

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 MINUTES

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 -**PRESENT**
Vice President: Jeff Turner, Mesa Union School District-**PRESENT**
Clerk: Dr. Colleen Robertson, Somis Union School District -**ABSENT**
Member: Dr. Sheryl Barnd, Mupu Elementary School District-**PRESENT**
Member: Kari Skidmore, Santa Clara Elementary School District-**ABSENT**

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

C. Welcome Guests

D. Emergency Additions to the Agenda

1) Move Discussion of Website Redesign to Action Item 3. C.5.

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

Motion: Dr. Sheryl Barnd Second: Mr. Jeff Turner Y 3 N 0 A 2

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: Dr. Sheryl Barnd Second: Mr. Jeff Turner Y 3 N 0 A 2

G. Public Comments

H. Public Participation

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY

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.

Kim Uebelhardt presented to the Board information on the VCOE Teacher Induction program. She encouraged the Board to have their new and veteran teachers participate in the program. The program's goal is to accelerate professional growth, facilitate job satisfaction, and commitment to the profession.

2. **REPORTS/INFORMATION/DISCUSSION**

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

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

Misty Key congratulated the Superintendents on doing a great job on their 2018-19 LCAPs.

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**

The CBO provided a handout to the Board with information on developing forms to assist in transferring the risks of independent study physical education back to the parent or training facility.

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**

The CBO reminded the Board to use the VC Innovates Grant money prior to the spending deadline.

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.

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY

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: Mr. Jeff Turner _____ **Second:** Dr. Sheryl Barnd **Y** 3 **N** 0 **A** 2 _____

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: Mr. Jeff Turner _____ **Second:** Dr. Sheryl Barnd **Y** 3 **N** 0 **A** 2 _____

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: Dr. Sheryl Barnd _____ **Second:** Mr. Jeff Turner **Y** 3 **N** 0 **A** 2 _____

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: Dr. Sheryl Barnd _____ **Second:** Mr. Jeff Turner **Y** 3 **N** 0 **A** 2 _____

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: Dr. Sheryl Barnd _____ **Second:** Mr. Jeff Turner **Y** 3 **N** 0 **A** 2 _____

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. The Board of Directors requested that the Chief Business Official bring additional sample logos for the board to review. This item will be back for discussion and approval.

5) Review, Discussion, and Approval of Discussion of the estimate from Godoy Studios for services to redesign VCSBSA’s Website.

The Chief Business Official will discuss with the Board of Directors the redesigning of VCSBSA’s Website and recommend for approval the estimate from Godoy Studios for the redesign.

Motion: Dr. Sheryl Barnd _____ **Second:** Mr. Jeff Turner **Y** 3 **N** 0 **A** 2 _____

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.

Moved to Action Item 3.C.5

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY

5. CLOSED SESSION

A. The Board of Directors went into closed session at 1:53 PM. The Board of Directors returned from closed session at 2:02 PM

5) 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.

Report of actions taken during closed session:

The President of the Board reported that the Board of Directors gave unanimous approval to the Chief Business official to create an Accountant Position and to post the vacancy for an Account Assistant I and Accountant effective immediately.

6. ADVANCE PLANNING

A. Future Agenda Items

B. Suggested Agenda Items

C. Future Board Meetings

October 26, 2018-Discussion- Companion Care

December 7, 2018

January 18, 2019

March 8, 2019

April 26, 2019

May 17,2019

7. ADJOURNMENT-2:06 PM