



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, March 8, 2019
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 (Pgs. 1-4)

Motion: _____ Second: _____ Y _____ N _____ A _____

- F. Approval of Minutes (Pgs. 5-8)

The Chief Business Official recommends that the Board of Directors approve the January 18, 2019 minutes as listed.

Motion: _____ Second: _____ Y _____ N _____ A _____

- G. Public Comments
- H. Public Participation

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) Third Party Administrators-Athens & George Hills

C. Implementation & Inquiry Network

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

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

- 1) Payroll Cycles
- 2) AB1808 Budget Overview for Parents (Pgs. 9-19)

F. SmartFind Discussion

G. Dental & Vision Plans Discussion

H. HR Files of Termed Employees

Whose responsibility is it to maintain and should they go back to the site

I. Home to School Transportation

J. Nurse Staffing

3. ACTION ITEMS

A. Approval of Consent Agenda (pgs. 31-39)

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. 31-37)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2018 through February 28, 2019 Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg. 38)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the January 1, 2019 through February 28, 2019 Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg.39)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the January 1, 2019 through February 28, 2019 Board Reports.

Vote for items 3.A. 1-3

Motion: _____ Second: _____ Y _____ N _____ A _____

B. Policy Development

1) Review, Discussion, and Approval of VCSBSA Employee Handbook Revision (Pgs. 40-1)

Review, discuss, and approve the revisions as presented to the Health, Dental and Vision Insurance section of the handbook.

Motion: _____ Second: _____ Y _____ N _____ A _____

C. Old Business

1) Review, Discussion, and Approval of Director of Facilities/Maintenance Job Description (Pgs. 42-45)

Review, discuss, and approve the Director of Facilities/Maintenance job description.

Motion: _____ Second: _____ Y _____ N _____ A _____

D. New Business

1) Review, Discussion, and Approval of the 2018-2019 VCSBSA Second Interim Report (Pgs. 46-112)

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 for 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, 2019

Motion: _____ Second: _____ Y _____ N _____ A _____

2) Approval of the CliftonLarsonAllen, LLP Independent Audit Services Engagement Letter for the June 30, 2019 Audit (Pgs. 113-122)

The Chief Business Official recommends approval of the engagement letter.

Motion: _____ Second: _____ Y _____ N _____ A _____

3) Approval of the CliftonLarsonAllen, LLP Independent Audit Service Contract Extension Proposal (Pg. 123)

The Chief Business Official recommends approval of the engagement letter.

Motion: _____ Second: _____ Y _____ N _____ A _____

4) Approval of the CliftonLarsonAllen, LLP Independent Audit Services Engagement Letter for the year ended on June 30, 2020, plus two additional years ending June 30, 2021 and 2022. (Pgs. 124-133)

The Chief Business Official recommends approval of the engagement letter.

Motion: _____ Second: _____ Y _____ N _____ A _____

5) Review, Discussion, and Approval of the Memorandum of Understating with Portland Energy Conservation, Inc. (PECI) (Pgs. 134-139)

The Chief Business Official recommends approval of the MOU.

Motion: _____ Second: _____ Y _____ N _____ A _____

Ventura County Schools Business Services Authority

6) Review, Discussion, and Approval of the 2019-2020 Annual Contract with Architecture, Construction, and Engineering Charter High School (ACE) (Pgs. 140-45)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Annual Contract with ACE Charter High School.

Motion: _____ Second: _____ Y _____ N _____ A _____

7) Review, Discussion, and Approval of the 2019-2020 Annual Contract with BRIDGES Charter School (Pgs. 146-151)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Annual Contract with BRIDGES Charter School.

Motion: _____ Second: _____ Y _____ N _____ A _____

8) Review, Discussion, and Approval of the 2019-2020 Annual Contract with Meadows Arts and Technology Elementary School (MATES) (Pgs. 152-157)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Annual Contract with MATES Charter School.

Motion: _____ Second: _____ Y _____ N _____ A _____

9) Review, Discussion, and Approval of the 2019-2020 Annual Contract with River Oaks Academy Charter School (Pgs. 158-163)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Annual Contract with River Oaks Academy Charter School.

Motion: _____ Second: _____ Y _____ N _____ A _____

10) Review, Discussion, and Approval of the 2019-2020 Annual Contract with Ventura Charter School of Arts and Global Education (Pgs. 164-169)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Annual Contract with Ventura Charter School of Arts and Global Education.

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) Conference with Labor Negotiators (Government Code Section 54957.6)

2) Personnel (Government Code Section 54957)

Chief Business Official Evaluation

Report of actions taken during closed session: The President of the Board will report on actions taken during closed session.

5. ADVANCE PLANNING

A. Future Agenda Items

B. Suggested Agenda Items

C. Future Board Meetings

April 26, 2019

May 17, 2019

6. ADJOURNMENT