



OFFICIAL MINUTES

Friday, February 28, 2020
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**
Member: Dr. Sheryl Barnd, Mupu Elementary School District-**Present**
Member: Kari Skidmore, Santa Clara Elementary School District -**Present, Arrived at 1:05 pm**

Alternate: Lindsay Winegar, Briggs Elementary School District
Alternate: Kim Kuklenski, Mesa Union School District
Alternate: Megan Escobar, 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- VCOE Technology Services Update, Item G. 2.

E. Approval of Agenda (Pgs. 1-3)

Motion: Dr. Sheryl Barnd **Second:** Jeff Turner 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 13, 2019 minutes as listed.

Motion: Dr. Colleen Robertson **Second:** Dr. Sheryl Barnd Y 4 N 0 A 1

G. Presentation

1) Logrando Bienestar -Sandra Tovar presenter

Sandra Tovar and Cynthia Salas, from Ventura County Public Behavioral Health Services, presented information on their program Logrando Bienestar. The program is looking to collaborate with school counselors and administrators to provide mental health screening and services to students and their families. The Logrando Bienestar program believes collaborating with schools is a key component to their program. They are available to help with completing forms for services, hosting parenting workshops on bullying and stress, as well as applying for Medi-cal.

2) VCOE Technology Services Update-Colleen Steed

Colleen Steed reminded the Board about reviewing and updating CALPads data on a regular basis. CALPads is performing credential monitoring regularly. If an LEA has a combination class, it will need to be split out due to

the credentialing requirements. CALPads is also requiring student office aids to be reported. CALPads is requiring data to be certified by LEA's no later than March 15, 2020.

3) Special Education Discussion-Mary Samples

Mary Samples discussed with the Board the possibility of entering into a consulting agreement with the districts to assist with special education services. Mary has expertise in the special education field that the districts would find beneficial with assessing, planning, and providing special education services to students. Elizabeth Atilano, Executive Director, Ventura County Schools Self-Funding Authority, mentioned that Self-funding has some resources to assist the district with special education. The possibility of creating a special education consortium was made that would include all members of the self-funding authority. The Board asked that Mary Samples and Elizabeth Atilano are brought back to a future meeting to further discuss consulting and consortium options.

4) CSEBO-Trevor Hansen

Trevor Hansen with CSEBO presented to the Board an overview of CSEBO services they offer to school districts related to healthcare benefits. CSEBO makes sustainable health care coverage its primary goal. As a self-insured agency they create programs that are administered by its members to provide customized benefit plans and ideas for cost savings. They provide in-house customer service, plan selection assistance tools, and will host meetings and educational events as requested.

2. Reports/Information/Discussion

A. VCOE Staff Report(s)

Misty Key, Associate Superintendent of Fiscal/Administrative Services, will be present to provide an update from VCOE.

Misty Key attended an insurance conference and reported that some carriers will provide coverage at higher premiums. Misty noted that this is the worst insurance climate within the last 2 decades. Misty reminded the Board that with AB218 increasing the duration of time to report molestation, districts may see lawsuits filed for alleged abuse from prior years. The Governor is proposing more funding for SPED and trailer bill discussions to determine how the funds will be disbursed to LEAs. The State is also looking at the possibility of rewriting the LCFF formula.

B. Ventura County Schools Self-Funding Authority Update

The Chief Business Official will provide an update from VCSSFA.

Nothing reported out

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)

Deborah Cuevas, Dr. Sheryl Barnd, and Tami Peterson reported out on the Innovating for Equity Summit conference they attended earlier in the month. The conference had workshops on various categorical programs run by the CDE. Dr. Barnd enjoyed the hot topic breakout sessions. Tami found the workshops and information helpful. The workshops provided Tami with reassurance that VCSBSA's understanding of specific categorical programs to be comprehensive and correct.

D. Chief Business Official Report (Pgs. 8-11)

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

- 1) Possible LCAP Development Timeline (Pgs. 8-9)
- 2) Assignment Monitoring Guidance (Pgs. 10-11)

The Chief Business Official provided handouts to the Board for their reference.

E. Substitute Teacher Pool Hiring

The Board discuss the current hiring process and substitute selection for the pool. Once an applicant has been paper screened and cleared through VCOE substitute clearinghouse, they are invited to complete hiring forms for the pool. The Board would like start performing interviews with the applicants to assess them prior to having them complete hiring forms. The Board would also like an evaluation form created for use in evaluating a substitute's performance in the classroom. Board President, Deborah Cuevas, volunteered to conduct the interviews of the potential substitute teacher pool candidates.

F. Title III Consortium

No discussion took place

G. DTS Services-LCAP Template

The Board discussed adding the LCAP Template to their current DTS Services agreement. The LCAP Template hosted by DTS has been approved by VCOE for use. The format of the DTS template makes writing and editing the LEA's LCAP easier than using the state provided template. DTS Services manages updates to the template annually as well as provides assistant with rolling over data into the template.

3. Action Items

A. Approval of Consent Agenda (Pgs. 12-21)

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 January 31, 2020 Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg. 19)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the December 1, 2019 through January 31, 2020 Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg.20)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the December 1, 2019 through January 31, 2020 Board Reports.

4) Approval of Obsolete Furniture and Equipment (Pg. 21)

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 3A. 1-4

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

B. New Business

1) Review, Discussion, and Approval of the 2019-2020 VCSBSA Second 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 January 31, 2020. The Chief Business Official recommends approval.

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

4. Closed Session

A. During this meeting the Board may adjourn to Executive Session to review and consider the topics below:

The Board of Directors went into closed session at 3:02 PM. The Board of Directors returned from closed session at 3:32 PM

- 1) Personnel Matters Public Employment Government Code 54957
- 2) Conference with Labor Negotiators (Government Code Section 54957.6)

**Report of actions taken during closed session:
The President of the Board reported the following:**

Item 1) The Board of Directors unanimously approved the revisions to the job description as presented and salary placement on Range 02/112 for the Payroll Technician position. The Board also approved posting the vacancy for a Payroll Technician immediately.

Item 2) The Board of Directors gave unanimous approval for a 2% salary increase on-schedule retroactive to July 1, 2019. The Board of Directors thanked the VCSBSA staff members for all their hard work.

- 5. Planning**
 - A. Future Agenda Items**
 - B. Suggested Agenda Items**
 - C. Future Board Meetings**
 - April 24, 2020
 - May 15, 2020

5. ADJOURNMENT-3:35 PM