



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 MINTUES

Friday, January 18, 2019
 1:00 PM

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:07 PM
- B. Roll Call

Board:

President: Deborah Cuevas, Briggs Elementary School District **Present**
Vice President: Jeff Turner, Mesa Union School District-**Present-Left at 2:43 PM**
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 at 1:09 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-**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
- E. Approval of Agenda (Pg. 1)

Motion: Jeff Turner **Second:** Dr. Colleen Robertson **Y** 4 **N** 0 **A** 1

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

The Chief Business Official recommends that the Board of Directors approve the December 7,2018 minutes as listed.

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

- G. Public Comments
- H. Public Participation

2. REPORTS/INFORMATION/DISCUSSION

A. VCOE Staff Report(s)

Misty Key, Daryton Ramsey, and Lisa Brown will be present to provide an update from VCOE.

Daryton Ramsey presented information to the Board on the Low Performing Block Grant. Daryton, included information on the grant eligibility and reporting dates. The grant is set up as one-time funding.

Lisa Brown presented to the Board information on several California Department of Education State and Federal updates. The LCAP template for the 2019-20 school year will be updated to align with the passage of AB1808. The LCFF Budget Overview for parents also has updates to its requirements. Lisa also provided the Board with a schedule of trainings on Budget Overview for Parents, LCAP, LCAP Plan Summary, and School Plan for Student Achievement.

B. Ventura County Schools Self-Funding Authority (VCSSFA) Update (Pgs.8-49)

The Chief Business Official will provide an update from VCSSFA.

Russ Olson, Director of Risk Management, VCSSFA, provided the Board with an update.

1) Mandatory Trainings

Russ provided the Board with a list showing them and audit of their Armatus training database. The data showed trainings their staff had completed and training that was outstanding.

2) Revised Emergency Procedure Flip Chart (Pg.8-45)

VCSSFA is in the process of revamping their emergency procedure chart due to schools that have expressed an interest to have it made available to them in different formats.

Russ informed the Board about a Hazard Mitigation Grant. The grant will provide funding for purchases to help harden facilities against disasters. Notice of Intent to apply for the grant are due February 15, 2019.

3) Revision to the Best Practices for Student Activity Transportation (Pg. 46-49)

Handout provided.

C. Implementation & Inquiry Network

Board members may wish to make personal reports on meetings, conferences they have attended, or raise questions for subsequent meetings.

Nothing to report

- 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

None

E. Chief Business Official Report (Pgs. 50-80)

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

1) Assembly Bill 2449-New Dates for Education Officials to Assume Office (Pg. 50)

Handout provided.

2) EICTC Notification (Pgs. 51-52)

Handout provided.

3) Block Grants (Pg. 53-61)

Handout provided

4) Update on VCSBSA Website Redesign

The CBO showed the Board a demo of the VCSBSA website that is currently being redesigned.

5) Dental and vision meeting scheduled w/ SISC

The CBO informed the Board that a meeting has been scheduled with SISC to discuss dental and vision plans. The CBO would like to have the information on dental and vision plans ready to present at a Healthcare Committee Meeting that is to be scheduled.

6) LCFF Budget Overview for Parents (Pg. 62-69)

Handout provided

7) Harassment Training (Pgs70-80)

Handout provided

3. ACTION ITEMS

A. Approval of Consent Agenda (Pgs. 81-92)

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. 81-87)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2018 through December 31, 2018 Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg.88)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the December 1, 2018 through December 31, 2018 Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg.89)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the December 1, 2018 through December 31, 2018 Board Reports.

4) Approval of Classified Personnel Report (Pgs.90-92)

The Chief Business Official recommends that the Board of Directors approve the Classified Personnel Actions as listed. Note: this report denotes action to be taken on Positions as well as Personnel changes.

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 VCSBSA Annual Financial Audit for the fiscal year ending June 30, 2018 (Pgs. 93-144)

The Chief Business Official recommends that the Board of Directors approve the VCSBSA Annual Financial Audit for the year ending June 30, 2018. The attached VCSBSA audit has been performed in accordance with the generally accepted auditing standards and the State Controller’s Minimum Audit Requirement for California Special Districts

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

4. Closed Session

A. The Board of Directors went into closed session at 2:46 PM. The Board of Directors returned from closed session at 3:15 PM.

1) Conference with Labor Negotiators (Government Code Section 54957.6)

Report of actions taken during closed session:

The President of the Board reported that no action was taken, and the same item will be brought at a future board meeting.

5. ADVANCE PLANNING

A. Future Agenda Items

B. Suggested Agenda Items

C. Future Board Meetings

March 8, 2019-My On Presentation

April 26, 2019

May 17,2019

5. ADJOURNMENT