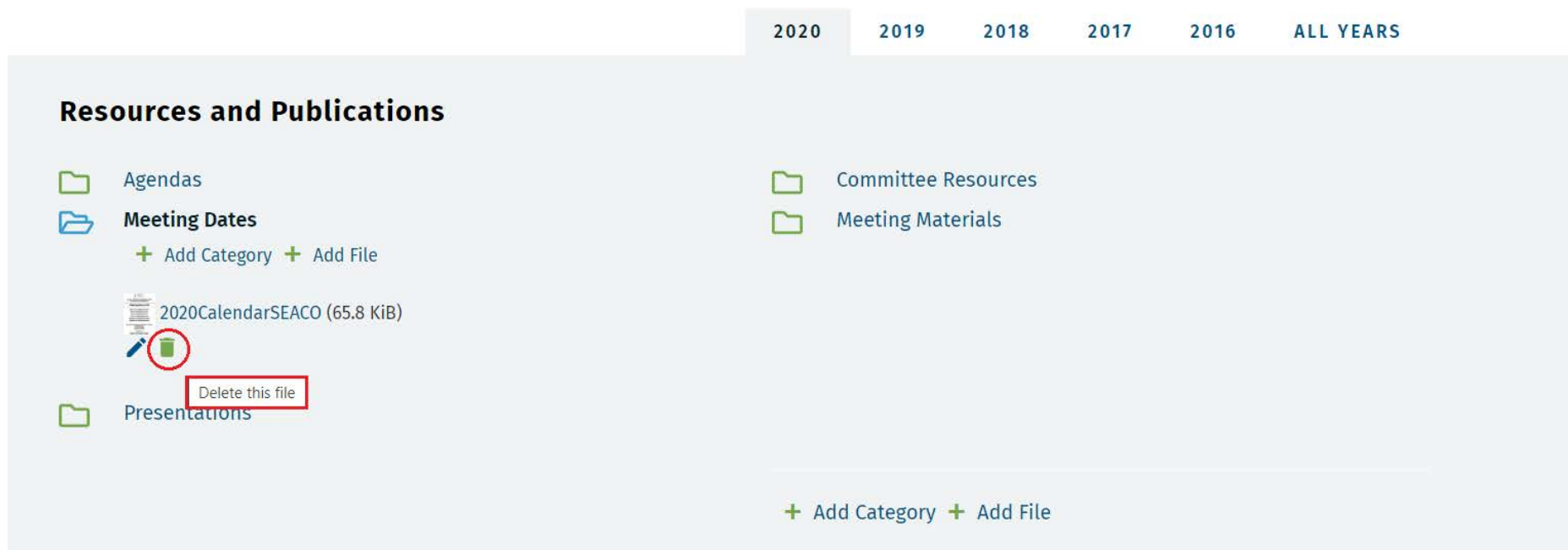
Committee Resources

Meeting Materials

+ Add Category

+ Add File

5. If you realize you've made a mistake simply locate the file you wish to delete and click the trash can icon. You can then upload the correct file by following step 3 above.



To ensure that your files have been uploaded accurately, and with the appropriate viewing permissions, you should visit your committee's homepage while logged in and also logged off.

How to Change/Edit Information About Your Committee:

Please contact Ravenna Legare at rlegare@ccsesa.org to change/edit any information/links on your committee page.

CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION (CCSESA)

2021 Steering Committee Meeting Schedules

Business & Administration Steering Committee (BASC)	Curriculum & Instruction Steering Committee (CISC)	Personnel & Administrative Services Steering Committee (PASSCo)	Student Programs & Services Steering Committee (SPSSC)	Technology Steering Committee (TSC)
<p>January 8, 2021</p> <p>February 5, 2021</p> <p>March 5, 2021</p> <p>April 2, 2021</p> <p>May 14, 2021</p> <p>June 18, 2021</p> <p>July 9, 2021*</p> <p>August 6, 2021</p> <p>September 10, 2021</p> <p>October 8, 2021</p> <p>November 5, 2021*</p> <p>December 3, 2021</p> <p>*Tentative Remote Meeting</p>	<p>January 21-22, 2021</p> <p>March 25-26, 2021</p> <p>May 20-21, 2021</p> <p>September 16-17, 2021</p> <p>November 18-19, 2021</p>	<p>January 14-15, 2021</p> <p>April 8-9, 2021</p> <p>September 9-10, 2021</p> <p>November 18-19, 2021</p>	<p><i>(draft dates)</i></p> <p>January 14-15, 2021</p> <p>March 11-12, 2021</p> <p>May 6-7, 2021</p> <p>September 16-17, 2021</p> <p>November 4-5, 2021</p>	<p>January 21-22, 2021</p> <p>April 22-23, 2021</p> <p>June 24-25, 2021</p> <p>October 21-22, 2021</p>

2021 Steering Committee Chairs

1. Business and Administration Steering Committee (BASC)

Dean West, Associate Superintendent - Business Services
Orange County Department of Education
200 Kalmus Drive
Costa Mesa, CA 92626
Tel: (714) 966-4229
Email: dwest@ocde.us

2. Curriculum and Instruction Steering Committee (CISC)

Jennifer Hicks, Assistant Superintendent - Curriculum & Instruction
Placer County Office of Education
360 Nevada Street
Auburn, CA 95603
Tel: (530) 745-1488
Email: JHicks@placercoe.k12.ca.us

3. Personnel and Administrative Services Steering Committee (PASSCo)

Coleen M. Johnson, Chief Administrator, Human Resources
Sacramento County Office of Education
10474 Mather Blvd
Mather, CA 95655
Tel: (916) 228-2327
Email: cjohnson@scoe.net

4. Student Programs and Services Steering Committee (SPSSC)

Susan Connolly, Executive Director, Student Services
Placer County Office of Education
360 Nevada St.
Auburn, CA. 95603
(530) 745-1440
Email: SConnolly@placercoe.k12.ca.us

5. Technology Steering Committee (TSC)

Ryan Choate, Director 111, Technology Services
Alameda County Office of Education
313 W Winton Ave
Hayward, CA 94544
Tel: (510) 670-7765
Email: rchoate@acoe.org

2022 Steering Committee Chair-Elects

- 1. Business and Administration Steering Committee (BASC)**
Shannon Hansen, Assistant Superintendent, Business Services
San Benito County Office of Education
- 2. Curriculum and Instruction Steering Committee (CISC)**
Jennie Snyder, Deputy Superintendent
Sonoma County Office of Education
5340 Skylane Blvd
Santa Rosa, CA 95403
Tel: (707) 524-2786
Email: jsnyder@scoe.org
- 3. Personnel and Administrative Services Steering Committee (PASSCo)**
Olivier Wong Ah Sun
Assistant Superintendent, Human Resources
San Diego County Office of Education
6401 Linda Vista Road
San Diego, CA 92111-7319
Tel: (858) 292-3589
Fax: (858) 292-5648
Email: owong@sdcoe.net
- 4. Student Programs and Services Steering Committee (SPSSC)**
TBA
- 5. Technology Steering Committee (TSC)**
Eric Calderon, Chief Technology Officer
Riverside County Office of Education
3939 Thirteenth Street
Riverside, CA 92502
Tel: (951) 826-6475
Fax: (951) 826-6451
Email: ecalderon@rcoe.us

CCSESA Contract Request

Directions:

CCSESA Steering Committees and their respective subcommittees are required to request approval by the CCSESA Executive Director for all contractual obligations. The Committee Chair should complete this form to state the request and provide the necessary information for the CCSESA staff to develop a formal agreement. All contracts must be signed by the CCSESA Executive Director and must name CCSESA as the contracting entity.

No Committee may authorize a person to begin work as an independent contractor until a signed agreement has been executed and the appropriate documentation has been submitted.

When to use this Form:

- Any independent contractor work that the Committee is seeking (i.e., event speakers, editors for publications, technical work such as web development, publishers, researchers, etc.).
- An independent contractor is defined as follows:
 - A person, company or corporation who is not an employee of CCSESA;
 - Independent contractors do not earn any rights, benefits, or protection that accrue to the employees of CCSESA;
 - Is hired to provide services to the Committee for a specific period of time or to provide a specific product.
- **COE CONTRACTS:**
 - Committees that provide a travel "stipend" to committee chairs should use this form to request an agreement between CCSESA and the county office.
 - Reimbursements outside of standard travel (i.e., conference chair costs, or special projects) should be under contract as well.
- **HOTEL CONTRACTS:**
 - For events that include a room block (reserved number of guest rooms) committee should contact Derrick Guzman, Helms Briscoe, to perform the research and negotiate hotel contracts. He can be reached at (415) 312-4629 or dguzman@helmsbriscoe.com. Committees should not make contact with specific hotels directly without speaking with Derrick first.
 - The Committee will work with Derrick Guzman on a hotel agreement for events at a hotel. Committees need to provide this form as well as the hotel agreement, in order for CCSESA to sign and finalize the hotel agreement. Please note, the Committee is financially liable for the total value and associated fees of the hotel agreement.

Other Required Documentation:

- Independent Contractors must complete and sign a W-9 form to be submitted with this request. Omitting the W-9 form with the contract request will be allowed by exception only; check with the CCSESA office if you have trouble obtaining the form.

TIMEFRAME FOR SUBMITTING REQUEST:

Ideally, requests for contracts should arrive at the CCSESA office at least 60 days prior to the start of the contract so that CCSESA Staff can draft the agreement. At least 2 weeks should be allowed for CCSESA staff to review and approve the final agreement.



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The following information must be submitted by the Steering Committee Chair.

Committee Requesting the Contract & Main Contact:	
Name of Contractor:	
Business Entity (the agency/entity that is filing the W-9 for this agreement)	
Address, phone, email for Contractor:	
Purpose of the Contract:	
Briefly State Qualifications of Contractor (why did you select this Contractor):	
Funding Source for the Contract: <i>Be sure to inform the Committee Treasurer of this obligation prior to submitting</i>	Committee has budgeted for this expense Committee will raise funds to cover the expense (i.e., event, publications sales, etc). State the means of fundraising: Committee has approved the use of reserve funds Other (please specify):
Contract Term:	
Scope of Work (briefly describe the work expected):	
Contractor Obligations (describe in detail the work that the contractor will be required to complete):	
Fee Schedule	
➤ Total fees over term of Contract:	
➤ Payment plan: <i>include requirements for payment (report of work completed, certain obligations met, etc.)</i>	
➤ Invoices will be sent for approval to:	<i>Committee Chair who will then send the invoice to the Treasurer for processing.</i>
➤ Are other expenses (i.e., travel) covered in addition to the total fees for services? Up to what amount?	<i>If yes, CCSESA reimbursement template must be used.</i>



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Termination – does the Committee require more than 30 days notice in the event that either party terminates the contract?	
Requested date for Contract Execution:	

By signing below, the Steering Committee Chair certifies that this person/company is an independent contractor and not an employee of CCSESA. In addition, work for this project will not commence until the contract is signed by both the CCSESA Executive Director and the Independent Contractor.

Dated:

Signature of Sub-Committee Chair (if applicable)

Date

Signature of Steering Committee Chair (required)

Submit your Request:

Return this completed form and the completed W-9 form to **Kami Martin**, via email to kmartin@ccsesa.org. If you have any questions, contact Kami directly at (916) 446-3095.

CISC Report to CCSESA

August 2020

Strengthen the service and leadership capabilities of California's 58 County Superintendents in support of students, schools, districts, and communities.

The Rapid Response Team, led by CISC members Ellen Barger (Santa Barbara County Education Office) and Jennie Snyder (Sonoma County Office of Education) has been providing a series of Zoom sessions for the purposes of establishing common understanding of the Learning Continuity and Attendance Plan requirements, and calibrating expectations, messaging and support. The RR team includes BASC members Josh Schultz (Napa) and Mike Simonson (San Diego), and SPSSC members Gigi Marchini (El Dorado), and Andrea Perez (Kings COE). Additional members include: Channa Cook- Harvey and Kristin Wright (Sacramento), Chris Izor (Santa Clara), Marvin Baker (Fresno), Marty Frolli (Tulare), Naomi Dimacali (Riverside), Lisa Salas-Brown (Ventura), Denice Cora (Santa Barbara), and Jeanne Keith and Bonnie McFarland (LACOE).

The team has worked very closely with our partners at CDE (Josh Strong and Lindsay Tornatore) and at SBE (Sara Pietrowski) to make sure that there is a common message approach throughout the state. This is especially important because while county superintendents review district plans, the CDE reviews the county office plans.

Because of the short timeline and the limitations of meeting virtually, the rapid response team has chosen to narrow the focus of the three collaboration sessions on clarity, coherence, and calibration.

The sessions have been well-attended and well received. Each session has been offered twice. The first two rounds are complete. The first round (August 10 and August 12) had 293 participants. 52 of 58 counties were represented. The focus was on making sense of template, instructions, requirements, and raising questions, which were then answered in the second round.

Second round (August 21 and 27) was just as robustly attended. 53 of the 58 counties were represented. The team focused on some key areas of the template, calibrating understanding of the requirements, and on the increased and improved services section. The team shared self-assessment tools for LEAs and COEs to use in previewing plans to determine if all the requirements have been met. Another important part of the meeting included creating coherence with other plans, including the Budget Overview for Parents, the Annual Update, the CSI assurances, and the new three-year LCAP. Breakout groups provided opportunities for

important dialogue and clarification. The discussions around independent study and the audit guide were also very helpful.

Our final round will include the important topic of our approach to REVIEW and RECOMMENDATION. Those final sessions will be held September 10 and 17. An important distinction that will be discussed is the difference between informal feedback and the formal written recommendations provided by county superintendents to districts. The team will calibrate the conditions under which a formal recommendation will be made and will share possible language for this new role of reviewing, but not approving.

Finally, the team will resume informal calibration calls beginning Tuesday, September 15 for the purpose of clarifying expectations as we begin to review plans.

COE staff has worked closely with CDE and with each other to discuss the balance of legislative intent and equity with an empathetic approach to supporting districts to focus on what is important. The approach includes helping LEAs leverage much of the work, planning, communicating, and stakeholder engagement they have been doing to create a cogent plan that meets the criteria set forth.

Provide enhanced services and resources to districts to support continuous improvement in student achievement with particular focus on closing the achievement gap.

The September CISC General Membership Meeting will be held virtually on September 24, from 9:00 a.m. – 4:00 p.m. Agenda topics will include state agency updates, Learning Continuity and Attendance Plan update, and a presentation on the National COVID-19 Outdoor Learning Initiative.

Advocate for effective policies and adequate resources for public education through involvement in federal and state legislative processes.

No information at this time.

Act in a preventive, proactive manner to ensure the academic and fiscal stability of school districts.

The calibration of the LCP review process is an important first step in the support to LEAs this school year. In addition, the resources and trainings provided by COEs are provided to support school districts in providing a robust and rigorous learning environment, particularly in current distance learning model.

CISC members will begin collaborating on the differentiated assistance support that will be provided to LEAs during the 2020-21 school year. This support will encompass the LCP and development of the 2021-24 LCAP, while building on the differentiated assistance support that was provided during the 2019-20 school year.

Technology Steering Committee (TSC)

Operating Protocols

SECTION 1: NAME

This group shall be known as the Technology Steering Committee and it has been formed as a steering committee of the California County Superintendents Educational Services Association (CCSESA) as stipulated in its bylaws and referenced hereafter as the "TSC Steering Committee," "TSC" or "Committee."

Section 1.1: General Purpose

The TSC Steering Committee general purpose is:

To strengthen county office service and support to schools and districts while promoting academic achievement and effective use of technology to improve education at all levels.

Section 1.2: Specific Purpose

The activities of the TSC Steering Committee to support the CCSESA organization shall include but not be limited to the following:

- a. Serve at the direction of CCSESA
- b. Work collaboratively with other steering committees of CCSESA
- c. Provide statewide leadership in planning, coordination and evaluation of cost- effective technology delivery systems and services
- d. Serve as the primary resource for information, activities, and decisions relating to technology and telecommunications of the county superintendents
- e. Collect feedback from other county offices in order to develop positive proactive recommendations

SECTION 2: OFFICERS

Officers of the TSC Steering Committee are to be selected from the voting members of the Committee.

Persons serving as officers of the TSC Steering Committee shall be deemed to have vacated their previous position on the Committee and the resulting vacancy shall be filled in accordance with these Operating Protocols.

All officers, with the exception of the treasurer, shall serve for a term of one year; the treasurer shall serve a two-year term. Terms run from January 1 through December 31. Officers are not precluded from serving more than one term.

Section 2.1: Officer Positions

Officers of the TSC Steering Committee are as follows: chairperson, chairperson- elect, past-chairperson and treasurer

Section 2.1.1: Chairperson

The chairperson shall be appointed in accordance with the CCSESA Bylaws (Article IX, Section 3).

Section 2.1.2: Treasurer

The treasurer shall be appointed by the Committee and shall be presented to the CCSESA Board of Directors for approval and given authority to manage the finances of the Committee in accordance with the CCSESA protocols.

Section 2.2: Officer Responsibilities

Section 2.2.1: Chairperson

The chairperson shall be the chief executive officer of the Committee and shall, subject to the control of the Committee, have general supervision, direction, and control of the business and officers of the Committee. He/She shall preside at all meetings of the Committee. He/She shall be an ex-officio member of all the sub-committees of the TSC Steering Committee, whether they are standing or ad hoc; shall have the general powers and duties of management usually vested in the office of president of an organization; and shall have such other powers and duties as may be prescribed by the Committee or the Operating Protocols.

The chairperson shall give, or cause to be given, notice of all meetings of the Committee. The chairperson shall serve as secretary. These records shall be kept in accordance with CCSESA protocols and these Operating Protocols.

The chairperson shall be a non-voting member of the CCSESA Board of Directors in accordance with the CCSESA Bylaws.

The chairperson will be responsible for providing a monthly report to the California County Superintendents Educational Services Association Board of Directors. In addition, the chairperson shall prepare an annual report of the major activities and achievements of the TSC shall submit it for review to the Executive Committee and shall, upon approval by the Executive Committee, submit the report to CCSESA in accordance with the deadline prescribed by CCSESA.

The chairperson shall appoint one member to serve as the TSC's Representative to the CCSESA State & Federal Legislative Committee to serve a one year calendar term. Consecutive terms are allowed.

The chairperson shall appoint one member to the CCSESA Business Partnerships Standing Committee to serve a one year calendar term.

The chairperson shall send one copy of these Operating Protocols and one complete copy of the previous year's Committee minutes to each new member.

Section 2.2.2: Chairperson-Elect

The chairperson-elect shall fulfill all duties and responsibilities of the chairperson in the event the chairperson is not able to fulfill those duties and responsibilities.

Upon the resignation of the chairperson in mid-term, the chairperson-elect shall assume all duties and responsibilities of the chairperson upon approval of the CCSESA Board of Directors. This shall not preclude the chairperson-elect from filling the full term of chairperson to which they were appointed. The term for this position shall be one year. Consecutive terms are allowed.

Section 2.2.3: Treasurer

The treasurer shall be appointed by the Committee and shall be presented to the CCSESA Board of Directors for approval and given authority to manage the finances of the Committee in accordance with the CCSESA protocols.

The treasurer shall develop an annual budget for approval by the Committee membership and by the CCSESA Board of Directors.

The treasurer shall present financial reports to the Committee at each Committee meeting.

The treasurer shall approve and process financial transactions related to the Committee and related subcommittees in accordance with the CCSESA Steering Committee protocols.

Section 2.2.4: Past-Chairperson

The past-chairperson shall serve as a member of the Executive Committee for the year after he/she served as chairperson and must be actively employed in a county superintendent of schools' office. In the event there is no past-chairperson, due to the early assumption of chairperson responsibilities by the chairperson-elect, any past-chairperson may serve in this capacity for an additional year, upon the request of the new chairperson, upon approval of the CCSESA Board of Directors.

Section 2.3: Executive Committee

The officers of the Committee shall comprise the TSC Executive Committee. One additional member of the Executive Committee may be appointed at the discretion of the chairperson, upon the approval of the CCSESA Executive Director. The TSC Executive Committee shall serve as the nominating committee for chairperson-elect and treasurer. Nominations must be concluded before the summer California County Superintendents Educational Services Association General

Meeting prior to the year the nominees are to begin service. The Executive Committee shall prepare all agendas for TSC meetings.

SECTION 3: MEMBERSHIP

Members must be current county office of education employees. The CCSESA executive director, or designee, shall serve as a non-voting ex-officio member.

Section 3.1: County Representatives

Each county may appoint one voting representative and up to two alternates to serve as members of the TSC. The voting representative must be appointed by the superintendent of the county office. The alternate(s) can be appointed by the voting representative. Adding more than 2 alternate representatives will require approval from the TSC Executive Committee. The county office must have a voting member appointed before an alternate member can be appointed.

Participation of any individual selected as a representative should be approved by his/her respective county superintendent, including permission to attend all regular meetings and to carry out assigned tasks.

All county representatives to the Committee must be current full-time employees of a county office of education or superintendent of school's office.

New representatives take office at the next regular meeting of the Committee. Names of newly elected representatives to the Committee should be submitted in writing to the chairperson of the Committee immediately upon appointment.

Each county office has one vote on the Committee. That vote shall be cast by the voting member representing his or her county office. Upon the absence of the voting member, the alternate member shall be authorized to vote for his or her county office.

Section 3.2: County Superintendents

County superintendents may attend TSC meetings as non-voting members if they choose.

Section 3.3: Dues

To be considered active, each County Office shall pay annual dues to CCSESA as established and approved by the General Membership. Annual membership dues per fiscal year for each county office of education, unless modified by a majority vote of its members, shall be as follows:

TSC dues are \$400.00 per fiscal year for each county office of education. This is referred to as the Primary Member. Alternate Member(s) dues are \$200.00 per fiscal year for each additional staff member who will regularly attend. Partner Member(s) dues are \$100.00. Annual dues

cover the cost of meeting expenses, registration fees, including meals for six (6) meetings per fiscal year.

Annual dues may also be used to support the activities that advance the goals and objectives of the committee such as professional development, hiring consultants or professional services.

The TSC Committee shall review and approve member dues by March of each year to ensure that revenues will be commensurate to the activities planned for the following year. TSC members may assess additional fees to fund special one-time projects that advance the goals of CCSESA.

Section 3.4: Reimbursements

All Committee members shall be responsible for their own expenses related to attending TSC meetings, with the exception of the chairperson, whose travel expenses for attendance at TSC meetings, as well as all required CCSESA meetings and events, shall be reimbursed by the TSC upon request. In the event the chairperson's COE initially reimburses him or her for TSC/CCSESA travel expenses, the TSC will reimburse the COE for the chairperson's travel expenses upon request. This provision will apply to any member of the Executive Committee traveling to a TSC/CCSESA meeting or event on behalf of the chairperson.

The TSC Chair shall be reimbursed for verifiable conference expenses associated with attending four (4) CCSESA General Membership meetings, not to exceed \$1,000.00 per meeting.

Upon approval of the TSC Executive Committee, TSC members shall be reimbursed for verifiable travel expenses when conducting business on behalf of the TSC/CCSESA if requested, not to exceed \$1,000.00 per event.

SECTION 4.0: LIAISONS

The Committee may invite liaisons outside of county offices or from other CCSESA Steering Committees to attend a portion of Committee meetings in accordance with the CCSESA Steering Committee Protocol.

The Committee may invite the California Department of Education (CDE) to appoint a liaison from the CDE to the Committee. This liaison shall be a non-voting member of the Committee.

The following partner organizations may be invited to appoint one liaison each to the Committee: California Educational Technology Professionals Association, K-12 High Speed Network, Corporation for Education Network Initiatives in California, California School Information Services, Computer Using Educators and the Fiscal Crisis and Management Assistance Team. These liaisons shall be non-voting members of the Committee.

The TSC can choose to add other non-voting liaisons to the Committee on an as- needed basis.

SECTION 5: VOTING

The presence of the members at any regular or special meeting of the Committee shall constitute a quorum. A majority (50% + 1) of the members must vote on all revisions of the Operating Protocols and on the election of officers.

Section 5.1: Quorum and Voting

Action can be taken by group decision or by formal vote, at the discretion of the chairperson. Voting can take place in either open session, closed session, or electronically. Meetings will be conducted in a casual atmosphere to promote the open exchange of ideas.

A majority vote (50% + 1) of the quorum shall be sufficient to approve a measure voted upon.

SECTION 6: MEETINGS

Section 6.1: Participation

The strength of the Committee depends on the regular attendance and active participation of each representative. Members should plan to attend the meetings regularly.

Members and liaisons are expected to report back to their respective steering committees and county offices on a regular basis in order to facilitate effective communication regarding technology issues.

Attendance at the full meetings is for members and liaisons only. Guests may be invited by members, but guest attendance must be approved beforehand by the chairperson. Members may invite guests to attend subcommittee meetings (only) at any time. Prior approval from the chairperson is not required, although the subcommittee lead should be informed of any guests who have been invited to attend. Although guests are welcome to participate in subcommittee meetings, only members can serve as a subcommittee lead.

Section 6.2: Meetings

Regular meetings are held alternating months beginning in January. Special meetings may be called by the chairperson.

Section 6.3: Communications

The chairperson or designee of the TSC Steering Committee is responsible for ensuring appropriate and necessary communication within the TSC Steering Committee membership and the CCSESA as an association to include:

- a. Meeting notices and minutes
- b. Reports of task force, committee projects and liaison reports
- c. Web site utilization and updates

SECTION 7: SUBCOMMITTEES

The Committee may establish subcommittees directly linked to the work of the Committee. Subcommittees are to operate in accordance with CCSESA Bylaws and Steering Committee Operating Protocols and all financial operations must be centrally reported and accounted for as directed by the CCSESA Board of Directors.

The Committee chairperson shall be responsible for monitoring the operations of the subcommittees.

SECTION 8: OPERATIONS

The Committee shall operate in accordance with all CCSESA Bylaws and Steering Committee Operating Protocols

The Committee chairperson shall be responsible for maintaining written records of the Committee meetings. Archives of the records must be kept on the CCSESA website or in accordance with the CCSESA protocols.

Records of the Committee shall at all times, during normal business hours, be subject to inspection by any member or designee of CCSESA.

SECTION 9: LEGAL INSTRUMENTS

The CCSESA Board of Directors shall have the power to designate the Officers and Agents who shall have authority to execute any contract or other legal instrument on behalf of the Association.

SECTION 10: AMENDMENTS

These Operating Protocols may be amended, altered or added to, or repealed by an affirmative vote of the majority of the members present and entitled to vote at any regular or special meeting of the members called for such purpose. Any amendments shall be submitted to the CCSESA Executive Director for approval.

Requests for amending these Operating Protocols may be initiated at any time by a member of the Technology Steering Committee. Such requests shall be in writing and directed to the committee's chairperson.

CCSESA may direct a change in these Operating Protocols at any time.

All amendments to be considered by the Technology Steering Committee shall follow a two-reading process prior to approval by the committee.

All amendments must be approved by the California County Superintendents Educational Services Association Executive Director prior to becoming effective.

The Technology Steering Committee may reduce the Operating Protocols amendment process to a single reading following a majority (50% + 1) vote of the Committee present once a quorum has been established.