

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

Special Board Meeting Minutes

Thursday, July 12, 2018
9:00 AM

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 9:08 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**
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: Stephen Blustein, 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-**ABSENT**, 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

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

- F. Public Comments -None
- G. Public Participation-none

2. Action Items

A. New Business

- 1) **Review, Discussion, and Approval of 2018-19 Contract for Escape Financial & Payroll/Personnel & VOIP Services**
The Chief Business Official recommends that the Board of Directors approve the contract as listed for the 2018-2019 fiscal year Escape Financial and Payroll/ Personnel, and VOIP Services.

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

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3. DISCUSSION ITEMS

A. Classified Workshop Lunch Schedule & Topics

- 1) Health & Welfare, Payroll, & Human Resources
- 2) Purchasing, Payables, Invoices
- 3) Attendance Audit Processes
- 4) LCAP
- 5) Year End Closing

The Board of Directors discussed and set a schedule for the classified workshop luncheons. The schedule is as follows:

August 21, 2018 -Human Resources, Payroll, and Health and Welfare-Somis Union School, 11:00 am -1:30 pm

October 2, 2018-Purchasing, Payables, and Invoicing-Briggs School District, 1:00 pm-3:00 pm

January 11, 2019-Attendance Audit Processes and Miscellaneous-Mupu School District, 1:00 pm-3:00 pm

March 18, 2019-Year End Closings and LCAP-Mesa Union School District, 1:00 pm-3:00 pm

B. CBO Evaluation Goals

The Board of Directors established the 2018-2019 annual goals for the CBO.

1. Continue to provide timely staff development to members of the BSA team and coordinate and develop opportunities for the BSA staff to interact and train site representative.
2. Develop and implement with the BSA Board a leadership plan to utilize the Mission and Vision statement at BSA.

C. Consortium Pricing

The Board of Directors discussed items they would like to get consortium pricing. The Board decided on creating a document with a list of vendors and services provided that would be shared out between the districts.

D. Mission & Vision Statement

4. ADVANCE PLANNING

A. Future Agenda Items

B. Suggested Agenda Items

C. Future Board Meetings

- August 24, 2018
- October 26, 2018
- December 7, 2018
- January 18, 2019
- March 8, 2019
- April 26, 2019
- May 17,2019

5. ADJOURNMENT