

**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**

Friday, December 7, 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:** Kim Kuklenski, 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**

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

**F. Approval of Minutes**

The Chief Business Official recommends that the Board of Directors approve the August 24, 2018 minutes as listed.

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

**G. Organizational**

**1) Election of Officers-Effective January 1, 2019**

- (a) President
- (b) Vice President
- (c) Clerk

**2) Certification of Signatures Effective January 1, 2019**

**H. Public Comments**

# VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY

## I. Public Participation

### J. Presentation-Jay Sorensen, Coordinator of Educational Technology, STEAM after school clubs

Jay Sorensen will present to the Board information on STEAM After school clubs.

## 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

The Chief Business Official will provide an update from VCSSFA.

- 1) Request for Proposal for Third Party Administered Workers' Compensation & Property/Liability

### 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) PCI Collaborative Energy
- 2) Dental & Vision Packages
- 3) Possible January Healthcare Committee Meeting
- 4) CASBO-What Every Board Member and Candidate should know

## 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

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2018 through November 30, 2018 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 October 1, 2018 through November 30, 2018 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 October 1, 2018 through November 30, 2018 Board Reports.

**VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY**

**4) Approval of Obsolete Furniture and Equipment**

The Chief Business Official recommends that the Board of Directors declare the items listed as obsolete and authorize the CBO to dispose of property in a cost- effective manner

Vote for items 4.A. 1-4

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

**B. New Business**

**1) Review, Discussion, and Approval of the 2018-2019 VCSBSA First Interim Report.**

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 First Interim Report covers the financial and budgetary status for the period ending October 31, 2018. The Chief Business Official recommends approval.

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

**2) Review, Discussion, and Approval of the 2018-2019 Agreement for Services with Colbi Technologies**

The Chief Business Official recommends that the Board of Directors approve the agreement for services with Colbi Technologies as presented.

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

**4. ADVANCE PLANNING**

**A. Future Agenda Items**

1) My-On

**B. Suggested Agenda Items**

**C. Future Board Meetings**

January 18, 2019

March 8, 2019

April 26, 2019

May 17,2019

**5. ADJOURNMENT**