

**CALIFORNIA COUNTY SUPERINTENDENTS
EDUCATION SERVICES ASSOCIATION**

BUSINESS AND ADMINISTRATION STEERING COMMITTEE

External Services Subcommittee

MISSION STATEMENT, GOALS AND COMMITTEE STRUCTURE

MISSION

The External Services Subcommittee (ESSCO) operates under the auspices of the Business and Administration Services Committee (BASC). BASC is an organizational unit of the California County Superintendents Educational Services Association (CCSESA).

ESSCO was established to improve business support services to school districts and other local educational agencies (LEAs) throughout California. An integral function of BASC is the establishment of long-range policy objectives relative to its mission. The purpose of the ESSCO is to carry out specific tasks and assignments consistent with the BASC policy objectives as necessary for BASC to achieve its goals.

The ESSCO will provide a forum for two-way communication and problem resolution that facilitates the maintenance and improvement of school business support services provided by CDE and CCSESA to the educational community.

Specifically, the ESSCO will expand communication between the CDE and county offices of education (COEs) in the area of business services. The ESSCO is not responsible for establishing policy, but shall facilitate the discussion, resolution, and implementation of technical policy issues.

GOALS

1. Maintain full communication between CDE, COEs, and LEAs relative to the operation and implementation of business and administrative procedures.
2. Maintain and improve the efficiency of state and LEA financial and other non-instructional support systems.
3. Identify emerging opportunities, problems, and operational concerns which may impact LEAs' business and administrative support services.
4. Assist CDE in reviewing and disseminating business service information, materials, and guidelines to LEAs.
5. Assist CDE in developing, testing, and implementing financial data collection and reporting systems, as appropriate.
6. Assist CDE in implementing legislative changes that affect education business and financial

operations.

7. Give and receive feedback and input on pending issues prior to implementation, whenever possible.
8. Solicit information to assist in developing and implementing procedural changes to improve financial management practices.

STRUCTURE

The ESSCO is co-chaired by (1) a CCSESA representative as designated by BASC who is currently-employed by a COE (COE Co-Chair); and (2) a CDE School Fiscal Services manager (CDE Co-Chair). The ESSCO structure also includes a Vice Co-Chair and subcommittee chairs.

ESSCO Co-Chairs

The Co-chairs are responsible for the overall administration of the ESSCO, developing the agendas, conducting the meetings, and providing support resources to the meeting as needed. Additionally, the COE Co-Chair is responsible for:

- Publishing meeting agendas;
- Publishing an annual meeting schedule;
- Coordinating ESSCO subcommittee activities;
- Attending BASC to provide ESSCO report;
- Participating in the BASC Professional Development subcommittee; and
- Distributing materials.

The COE Co-Chair serves a one-year term as Co-Chair; the CDE Co-Chair serves at the discretion of the CDE.

ESSCO Vice Co-Chair

The ESSCO Vice Co-Chair is responsible for maintaining an email distribution list of ESSCO members, taking the meeting notes, and distributing those notes via the distribution list. The Vice Co-Chair serves a one-year term, becoming the COE Co-Chair in the second year. This provides the COE Co-Chair with a two-year overall term: one year as Vice Co-Chair and one year as COE Co-Chair.

The ESSCO Vice Co-Chair is nominated by the ESSCO Organization subcommittee and approved by BASC. To ensure full state representation, every effort will be made to alternate the chairmanship between the north and south areas of the state, with the COE Co-Chair being from the opposite part of the state than that of the Vice Co-Chair.

ESSCO Subcommittees

Subcommittees are established by functional area as follows:

- ESSCO Organization
- AB 1200
- FCMAT Procedure Manual
- LCAP Reviews

- Professional Development
- Accounting
- Apportionments
- Attendance/Enrollment/CALPADS
- Property Taxes
- Other ad hoc committees as needed

Each subcommittee should include representatives from COEs and CDE; others may be included as needed. The focus of the subcommittees may change based on functional needs, and short-term ad hoc subcommittees may be established. Subcommittees should submit agenda items and lead activities within their functional areas as needed.

ESSCO Committee Membership and Responsibilities

ESSCO committee members include representatives from COEs throughout the State who provide fiscal oversight to LEAs within the respective counties, representatives from the School Fiscal Services Division of CDE, and representatives of the Fiscal Crisis & Management Assistance team. Other COE, CDE, or governmental staff may also attend.

Committee members are responsible for attending regular meetings; bringing forward agenda items; providing feedback to CDE on draft advisories, bulletins or other procedures; disseminating information to LEAs within their counties, and participating in subcommittees.

Meetings

The ESSCO regularly meets on the first Monday of each month, except in January (meets after the Governor’s proposed budget is released), May (meets after the May Revision Budget is released) and July (no meeting). If a holiday falls on the scheduled meeting day, an alternate day will be chosen. Annually at the January meeting, the COE Co-Chair will publish a meeting schedule for the year.

Operating Procedures

The ESSCO is responsible for adopting operating procedures that are agreeable to members and further the ESSCO’s efforts at carrying out its mission.

Administrative Support

Committee meetings are usually in Sacramento, and the CDE is responsible for arranging meeting space. Travel, meals, and lodging costs are the responsibility of each committee member or their office. Should meetings occur in places other than Sacramento, meeting space is the responsibility of the ESSCO COE Co-Chair.