



OFFICIAL MINUTES

Thursday, July 11, 2019

9:00 AM

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 9:06 AM
- 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 9:13 AM**
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 N/A
- E. Approval of Agenda (Pgs. 1-3)

Motion: Kari Skidmore **Second:** Dr. Sheryl Barnd 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 May 17, 2019 minutes as listed.

Motion: Dr. Sheryl Barnd **Second:** Jeff Turner Y 4 N 0 A 1

2. Actions Items

A. New Business

1) Review, Discussion, and Approval of 2019-20 Contract for Escape Financial & Payroll/Personnel & VOIP Services. (Pgs. 8-9)

The Chief Business Official recommends that the Board of Directors approve the contract as listed for the 2019-2020 fiscal year Escape Financial and Payroll/ Personnel, and VOIP Services.

Motion: Jeff Turner Second: Kari Skidmore Y 4 N 0 A 1

2) CAL-Card Request to Participate and Local Agency Subscription Agreement (Pgs. 10-13)

The Chief Business Official recommends that the Board of Directors approve the CAL-Card Request to Participate and Local Agency Subscription Agreement as presented and requests authorization for the Chief Business Official to complete any additional items necessary to finalize the CAL Card application.

Motion: Dr. Sheryl Barnd Second: Jeff Turner Y 4 N 0 A 1

3) Approval of Classified Personnel Report. (Pgs. 14-15)

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.

Motion: Jeff Turner Second: Kari Skidmore Y 4 N 0 A 1

4) Approval of NASPO Value Point Authorized User Agreement Verizon (Pg.16)

The Chief Business Official recommends that the Board of Directors approve the NASPO Value Point Authorized Service Agreement as listed and requests authorization for the Chief Business Official to complete any additional items necessary to finalize the Verizon contract.

Motion: Dr. Sheryl Barnd Second: Jeff Turner Y 4 N 0 A 1

5) Retiree Benefits

The Chief Business Official is requesting direction on guidelines regarding retiree lack of payment for health and welfare premiums.

The Board Members moved to approve the following guidelines related to retiree lack of payment for health and welfare premiums.

When a retiree is 60 days past due on premium payments, VCSBSA is to send a collection letter, via certified mail return receipt, requesting premiums owed to be paid and notification that if payment is not received, within 30 days of the notice, benefits will be terminated.

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

3. Discussion Items

A. Daily Substitute Rate

The Board discussed setting an hourly rate for substitutes that are only working half day and increasing the daily rate for long-term substitutes. The Board discussed the possibility of each site that is participating in the substitute pool, determining their own long-term substitute rate or increasing their long-term rates collectively. The recommended collective daily rate for long-term substitute is as follows: 10-20 days rate of \$150.00, 21-90 days rate of \$180.00, and 90 plus days rate of \$210.00. This item is to be brought back to a future meeting for further discussion.

B. CBO Evaluation Goals

The Board discussed potential goals for the CBO for the 2019-20 fiscal year. The Board decided that the two areas of focus would be developing duties and expectations for the Director of Maintenance, Operations, and Transportation and implementation of the website, mission statement, and vision statement. As part of the CBO's strategy to complete these goals, the Board would like ongoing professional development for sites, updated forms and process, and regular check ins with CBO.

C. Mission & Vision Statement

D. Organizational Requirement (Pgs. 17-19)

The CBO provided handouts on AB 2449 which changes the time frame for annual organizational meetings to take place. Beginning in 2019 terms will begin on the second Friday in December. The CBO asked the Board if they could re-schedule their sites respective December board meetings to help make the CBO's schedule in December be more manageable.

E. Records Retention-Days of Attendance & ADA

The CBO reminded the Board that records related to attendance and ADA are their sites responsibility. Although VCSBSA retains some records, the responsibility for compliance with records retention guidelines is the sites responsibility.

F. Records Retention Workshop

The CBO informed the Board that VCSBSA performed a purge of files that were being housed in storage. During this purge VCSBSA decided that they would like to host a workshop on records retention for sites as part of a professional development series.

4. Closed Session

A. The Board of Directors went into closed session at 10:15 a.m. The Board of Directors returned from closed session at 10:42 a.m.

1) Conference with Labor Negotiators (Government Code Section 54957.6)

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 two items.

- 1. Longevity will apply to the management salary schedule effective July 1, 2019.**
- 2. Reclassification of current Administrative Assistant, Tanya Rodriguez to Administrative Assistant II range 125 step 4 effective July 1, 2019**

5. Planning

- A. Future Agenda Items**
- B. Suggested Agenda Items**
- C. Future Board Meetings**
 - September 3, 2019
 - October 25, 2019
 - December 13, 2019
 - February 28, 2020
 - April 24, 2020
 - May 15, 2020

6. ADJOURNMENT