



**OFFICIAL MINUTES**  
Friday, October 25, 2019  
1:00 PM

**1. OFFICIAL OPENING OF MEETING**

- A. Call to Order 1:05 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 late @ 1:10 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- **Absent**, Tanya Rodriguez: Administrative Assistant-**Present**

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

**Motion:** Dr. Sheryl Barnd      **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 September 3, 2019 minutes as listed.

**Motion:** Deborah Cuevas      **Second:** Dr. Sheryl Barnd      Y    4    N    0    A    1

- G. Letters (Pgs. 8-12)

Board reviewed letter detailing documents that were destroyed on July 10, 2019.

- H. Q Communications Presentation, Deborah Cuevas

Deborah Cuevas, Superintendent, Briggs School District, will present to the Board information on Q Communications. Deborah Cuevas, Superintendent, Briggs School District, spoke to the Board Members about some of the helpful features that Briggs School District is utilizing within the Q communications application. The application allows creation of contact groups. Briggs has created different groups, for staff and parents. Briggs uses the groups to send mass messages to the targeted group. Two-way texting is another feature of Q communication. It enables the teacher to communicate with parents via text messaging without using their personal wireless phone number. The two-way texting option also has translations built in. This is useful when communicating via text with a non-English speaking

parent. Julie Judd, VCOE Technology Services, offered to come out to train staff and parents on using the Q Communications application. Julie will also provide a template letter for use by the districts to notify parents of the Q communications application.

## 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 informed the Board about pending updates to CALPADS Special Education data collection. Per Misty, Colleen Steed, VCOE TS, is working on updates so that there are less errors when exporting/importing information into CALPADS. Credential checks will be done at the state level, as well as testing the audit process to make sure credentials match course codes entered. Misty provided the Board with a handout CALPADS Update Flash # 161.

Julie Judd, VCOE TS, provided the board with an update on cyber security. Phishing scams targeting school districts are at a high. Schools using google classroom, also need to use G Suites to increase their security. Julie also asked if the sites were using District Pulse. Julie wants to make sure they are all trained on using the application. Julie reminded the Board about the Census Resolution. VCOE has a webpage dedicated to census information and data collection. The census information is important for funding.

### B. Ventura County Schools Self-Funding Authority Update

The Chief Business Official will provide an update from VCSSFA.

#### 1) Safety Credit Program Information (Pgs. 13 -57)

The CBO provided the Board with a handout on the safety credit program that included information on what the funds should be used for.

### C. Implementation & Inquiry Network

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

#### No Superintendent reported out

- 1) Curriculum Council Report
- 2) Project Directors' Meeting Report
- 3) Bilingual Directors' Meeting Report
- 4) Personnel Directors' Meetings (CPAN/Tri-County)

### D. Chief Business Official Report

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

- 1) Establishing or Changing the Date or Location of a Regular Meeting (Pgs. 58-65)
- 2) Public Safety Power Shutoff (Pgs. 66-75)
- 3) Governor Signs SB 328 (Pg. 76)
- 4) Reminder, local indicators in the Dashboard are due soon (Pg. 77)

The CBO provided handouts to the board on items 1-4.

## 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. 78-84)**

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2019 through September 30, 2019 Financial Statements.

**2) Approval of Board Report of Commercial Checks (Pg. 85)**

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the September 1, 2019 through September 30, 2019 Board Report of Checks.

**3) Approval of Board Report of Purchase Orders (Pg. 86)**

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the September 1, 2019 through September 30, 2019 Board Reports.

Vote for items 3A. 1-4

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

**B. New Business**

**1) Review, Discussion, and Ratification of the 2019-2020 Agreement for Special Services, Atkinson, Andelson, Loya, Rudd, & Romo. (Pgs. 87-94)**

The Chief Business Official recommends that the Board of Directors approve the ratification of the agreement for special services with Atkinson, Andelson, Loya, Rudd, & Romo effective September 1, 2019.

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

**2) Review, Discussion, and Approval of the 2019-2020 Agreement for Services with Corodata (Pgs.95-98)**

The Chief Business Official recommends that the Board of Directors approves the agreement of Services with Corodata effective November 1, 2019.

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

**3. Closed Session**

**A. The Board of Directors went into closed session at 1:38 pm. The Board of Directors returned from closed session at 1:55pm.**

**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 Board of Directors unanimously voted to take action to approve the following 3 items:**

- 1. Promotion of current Account Assistant II, Jennifer Buckley to Account Assistant III, Range 119, Step 4 effective November 1, 2019.**
- 2. Promotion of current Account Assistant II, Amy Gray to Account Assistant III, Range 119, Step 4 Effective November 1,2019.**
- 3. Reclassification of current Senior Accountant, Maria Eva Lopez to Budget & Accounting Supervisor, Range 137 Step 5 effective November 1, 2019.**

- 4. Planning**
  - A. Future Agenda Items**
  - B. Suggested Agenda Items**
  - C. Future Board Meetings**
    - December 13, 2019
    - February 28, 2020
    - April 24, 2020
    - May 15, 2020

**6. ADJOURNMENT-2:07 PM**