



OFFICIAL MINUTES
Tuesday September 3, 2019
1:30 PM

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:30 pm**
- B. Roll Call**

Board:

President: Deborah Cuevas, Briggs Elementary School District -**PRESENT**
Vice President: Jeff Turner, Mesa Union School District-**ABSENT**
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**

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-**PRESENT**

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

Motion: Kari Skidmore 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 July 11, 2019 minutes as listed.

Motion: Dr. Sheryl Barnd Second: Kari Skidmore Y 3 N 0 A 2

G. Organizational

- 1) Mupu Elementary School District Representative**
 - (a) Resignation of Mupu Member Alternate Representative Marilyn Beckerman
 - (b) Designation of Mupu Member Alternate Representative: Megan Escobar

H. VCOE Staff Report(s)

Lisa Brown, Director of Local District Support, will be present to discuss dates, time and planning for the Smalls Network Collaboration.

Item moved from 2.A. to 1.H

Lisa Brown spoke to the Board about continuing the Smalls Network meetings for the 2019-20 year. Lisa said she would create a doodle to see what dates will work for the smalls to meet.

I. VCOE Educator Support and Effectiveness Teacher Induction Presentation

Kim Uebelhardt, Executive Director, and Marcia Russell, Director will present to the Board information on VCOE's Teacher Induction Program.

Marcia Russell and Raina Arrellano presented to the Board updates on the Teacher Induction Program. They provided some stats gained from feedback provided by participants in the program over the last 2 years. This year the program has implemented some new features. Some of these features are online support access for teachers and mentors and streamlining individual learning plans. They will also be promoting a greater emphasis on mentoring.

2. Reports/Information/Discussion

A. Item Moved to 1.H.

B. 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)

C. Chief Business Official Report

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

The CBO informed the Board that VCSBSA staff has completed closing the books for 2018-19 for all entities.

- 1) Instructional Materials Public Hearing Requirements for the 2019-20 school year (pgs.7-8) **handout provided**
- 2) Fundraising in the Digital Age (Pgs.9-10)-**handout provided**

D. Long-term Substitute Rate Discussion

The Board discussed the possibility of the districts and charters modifying their long-term substitute rates. They were each asked to review with their respective governing boards the proposed long-term sub rates. This item is to be brought back to a future meeting for discussion.

E. Health & Welfare Open Enrollment Discussion

The Board discussed the open enrollment process that is currently in place that makes a health election form required for every employee taking benefits even if the employee is not making a change. The Board discussed the possibility of changing this requirement. The suggested modification would be to only receive a health election form for employees wanting to change plans. All employees would be required to sign an acknowledgement that they have received the open enrollment packet and are aware of the new process. The Board also suggested that VCSBSA host an open enrollment workshop to refresh the sites on the process and completing the forms and deadlines.

F. Review and Discuss VCSBSA's Board Policy as it relates to expanding BSA's services to other districts in Santa Barbara County.

The CBO informed the Board that she had been approached by Dr. Bluestein, who is working for a school district in Santa Barbara County, to see if VCSBSA would consider taking them on as a customer. The CBO looked at the current board policy as it relates to customers and member districts. The CBO and Board discussed pros and cons to adding another site to VCSBSA's workload. This item will be brought back to a future meeting as a discussion item.

G. VCOE request for all sites to have cash clearing accounts discussion

The CBO was approached by VCOE's SBAS department inquiring about the deposit process for VCSBSA and its member districts and charters. SBAS will be modifying their deposit requirements. These modifications will only allow for depositing of checks drawn on a district account. This requirement will make it necessary for all the VCSBSA districts and charters to maintain a cash clearing account.

H. Facilities, Maintenance, and Operations Plan Discussion (Pg. 11)

David Norris, Director of Maintenance, Operations, and Transportation, reviewed his MOT plan for the 2019-20 year.

3. Action Items

A. Approval of Consent Agenda

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.12-18)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2019 through August 31, 2019 Financial Statements.

2) Approval of Board Report of Commercial Checks (Pgs. 19-20)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the May 1, 2019 through August 31, 2019 Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pgs. 21-23)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the May 1, 2019 through August 31, 2019 Board Reports.

4) Approval of Classified Personnel Report (Pgs. 24-25)

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 3A. 1-4

Motion: Kari Skidmore Second: Dr. Sheryl Barnd Y 3 N 0 A 2

B. Personnel

1) Review, Discussion, and Ratification of the VCSBSA Employment Contract (Pgs. 26-28)

The Chief Business Official recommends that the Board of Directors approve the ratification of the employment contract for David Norris, Director of Maintenance, Operations, and Transportation effective July 15, 2019.

Motion: Kari Skidmore Second: Dr. Sheryl Barnd Y 3 N 0 A 2

C. New Business

1) Review, Discussion, and Approval of the 2019-2020 Agreement for Professional Services, Dannis Woliver Kelley (Pgs. 28-31)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Agreement for Professional services as presented.

Motion: Dr. Sheryl Barnd Second: Kari Skidmore Y 3 N 0 A 2

2) Review, Discussion, and Approval of the 2018-2019 VCSBSA Unaudited Actuals Financial Report(handout)

The Chief Business Official recommends that the Board of Directors approve the 2018-2019 Unaudited Actuals Financial report as presented (pursuant to Education Codes 41023 and 42100).

Motion: Dr. Sheryl Barnd Second: Kari Skidmore Y 3 N 0 A 2

3. Planning

- A. Future Agenda Items**
- B. Suggested Agenda Items**
- C. Future Board Meetings**

October 25, 2019
December 13, 2019
February 28, 2020
April 24, 2020
May 15, 2020

6. ADJOURNMENT-3:15 pm