



OFFICIAL AGENDA
Friday, December 13, 2019
1:00 PM

1. OFFICIAL OPENING OF MEETING

- A. Call to Order**
- B. Roll Call**

Board:

President: Deborah Cuevas, Briggs Elementary School District
Vice President: Jeff Turner, Mesa Union School District
Clerk: Dr. Colleen Robertson, Somis Union School District
Member: Dr. Sheryl Barnd, Mupu Elementary School District
Member: Kari Skidmore, Santa Clara Elementary School District

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
VCSBSA Staff: Tami Peterson: Chief Business Official, Benny Martinez: Director of School Business, Rudy Calasin: Assistant Director of Fiscal Services, Tanya Rodriguez: Administrative Assistant

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

Motion: _____ Second: _____ Y _____ N _____ A _____

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: _____ Second: _____ Y _____ N _____ A _____

G. Organizational

1) Election of Officers-Effective January 1, 2020 (Pg. 8)

- (a) President
- (b) Vice President
- (c) Clerk

2) Certification of Signatures Effective January 1, 2020

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.

B. Ventura County Schools Self-Funding Authority Update

The Chief Business Official will provide an update from VCSSFA.

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)

D. Chief Business Official Report

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

E. Emergency Preparedness

- 1) **What will you need in case of a lockdown?**
- 2) **Classroom Supplies**
- 3) **Food, Sanitation, Restroom**

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. 9-15)

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

2) Approval of Board Report of Commercial Checks (Pgs.16-17)

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

3) Approval of Board Report of Purchase Orders (Pgs.18-20)

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

Vote for items 3A. 1-3

Motion: _____ Second: _____ Y _____ N _____ A _____

B. New Business

- 1) Review, Discussion, and Approval of Part-Time Account Assistant I, Salary Placement, and Position Posting. (Pg. 21)**
Review, discuss, and approve part-time Account Assistant, salary placement, and position posting.

Motion: _____ Second: _____ Y _____ N _____ A _____

- 2) Review, Discuss, and Approval of Records Classification (Pgs. 22-24)**

The documents on the attached list Items 89-104 are permanent records originating in various fiscal years from 1996-2018. The Chief Business Official request that these records be classified as Class 1 records.

The documents on the attached list Items 1-88 are permanent records originating in various fiscal years from 2013-2018. These records require a retention period longer than three (3) years and the Chief Business Official requests that these records be classified as Class 2 records.

Motion: _____ Second: _____ Y _____ N _____ A _____

- 3) Review, Discuss, & Approval of Destruction of Records (pgs. 25-26)**

The documents on the attached list have been previously classified as Class 2 records. The Chief Business Official requests that these records be classified as Class 3 records. These records have met the retention period requirements of Article 2, Sections 16023-16028 of Title 5, California Code of Regulations and are of no further use to the JPA. The Chief Business Official request permission to destroy the documents listed on the attached list.

Motion: _____ Second: _____ Y _____ N _____ A _____

- 4) Review, Discussion, and Approval of the 2019-2020 VCSBSA First 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 October 31, 2019. The Chief Business Official recommends approval.

Motion: _____ Second: _____ Y _____ N _____ A _____

3. Planning

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

6. ADJOURNMENT