

**VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

Ventura County Schools Business Services Authority  
VCSBSA Conference Room  
5189 Verdugo Way  
Camarillo, CA 93012  
805-383-1974

**OFFICIAL AGENDA**

Thursday, August 24, 2018  
1:00 PM

**1. OFFICIAL OPENING OF MEETING**

**A. Call to Order**

**B. Roll Call**

**Board:**

**President:** Deborah Cuevas, Briggs Elementary School District

**Vice President:** Jeff Turner, Mesa Union School District

**Clerk:** Dr. Colleen Robertson, Somis Union School District

**Member:** Dr. Sheryl Barnd, Mupu Elementary School District

**Member:** Kari Skidmore, Santa Clara Elementary School District

**Alternate:** Lindsay Winegar, Briggs Elementary School District

**Alternate:** Vacant, Mesa Union School District

**Alternate:** Marilyn Beckerman, Mupu Elementary School District

**Alternate:** Deann Hobson, Santa Clara Elementary School District

**Alternate:** Scott Mier, Somis Union School District

**VCOE Staff:** Misty Key, Associate Superintendent of Fiscal and Administrative Services

**VCSBSA Staff:** Tami Peterson: Chief Business Official, Benny Martinez: Director of School Business, Rudy Calasin: Assistant Director of Fiscal Services, Tanya Rodriguez: Administrative Assistant

**C. Welcome Guests**

**D. Emergency Additions to the Agenda**

**E. Approval of Agenda (Pgs. 1-3)**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**F. Approval of Minutes (Pgs. 4-9)**

The Chief Business Official recommends that the Board of Directors approve the April 27, 2018 and July 12, 2018 minutes as listed.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**G. Public Comments**

**H. Public Participation**

**I. Presentation-Kim Uebelhardt, Executive Director, VCOE Educator Support and Effectiveness**

Kim Uebelhardt will present to the Board information on VCOE's Teacher Induction Program.

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## 2. REPORTS/INFORMATION/DISCUSSION

### A. VCOE Staff Report(s)

Misty Key will be present to provide an update from VCOE.

### B. Ventura County Schools Self-Funding Authority (VCSSFA) Update (Pgs. 10-29)

The Chief Business Official will provide an update from VCSSFA.

- 1) Risk Transfer for Independent Study Physical Education

### C. Governing Board Report(s)

Board members may wish to make personal reports on meetings, conferences they have attended, or raise questions for subsequent meetings.

- 1) Curriculum Council Report
- 2) Project Directors' Meeting Report
- 3) Bilingual Directors' Meeting Report
- 4) Personnel Directors' Meetings (CPAN/Tri-County)

### D. Letters and Communications

### E. Chief Business Official Report

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

- 1) VC Innovates Grant

## 3. ACTION ITEMS

### A. Approval of Consent Agenda

Agenda items presented in this section compose the Consent Agenda and are considered to be 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. 30-34)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2017 through June 30, 2018 Financial Statements.

#### 2) Approval of Board Report of Commercial Checks (Pgs. 35-36)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the May 1, 2018 through July 31, 2018 Board Report of Checks.

#### 3) Approval of Board Report of Purchase Orders (Pgs. 37-38)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the May 1, 2018 through July 31, 2018 Board Reports.

Vote for items 3A. 1-3

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

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**B. Old Business**

**1) Approval of the updated Mission and Vision Statement for VCSBSA (Pg. 39)**

The Chief Business Official recommends that the Board of Directors approve the Mission and Vision statements as presented.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**C. New Business**

**1) Review, Discussion, and Approval of the 2017-2018 VCSBSA Unaudited Actuals Financial Report(handout)**

The Chief Business Official recommends that the Board of Directors approve the 2017-2018 Unaudited Actuals Financial report as presented (pursuant to Education Codes 41023 and 42100).

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**2) Review, Discussion, and Approval of Amended VCSBSA’s Conflict of Interest Code. (Pgs. 41-45)**

The Chief Business Official recommends that the Board of Directors approve the Amended Conflict of Interest Code as presented.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**3) Review, Discussion, and Approval of the 2018 Local Agency Biennial Notice. (Pg. 46)**

The Chief Business Official recommends that the Board of Directors approve the 2018 Local Agency Biennial Notice as presented.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**4) Review, Discussion, and Approval of the redesigned VCSBSA Logo**

The Chief Business Official recommends that the Board of Directors approve the redesigned VCSBSA logo as presented.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**4. DISCUSSION ITEMS**

**A. Discussion of the redesigning of VCSBSA’s Website.**

The Chief Business Official will discuss with the Board of Directors the redesigning of VCSBSA’s Website.

**5. 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)**

Tami Peterson, Chief Business Official will review, discuss, and ask the Board of Directors for consideration of approval of a new accounting position.

**5. ADVANCE PLANNING**

**A. Future Agenda Items**

**B. Suggested Agenda Items**

**C. Future Board Meetings**

- October 26, 2018
- December 7, 2018
- January 18, 2019
- March 8, 2019
- April 26, 2019
- May 17, 2019

**6. ADJOURNMENT**