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innovation, and communication

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, May 17, 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. 1-3)**

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

F. Approval of Minutes (Pgs. 4-7)

The Chief Business Official recommends that the Board of Directors approve the April 26, 2019 minutes as listed.

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

G. Public Hearing

- 1) 2019-2020 Proposed Adopted Budget (separate handout provided)**

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.

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) Email Encryption
- 2) Escape Employee Portal (Pgs.8-20)

F. Substitute Teacher Daily Rate

3. ACTION ITEMS

A. Approval of Consent Agenda (Pgs. 21-33)

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. 21-27)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2018 through April 30, 2019 Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg. 28)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the April 1, 2019 through April 30, 2019 Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg. 29)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the April 1, 2019 through April 30, 2019 Board Reports.

4) Approval of Board Resolutions

- (a) **Resolution 18-19-01** Authorization for the Ventura County Office of Education to make Appropriation Transfers for Fiscal year 2019-2020 (Pg.30)

(b) **Resolution 18-19-02**-Authority for the Ventura County Schools Business Services Authority to Improve Compensation and Benefits for certain Categories for Employees after July 1, 2019 **(Pgs. 31-32)**

(c) **Resolution 18-19-03**-Authorization to Make Temporary Loans between Authority Funds for Fiscal Year 2019-2020. **(Pg.33)**

Vote for items 3.A. 1-4

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

B. New Business

1) Review, Discussion, and Adoption of the 2019-2020 VCSBSA Proposed Budget (separate handout provided)

Education Code Section 42103 requires the governing board of each agency to hold a public hearing on the proposed budget. The hearing must be held any day on or before July 1, but not less than three working days following availability of the proposed budget for public inspection. The budget has been available for public display and is submitted for board approval at this time.

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

2) Discussion and Approval of VCSBSA Board meeting calendar for 2019-2020. (Pg.34)

Discussion and Approval of VCSBSA Board meeting calendar for 2019-2020.

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

3) Review, Discussion, and Approval of the SISC Retiree Direct Bill Options (Pgs.35-36)

Review, discuss, and approve the SISC Retiree Direct Bill Options and plan for transitioning eligible retirees.

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

4) Review, Discussion, and Approval of the Document Tracking Services 2019-2020 services agreement. (Pgs. 37-42)

Review, discuss, and approve the Document Tracking Services 2019-2020 services agreement as presented.

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

5) Review, Discussion and Approval of Account Assistant III Job Description, Salary Placement, and Position Posting. (Pgs. 43-46)

Review, discuss, and approve the Account Assistant III Job description, salary placement, and position posting.

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

1) Nursing Staff

B. Suggested Agenda Items

C. Future Board Meetings

6. ADJOURNMENT