

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

Friday, December 7, 2018
1:00 PM

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:02 PM
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 -PRESENT, ARRIVED AT 1:06 PM

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

- C. Welcome Guests
D. Emergency Additions to the Agenda -NONE
E. Approval of Agenda (Pgs. 1-3)

Motion: Deborah Cuevas Second: Dr. Sheryl Barnd Y 3 N 0 A 2

F. Approval of Minutes (Pgs. 4-6)

The Chief Business Official recommends that the Board of Directors approve the October 26, 2018 minutes as listed.

Motion: Deborah Cuevas Second: Jeff Turner Y 3 N 0 A 2

G. Organizational (Pg. 7)

1) Election of Officers-Effective January 1, 2019

(a) President Nominated Deborah Cuevas
Passed: 3-0-2
Motion by Dr. Sheryl Barnd and 2nd by Jeff Turner

(b) Vice President Nominated Jeff Turner
Passed: 3-0-2
Motion by Dr. Sheryl Barnd and 2nd by Deborah Cuevas

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY

- (c) Clerk **Nominated Dr. Sheryl Barnd**
Passed: 3-0-1
Motion by Debbie Cuevas and 2nd by Jeff Turner

- 2) Certification of Signatures Effective January 1, 2019-**
Deferred to end of meeting

H. Public Comments

I. Public Participation

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

Jay Sorensen presented information to the Board of Directors about the Skoolcade Program. The program is annual student video game challenge. Link to their website is <https://sites.google.com/rioschools.org/skoolcade/home>

2. REPORTS/INFORMATION/DISCUSSION

A. VCOE Staff Report(s)

Misty Key will be present to provide an update from VCOE.
Misty Key was not present due to another commitment in Sacramento

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

Tami Peterson spoke to the Board of Directors about the pros and cons of selecting a third-party administrator for Workers' Compensation

2) Dr. Sheryl Barnd will report out on School Safety Symposium

Dr. Sheryl Barnd reported on the School Safety Symposium.

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.

None

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 (Pgs. 8-23)

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

1) PCI Collaborative Energy

Tami Peterson reported on the role of the PCI Collaborative Energy Tami asked that the Superintendents contact her if utilities are to be potentially shut off due to high winds.

2) Dental & Vision Packages

Tami Peterson reported on the value of our current dental & vision Packages and would like to include the topic for the

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY

next health benefit committee meeting.

- 3) Possible January/February Healthcare Committee Meeting
4) CASBO-What Every Board Member and Candidate should know

Tami Peterson provided the Board of Directors with a CASBO handout. Tami also spoke about the pros and cons of the Classified School Employee Summer Assistance Program.

3. ACTION ITEMS

A. Approval of Consent Agenda (Pgs. 24-34)

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. 24-30)

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 (Pgs. 31-32)

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 (pg. 33)

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.

4) Approval of Obsolete Furniture and Equipment (Pg.34)

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

B. New Business

1) Review, Discussion, and Approval of the 2018-2019 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, 2018. The Chief Business Official recommends approval.

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

2) Review, Discussion, and Approval of the 2018-2019 Agreement for Services with Colbi Technologies (Pgs. 36-37)

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

Motion: Jeff Turner Second: Dr. Sheryl Barnd Y 4 N 0 A 1

4. ADVANCE PLANNING

A. Future Agenda Items

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY

- 1) My-On
- 2) Title IV presentation for future meeting

B. Suggested Agenda Items

C. Future Board Meetings

January 18, 2019

March 8, 2019

April 26, 2019

May 17, 2019

5. ADJOURNMENT -2:05 PM