



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, March 8, 2019
 1:00 PM

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:00 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 -**Present, Arrived at 1:15 pm**
Member: Dr. Sheryl Barnd, Mupu Elementary School District-**Present**
Member: Kari Skidmore, Santa Clara Elementary School District-**Present**

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-**Present**, Tanya Rodriguez: Administrative Assistant-**Present**

- C. Welcome Guests
- D. Emergency Additions to the Agenda

Contract for PEI updated and replaced with copy that was handed out
 Dental & Vision rates reference sheet updated and replaced with copy that was handed out

E. Approval of Agenda (Pgs. 1-4)

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

F. Approval of Minutes (Pgs. 5-8)

The Chief Business Official recommends that the Board of Directors approve the January 18, 2019 minutes as listed.

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

- G. Public Comments
- H. Public Participation

2. REPORTS/INFORMATION/DISCUSSION

A. VCOE Staff Report(s)

Misty Key was not 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.

1) Third Party Administrators-Athens & George Hills

The CBO reported to the Board that VCSSFA has selected Athens as their Workers' Compensation Administrator and George Hills as their Property and Liability Administrator. The newly selected administrators will be effective as of July 1, 2019. The CBO also reminded the Board about the hazard mitigation grant project. Russ Olsen of VCSSFA, is working with several districts to facilitate the application for grant funding.

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)

The CBO provided the Board with a handout with information about school crisis toolkits.

D. Letters and Communications

None

E. Chief Business Official Report

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

1) Payroll Cycles

The CBO reported to the Board that BSA will be revising pay cycles at some point due to regulations for new hires and timecard employees. The revision of pay cycles may cause split pay days through out the month. The revisions to pay cycles will be implemented with the charter schools first.

2) AB1808 Budget Overview for Parents (Pgs. 9-19)

The CBO provided a handout to the Board with information on AB1808

F. SmartFind Discussion

Tanya Rodriguez provided the Board with an update on substitute clean up and system statistics. BSA went through the system and notified all substitutes that have not been actively participating that their profiles would be deactivated. This contact generated a lot of responses from substitutes stating that they either wanted to stay in the pool or be removed. A handout was provided to each Board member, with a list of their district's statistics, such as job fulfillment percentages and job/absence creation.

G. Dental & Vision Plans Discussion

The CBO discussed with the Board the current dental and vision plans being offered and the potential of adding or replacing of plans for the 2019-20 plan year. The CBO will also be discussing these plan options with the healthcare committee at next months meeting.

H. HR Files of Termed Employees

Whose responsibility is, it to maintain and should they go back to the site

The CBO discussed with the Board plans for storing HR files of terminated employees. Currently the records are stored at BSA; BSA is running out of physical storage space for these district records. Rather than send the files back to the districts, BSA is going to experiment with implementing M Flies Cloud storage of these types of files.

I. Home to School Transportation

The Board discussed their transportation fleets, drivers, and needs.

J. Nurse Staffing

The Board discussed their current nursing staffing setup and needs. Some of the districts have a health clerk and some are using a nurse provided by VCOE for a fee. The possibility of hiring a nurse and sharing their service was discussed. The Board asked that this item be brought back at a later meeting.

3. ACTION ITEMS

A. Approval of Consent Agenda (pgs. 31-39)

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. 31-37)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2018 through February 28, 2019 Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg. 38)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the January 1, 2019 through February 28, 2019 Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg.39)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the January 1, 2019 through February 28, 2019 Board Reports.

Vote for items 3.A. 1-3

Motion: Dr. Sheryl Barnd Second: Kari Skidmore Y 5 N 0 A 0

B. Policy Development

1) Review, Discussion, and Approval of VCSBSA Employee Handbook Revision (Pgs. 40-1)

Review, discuss, and approve the revisions as presented to the Health, Dental and Vision Insurance section of the handbook.

Motion: Dr. Colleen Robertson Second: Kari Skidmore Y 5 N 0 A 0

C. Old Business

1) Review, Discussion, and Approval of Director of Facilities/Maintenance Job Description (Pgs. 42-45)

Review, discuss, and approve the Director of Facilities/Maintenance job description.

The Board reviewed, discussed, and approved the Job description for the Director Facilities/ Maintenance with adding additional language about safety data sheets. The Board also approved posting of the Director of Facilities/Maintenance position for fulfilment with placement on the Management salary schedule range 205.

Motion: Jeff Turner Second: Dr. Sheryl Barnd Y 5 N 0 A 0

D. New Business

1) Review, Discussion, and Approval of the 2018-2019 VCSBSA Second Interim Report (Pgs. 46-112)

Local agency governing boards are required to certify twice a year regarding their ability to meet their financial

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obligations for the remainder of the current fiscal year and for the subsequent two fiscal years, in accordance with Education Code Section 42131. The Second Interim Report covers the financial and budgetary status for the period ending January 31, 2019

Motion: Dr. Colleen Robertson **Second:** Dr. Sheryl Barnd Y 5 N 0 A 0

2) Approval of the CliftonLarsonAllen, LLP Independent Audit Services Engagement Letter for the June 30, 2019 Audit (Pgs. 113-122)

The Chief Business Official recommends approval of the engagement letter.

Motion: Jeff Turner **Second:** Dr. Sheryl Barnd Y 5 N 0 A 0

3) Approval of the CliftonLarsonAllen, LLP Independent Audit Service Contract Extension Proposal (Pg. 123)

The Chief Business Official recommends approval of the engagement letter.

Motion: Dr. Sheryl Barnd **Second:** Jeff Turner Y 5 N 0 A 0

4) Approval of the CliftonLarsonAllen, LLP Independent Audit Services Engagement Letter for the year ended on June 30, 2020, plus two additional years ending June 30, 2021 and 2022. (Pgs. 124-133)

The Chief Business Official recommends approval of the engagement letter.

Motion: Jeff Turner **Second:** Dr. Sheryl Barnd Y 5 N 0 A 0

5) Review, Discussion, and Approval of the Memorandum of Understanding with Portland Energy Conservation, Inc. (PECI) (Pgs. 134-139)

The Chief Business Official recommends approval of the MOU.

Motion: Jeff Turner **Second:** Dr. Colleen Robertson Y 5 N 0 A 0

6) Review, Discussion, and Approval of the 2019-2020 Annual Contract with Architecture, Construction, and Engineering Charter High School (ACE) (Pgs. 140-45)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Annual Contract with ACE Charter High School.

7) Review, Discussion, and Approval of the 2019-2020 Annual Contract with BRIDGES Charter School (Pgs. 146-151)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Annual Contract with BRIDGES Charter School.

8) Review, Discussion, and Approval of the 2019-2020 Annual Contract with Meadows Arts and Technology Elementary School (MATES) (Pgs. 152-157)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Annual Contract with MATES Charter School.

9) Review, Discussion, and Approval of the 2019-2020 Annual Contract with River Oaks Academy Charter School (Pgs. 158-163)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Annual Contract with River Oaks Academy Charter School.

10) Review, Discussion, and Approval of the 2019-2020 Annual Contract with Ventura Charter School of Arts and Global

Education (Pgs. 164-169)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Annual Contract with Ventura Charter School of Arts and Global Education.

The Board voted to approve items 3.D. 6-10, with the following vote:

Motion: Kari Skidmore Second: Dr. Colleen Robertson Y 5 N 0 A 0

4. Closed Session

A. The Board of Directors went into closed session at 2:54 pm. The Board of Directors returned from closed session at 3:34 pm.

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 reported that the CBO was given direction to bring back the Account Assistant III job description with salary schedule to the next board meeting. The CBO was also given direction to create a draft of an Administrative Support job description that reflects BSA’s current and future needs. The Board was given direction on completing item 2.

5. ADVANCE PLANNING

A. Future Agenda Items

School App-Mr. Turner

B. Suggested Agenda Items

C. Future Board Meetings

April 26, 2019

May 17,2019

6. ADJOURNMENT-3:37 pm