



**OFFICIAL MINUTES**

Friday, December 13, 2019  
 12:00 PM

**1. OFFICIAL OPENING OF MEETING**

- A. Call to Order 12:01 PM**
- B. Roll Call**

**Board:**

**President:** Deborah Cuevas, Briggs Elementary School District -**PRESENT**  
**Vice President:** Jeff Turner, Mesa Union School District-**ABSENT**  
**Clerk:** Dr. Colleen Robertson, Somis Union School District -**PRESENT**  
**Member:** Dr. Sheryl Barnd, Mupu Elementary School District-**PRESENT**  
**Member:** Kari Skidmore, Santa Clara Elementary School District -**PRESENT ARRIVED LATE, 12:20 PM**

**Alternate:** Lindsay Winegar, Briggs Elementary School District  
**Alternate:** Kim Kuklenski, Mesa Union School District  
**Alternate:** Megan Escobar, 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-  
No emergency additions**
- E. Approval of Agenda (Pgs. 1-3)**

**Motion:** Dr. Sheryl Barnd      **Second:** Dr. Colleen Robertson    Y    3    N    0    A    2

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

The Chief Business Official recommends that the Board of Directors approve the December 13, 2019 minutes as listed.

**Motion:** Dr. Colleen Robertson      **Second:** Dr. Sheryl Barnd      Y    3    N    0    A    2

**G. Organizational**

**1) Election of Officers-Effective January 1, 2020 (Pg. 8)**

- (a) President      **Nominated Deborah Cuevas**  
 Passed:            3-0-2  
**Motion by Dr. Sheryl Barnd and 2<sup>nd</sup> by Dr. Colleen Robertson**
- (b) Vice President      **Nominated Jeff Turner**  
 Passed:            3-0-2  
**Motion by Dr. Colleen Robertson and 2<sup>nd</sup> by Dr. Sheryl Barnd**

(c) Clerk **Nominated Dr. Colleen Robertson**  
Passed: 3-0-2  
**Motion by Deborah Cuevas and 2<sup>nd</sup> by Dr. Sheryl Barnd**

- 2) **Certification of Signatures Effective January 1, 2020**  
**Deferred until all elected members can sign**

**2. Reports/Information/Discussion**

**A. VCOE Staff Report(s)**

Misty Key, Associate Superintendent of Fiscal/Administrative Services, will be present to provide an update from VCOE.

**Misty Key informed the Board that the CDE Dashboard has been released. Misty also provided the Board with feedback on her recent trip to London where she participated in negotiations for property and liability insurance. Misty felt the trip was a success. Misty feels that Ventura County will benefit greatly from the negotiations that took place.**

**B. Ventura County Schools Self-Funding Authority Update**

The Chief Business Official will provide an update from VCSSFA.

**The CBO informed the Board about negotiations that took place in London. The CBO, along with staff from VCSSFA, VCOE and Conejo Valley presented 14 times to various underwriters for property and liability insurance. The CBO thinks they had a favorable response to the presentations. They provided the underwriters and insurance carriers with a lot of data related to the Thomas and Woolsey fires that affected the Ventura County area. There will be an increase to premiums due to the losses that the fires have caused. VCSSFA has spread the risk due to the structure of its coverages with multiple insurance carriers. The team was asked to return next year for negotiations.**

**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)
- 5) VCOE SIS Meeting

**Deborah Cuevas attended the SIS meeting and reported out that the CALPads updates are moving fast. Ms. Cuevas encouraged the Board to familiarize themselves with the implemented changes. Deborah also provided the Board with a handout that she received at the meeting.**

- 6) Small Schools SELPA Meeting

**Rudy Calasin attended the SELPA meeting. Rudy recommended that the Board send their staff that deals with Special Education to these meetings. They provide a lot of site related information that the districts could benefit from. The next meeting will be held on March 2, 2020.**

**D. Chief Business Official Report**

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

**The CBO updated the Board on VCSBSA's plan and preparation for a lockdown situation. VCSBSA has purchased emergency backpacks for each employee to keep at their desk. Each backpack contain, emergency water, food, and first aid supplies. A portable toilet and extra water is being stored in the VCSBSA conference room. VCSBSA will be purchasing items to use for sanitation in case of a lockdown situation.**

**E. Emergency Preparedness**

- 1) **What will you need in case of a lockdown?**
- 2) **Classroom Supplies**

**3) Food, Sanitation, Restroom**

The Board discussed the recent Saugus school shooting and the need for classroom preparedness in case of a lockdown situation that last several hours. The CBO expressed to the Board the importance of having a plan, things to do to pass the time, classroom emergency supplies, and a plan that may include counseling support when returning to school.

**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 Statement (Pgs. 9-15)**

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

**2) Approval of Board Report of Commercial Checks (Pgs.16-17)**

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

**3) Approval of Board Report of Purchase Orders (Pgs.18-20)**

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

Vote for items 3A. 1-3

Motion: Kari Skidmore Second: Dr. Colleen Robertson Y 4 N 0 A 1

**B. New Business**

**1) Review, Discussion, and Approval of Part-Time Account Assistant I, Salary Placement, and Position Posting. (Pg. 21)**

Review, discuss, and approve part-time Account Assistant, salary placement, and position posting.

Motion: Dr. Colleen Robertson Second: Dr. Sheryl Barnd Y 4 N 0 A 1

**2) Review, Discuss, and Approval of Records Classification (Pgs. 22-24)**

The documents on the attached list (Items 89-104) are permanent records originating in various fiscal years from 1996-2018. The Chief Business Official request that these records be classified as Class 1 records.

The documents on the attached list (Items 1-88) are permanent records originating in various fiscal years from 2013-2018. These records require a retention period longer than three (3) years and the Chief Business Official requests that these records be classified as Class 2 records.

Motion: Kari Skidmore Second: Dr. Sheryl Barnd Y 4 N 0 A 1

**3) Review, Discuss, & Approval of Destruction of Records (pgs. 25-26)**

The documents on the attached list have been previously classified as Class 2 records. The Chief Business Official requests that these records be classified as Class 3 records. These records have met the retention period requirements of Article 2, Sections 16023-16028 of Title 5, California Code of Regulations and are of no further use to the JPA. The Chief Business Official request permission to destroy the documents listed on the attached list.

Motion: Kari Skidmore Second: Dr. Colleen Robertson Y 4 N 0 A 1

**4) Review, Discussion, and Approval of the 2019-2020 VCSBSA First Interim Report (handout provided)**

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, 2019. The Chief Business Official recommends approval.

Motion: Dr. Colleen Robertson Second: Kari Skidmore Y 4 N 0 A 1

**3. Planning**

**A. Future Agenda Items**

**B. Suggested Agenda Items**

Mobile Device Security-Invite Julie Judd  
SPED Consulting-Invite Mary Sample

**C. Future Board Meetings**

February 28, 2020  
April 24, 2020  
May 15, 2020

**6. ADJOURNMENT**