



OFFICIAL MINUTES
Friday, April 26, 2024
VCSBSA Conference Room
1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:05 p.m.

B. Roll Call

Board:

President: Dr. Raul Ramirez, Mesa Union School District - **PRESENT**

Vice President: Dr. Marlene Batista, Mupu Elementary School District - **PRESENT**

Clerk: Kari Skidmore, Santa Clara Elementary School District - **ABSENT**

Member: Dr. Carlos Dominguez, Briggs Elementary School District - **ABSENT**

Member: Dr. Jesus Vaca, Somis Union School District - **PRESENT**

Alternate: Lindsay Winegar, Briggs Elementary School District

Alternate: Kim Kuklenski, Mesa Union School District

Alternate: Nicole Misewitch, Mupu Elementary School District

Alternate: Deann Hobson, Santa Clara Elementary School District

Alternate: Robert Fulkerson, Somis Union School District

VCSBSA Staff: Tami Peterson: Chief Business Official - **PRESENT**, Rudy Calasin: Director of School Business - **PRESENT**, Leticia Olmos - **PRESENT**

C. Welcome Guests

D. Emergency Additions to the Agenda: None

E. Approval of Agenda

Motion: Dr. Marlene Batista **Second:** Dr. Jesus Vaca **Y** 3 **N** 0 **A** 2

F. Approval of Minutes

The Chief Business Official recommends that the Board of Directors approve the March 14, 2024 minutes as presented.

Motion: Dr. Jesus Vaca **Second:** Dr. Marlene Batista **Y** 3 **N** 0 **A** 2

2. Reports/Information/Discussion

A. Chief Business Official Report

The CBO will provide a report of current activities of the VCSBSA Office.

1.) CDE Resource Management and Procurement Resources 2024 Spring Training Dates

The CBO strongly encouraged the districts to send their cafeteria staff to attend the training.

2.) New Timesheets

In order to cover CA law regulations, beginning on July 1st, classified timesheets will need to be submitted twice a month to VCBSA. Timesheets reflecting hours worked from the 1st through the 15th of the current month will be submitted in the middle of the month. Timesheets reflecting hours worked from the 16th through the last day of the current month will be submitted at the beginning of the subsequent month.

VCBSA is working on updating the current timesheets to reflect changes and will be shared with the Districts and Charters.

B. Discussion of the VCSBSA Board Meeting Schedule for the 2024-25 Year

The Board reviewed the proposed VCSBSA Board Meeting Calendar for the 2024-25 year. Dr. Marlene Batista asked if VCSBSA board meeting dates can align with the Monthly Superintendents' Meeting. BSA will reach out to Dr. Cesar Morales' Executive Assistant, Lisa Bork, to request the 2024-25 Monthly Superintendents' Meeting dates. If feasible, VCSBSA board meeting schedule for the 2024-25 will be updated to align with the monthly Superintendents' Monthly meetings and will be brought back to table at the next board meeting.

Dr. Raul Ramirez requested calendar invites be sent to the Board with the current proposed dates as placeholders for now.

C. Ventura County School Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1.) Salus Consortium Call Services

VCSSFA has contracted with Salus for telephone consultation services. LEA members covered by VCSSFA can consult with Salus on matters of school safety, training, and campus culture.

2.) EverDriven Technologies, LLC Transportation Agreement

VCSSFA has contracted with EverDriven Technologies, LLC to provide transportation services to certain student(s) of the LEA.

Dr. Raul Ramirez asked the Board which districts contract with the County Office for transportation services. Mesa Union and Somis Union contract with the County and Mupu Elementary contract with HopSkip.

3.) Title IX Changes

Changes to Title IX are here and will go into effect August 1, 2024. LEA's will need to revise their policies and retrain administrators, staff, and students on the updated regulations over the next few months.

D. VCOE Staff Report(s)

1) Misty Key, Deputy Superintendent will be present to provide an update from VCOE Fiscal and Administrative Services.

Misty Key was not in attendance. CBO shared the March revenue was a bit higher than expected.

2) Julie Judd, Chief Technology Officer, and Colleen Steed, Director of Data Management & Application will be present to provide an update from VCOE Technology.

Julie Judd shared with the Board a technology services report on the following:

Project Updates:

Santa Clara network changes are complete. Mupu continues the progress on the fiber installation. Mesa Union continues the progress of phone project. Briggs modifications to the library necessitating some network updates.

Summertime:

Ed Tech Hosting with Mesa Union July 15th-19th and July 29th-August 2nd and with Somis School July 8th-12th.

Julie asked to contact VCOE tech of any device management whether it's new Chromebooks that need to be imaged or returned Chromebooks that need to be wiped out. It was shared that computers usually hold a 5-year lifespan. Windows 11 will be required on all devices starting in 2025.

Cybersecurity:

Staff at the LEA's should be trained on cybersecurity. VCOE tech offers a 30-minute meeting to present cybersecurity training to your staff. Target Solutions has a cybersecurity training module for staff.

Paid Google is an enhanced security that offers two-way authentication. It costs \$3.00 per person to upgrade to this feature.

Final Quarterly Check-In

Julie Judd would like to schedule an appointment with the Superintendent of the small districts before the end of the school year to review the year and hear about the success and challenges you had, set goals for 2024-25 and review the service agreement in place between the district and VCOE Tech. She will be in contact with Administration to schedule.

E. SPED Report

Mary Samples shared with the Board the following information:

- **A meeting will be held with Superintendents and Special Ed Directors of each LEA to get the same information and be on the same page with Special Ed requirements.**
- **A Resource Teacher was hired for both Briggs Elementary School District and Santa Clara Elementary. Teacher will be shared at both sites.**
- **A Professional Development padlet is available on the SELPA website.**
- **Search is being conducted on EL assessments for psychologists training.**
- **Sunday training will be back next school year.**
- **IEP Implementation will be March 1st through April 30th next year.**
- **If a student is attending a school event, this is not an absence, and the lost time does not need to be made up.**
- **Training will be held for financial forms to be turned in to CDE.**
- **The County referrals are down by 20%, except at Phoenix School.**
- **The SELPA agenda contains links that provide good resources.**
- **Asthma, diabetes, and allergies have been added to the 504 forms.**
- **Mary will continue to be available next year if needed. A request to SELPA will be required.**

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 Statements

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the March 1, 2024 through March 31, 2024, Financial Statements.

2) Approval of Board Report of Commercial Checks

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the March 1, 2024 through March 31, 2024, Board Report of Checks.

3) Approval of Board Report of Purchase Orders

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the March 1, 2024 through March 31, 2024, Board Reports.

4) Approval of Classified Personnel Report

The Chief Business Official 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.

Vote for items 3A. 1-4

Motion: Dr. Jesus Vaca Second: Dr. Marlene Batista Y 3 N 0 A 2

B. New Business

1) Review, Discussion, and Approval of the VCSBSA Fee Structure

The Chief Business Official will present the current VCSBSA fee Structure for Board Review. The Board will discuss options for changes to the fee structure to ensure financial stability of VCSBSA and equity to the Member Districts and Charter customers.

Motion: Dr. Jesus Vaca Second: Dr. Marlene Batista Y 3 N 0 A 2

2) Review, Discussion, and Approval of the SISC Health Benefit Plans and Rates for the October 2024-September 2025 Plan Year

The Chief Business Official will present the SISC health benefit plans and rates for the October 2024-September 2025 plan year.

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 3 N 0 A 2

3) Review, Discussion, and Acceptance of Peak Prep’s Non-Renewal of Service Agreement with VCSBSA Effective July 1, 2024

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 3 N 0 A 2

4) Approval of the 2024-2025 VCSBSA Holiday Schedule

The Chief Business Official recommends that the Board of Directors approve the 2024-2025 VCSBSA holiday schedule as presented.

Motion: Dr. Jesus Vaca Second: Dr. Marlene Batista Y 3 N 0 A 2

4. Closed Session

A. During this meeting, the Board may adjourn to Executive Session to review and consider the topics below:

1) Litigation (Government Code Section 54956.9)

- One (1) Potential Case

The Board of Directors went into closed session at 2:40 PM and returned from closed session at 3:10 PM.
No Action Taken.

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings
May 31, 2024

6. Adjournment: 3:11 PM