

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, October 26, 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 ARRIVED AT 1:16PM
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 1:31 PM

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-ABSENT

- C. Welcome Guests
D. Emergency Additions to the Agenda
E. Approval of Agenda (Pgs. 1-3)

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

- F. Approval of Minutes (Pgs. 4-7)
Approval of Minutes moved to Item 4.

- G. Organizational (Pg. 8)
1) Mesa Elementary School District Alternate Representative
(a) Resignation of Alternate Member Dr. Stephen Bluestein
(b) Designation of Alternate Member Kim Kuklenski

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

- H. Public Comments
I. Public Participation
J. Presentation-Phillip Hampton, California State University Channel Islands, Golden Gear Award Process

# VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY

Phillip Hampton presented to the Board information on applying for a Golden Gear award.

## 2. REPORTS/INFORMATION/DISCUSSION

### A. VCOE Staff Report(s)

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

#### 1) Demand Letters for Trustee Areas vs at Large

Misty Key provided the Board of Directors with a handout on the California Voting Rights Act.

### B. Ventura County Schools Self-Funding Authority (VCSSFA) Update

The Chief Business Official will provide an update from VCSSFA.

#### 1) Armatus Training

The CBO informed the Board of Directors that Armatus Training is required for all employees.

### 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.

The CBO provided the Board of Directors with a handout on Brown Act amendments that change online agenda requirements for 2019 and Q user conference. The CBO also informed the Board that the new Account Assistant I, Isabelle Rhode, will be starting on October 29, 2018.

## 3. ACTION ITEMS

### A. Approval of Consent Agenda (Pgs. 9-19)

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, 2018 through September 30, 2018 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 August 1, 2018 through September 30, 2018 Board Report of Checks.

#### 3) Approval of Board Report of Purchase Orders (Pg. 18)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the August 1, 2018 through September 30, 2018 Board Reports.

#### 4) Approval of Classified Personnel Report (pg. 19)

The Chief Business Official recommends that the Board of Directors approve the Classified Personnel Actions as listed.

# VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY

Note: this report denotes action to be taken on Positions as well as Personnel changes.

Vote for items 4.A. 1-4

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

## B. Old Business

### 1) Approval of the redesigned VCSBSA logo (Pgs. 20-22)

The Chief Business Official recommends that the Board of Directors approve the VCSBSA Logo as presented. The Green Logo was approved.

Motion: Jeff Turner Second: Kari Skidmore Y 5 N 0 A 0

## C. New Business

### 1) Review, Discussion, and Approval of the License Agreement with Ricoh (Pgs. 23-28)

The Chief Business Official recommends that the Board of Directors approve the license agreement with Ricoh as presented.

Motion: Kari Skidmore Second: Jeff Turner Y 5 N 0 A 0

### 2) Review, Discussion, and Approval of the Agreement for Special Services with Atkinson, Andelson, Loya, Ruud & Romo. (Pgs. 29-33)

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

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

### 3) Review, Discussion, and Approval of SISC Companion Care Benefit option (Pgs. 34-52)

The Chief Business Official recommends that the Board of Directors approve the Companion Care benefit option offered through SISC for retirees.

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

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

The Chief Business Official recommends that the Board of Directors approve the August 24, 2018 minutes as listed.

Motion: Dr. Sheryl Barnd Second: Jeff Turner Y 3 N 0 A 1

## 5. ADVANCE PLANNING

### A. Future Agenda Items

### B. Suggested Agenda Items

### C. Future Board Meetings

December 7, 2018- STEAM After School Clubs

January 18, 2019

March 8, 2019

April 26, 2019

May 17, 2019

## 6. ADJOURNMENT 1:47 PM