OFFICIAL AGENDA
Friday, March 17, 2023
1:00 PM
Meeting will be held in person at BSA Conference Room and Via Zoom

Join Zoom Meeting
https://zoom.us/j/98459152177?pwd=enBsREMrZHNQYUVXQjhZV0NLdUF3Zz09&from=addon
Meeting ID: 984 5915 2177
Passcode: 037698

1. OFFICIAL OPENING OF MEETING

A. Call to Order

B. Roll Call

Board:

President: Dr. Raul Ramirez, Mesa Union School District
Vice President: Dr. Marlene Batista, Mupu Elementary School District
Clerk: Kari Skidmore, Santa Clara Elementary School District
Member: Debbie Cuevas, Briggs Elementary School District
Member: Dr. Jesus Vaca, Somis Union School District

Alternate: Lindsay Winegar, Briggs Elementary School District
Alternate: Kim Kuklenski, Mesa Union School District
Alternate: Samantha Borgstedte, Mupu Elementary School District
Alternate: Deann Hobson, Santa Clara Elementary School District
Alternate: Vacant, Somis Union School District

VCOE Staff: Misty Key, Associate Superintendent of Fiscal and Administrative Services
VCSBSA Staff: Tami Peterson: Chief Business Official, Rudy Calasin: Director of School Business, Leticia Olmos: Information and Logistics Coordinator

C. Welcome Guests

D. Emergency Additions to the Agenda

E. Approval of Agenda

Motion:_____ Second:_____ Y_____ N_____ A_____

F. Approval of Minutes (Pgs. 4-8)
The Chief Business Official recommends that the Board of Directors approve the December 9, 2022 and the February 24, 2023 minutes as presented.

Motion:_____ Second:_____ Y_____ N_____ A_____

G. Organizational (Pg.9)
   1) Somis Union School District Representative
      (a) Resignation of Somis Alternate representative Scott Mier
      (b) Designation of Somis Alternate representative Robert Fulkerson

The Chief Business Official recommends that the Board accept the resignation and approve of the designation as presented of the Somis Alternative Representative.

Motion:_____ Second:_____Y_____N_____A_____

2. Reports/Information/Discussion
   A. Chief Business Official Report
      The CBO will provide a report of current activities of the VCSBSA office.

      1.) Office Personnel Collaboration Meeting Review - January and March Meeting
      2.) SSDA Annual Conference, March 5th – 7th, 2023 at Sheraton Grand Hotel, Sacramento, CA

   B. Ventura County Schools Self-Funding Authority Update
      The CBO will provide an update from VCSSFA.

   C. VCOE Staff Report(s)
      1) Misty Key, Deputy Superintendent will be present to provide an update from VCOE Fiscal and Administrative Services.
      2) Julie Judd, Chief Technology Officer, and Colleen Steed, Director of Data Management & Applications will be present to provide an update from VCOE Technology Services.

   D. SPED Report
      1) Mary Samples will be present to provide updates on SPED.

   E. Educational Services Consortium/Network
      Board members may wish to make personal reports on meetings, conferences they have attended, or raise questions for subsequent meetings.
      1) Assistant Superintendent/Charter Lead/Small Lead Network

      2) State and Federal Meeting

      3) Multilingual Network

      4) Personnel Administrators Network

3. Action Items
   A. Approval of Consent Agenda
      Agenda items presented in this section compose the Consent Agenda and are routine of nature. Unless an item is moved to the Action section at the request of a board member, they will be approved by the board as a group as the first action on the agenda. Each item approved shall be deemed to have been read in full and adopted as recommended.

      1) Approval of Financial Statement (Pgs. 10-24)
         The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the December 1, 2022 through February 28, 2023, Financial Statements.

      2) Approval of Board Report of Commercial Checks (Pgs. 25-26)
         The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the December 1, 2022 through February 28, 2023, Board Report of Checks.

      3) Approval of Board Report of Purchase Orders (Pg. 27)
         The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the December 1, 2022 through February 28, 2023, Board Reports.

4) Approval of Classified Personnel Report (Pgs. 28-29)
The Chief Business Office recommends that the Board of Directors approve the Classified Personnel Actions as listed. Note: This report denotes action to be taken on Positions as well as Personnel changes.

5) Approval of the 2023-2024 VCSBSA Holiday Schedule (Pg. 30)
The Chief Business Office recommends that the Board of Directors approve the 2023-2024 holiday schedule as presented.

Vote for items 3A. 1-5

Motion:_____ Second:_____Y_____N_____A_____

B. **New Business**
1) **Review, Discussion, and Approval of the 2022-23 VCSBSA Second Interim Report (Pgs. 31-91)**
Local agency governing boards are required to certify twice a year regarding their ability to meet their financial obligations for the remainder of the current fiscal year and the subsequent two fiscal years, in accordance with Education Code Section 42131. The Second Interim Report covers the financial and budgetary status for the period ending January 31, 2023. The Chief Business Official recommends approval.

Motion:_____ Second:_____Y_____N_____A_____

2) **Review, Discussion, and Approval of the VCSBSA Annual Financial Audit for the Fiscal Year Ending June 30, 2022 (Pgs. 92-144)**
The Chief Business Official recommends that the Board of Directors approve the VCSBSA Annual Financial Audit for the year ending January 30, 2022. The attached VCSBSA audit has been performed in accordance with the generally accepted auditing standards and the State Controller's Minimum Audit Requirement for California Special Districts.

Motion:_____ Second:_____Y_____N_____A_____

4. **Closed Session**
A. **During this meeting the Board may adjourn to Executive Session to review and consider the topics below:**
1) **Personnel (Government Code Section 54957)**
- Personnel Needs for the 2023-2024 School Year

5. **Future Agenda Items**
A. **Suggested Agenda Items**
B. **Future Board Meetings**
April 28, 2023
May 19, 2023

6. **Adjournment**