



**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
Ventura County Schools Business Services Authority  
VCSBSA Conference Room  
5189 Verdugo Way  
Camarillo, CA 93012  
Ph: 805.383.1974

**OFFICIAL AGENDA**  
Friday, October 23, 2020  
1:00 PM

Join Zoom Meeting  
<https://zoom.us/j/92927874139?pwd=MVBYbmdlWXE5dUtUVWlJVTJybkQrUT09>

Meeting ID: 929 2787 4139  
Passcode: 508134

**1. OFFICIAL OPENING OF MEETING**

- A. Call to Order
- B. Roll Call

**Board:**

**President:** Deborah Cuevas, Briggs Elementary School District  
**Vice President:** Dr. Raul Ramirez, Mesa Union School District  
**Clerk:** Dr. Jesus Vaca, 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:** 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  
**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. 4-9)**

The Chief Business Official recommends that the Board of Directors approve the September 4, 2020 and the October 2, 2020 minutes as listed.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**2. Reports/Information/Discussion**

**A. Ventura County Schools Self-Funding Authority Update**

The CBO will provide an update from VCSSFA.

**B. VCOE Staff Report(s)**

- 1) Misty Key, Associate Superintendent of Fiscal/Administrative Services, will be present to provide an update from VCOE.
- 2) Julie Judd, Chief Technology Officer, and Colleen Steed, Director of Data Management & Applications will be present to provide an update from VCOE Technology Services.

**C. SPED Report**

- 1) Mary Samples will be present to provide updates on SPED

**D. 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)

**E. Chief Business Official Report**

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

- 1) AB 992 Clarifies Permissible Communications (pgs. 10-12)
- 2) Extension Granted for Collection of Census Day Records (pg.13)
- 3) VCPH Grant
- 4) Peak Prep Update

**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. 14-20)**

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1 ,2020 through September 30, 2020 Financial Statements.

**2) Approval of Board Report of Commercial Checks (pg.21)**

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the September 1, 2020 through September 30, 2020 Board Report of Checks.

**3) Approval of Board Report of Purchase Orders (pg.22)**

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the September 1, 2020 through September 30, 2020 Board Reports.

**4) Approval of Classified Personnel Report (pg.23)**

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.

**5) Approval of Obsolete Furniture and Equipment (pg. 24)**

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. 1-5

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**B. Discussion and Approval of Extra Contract Days for the 2020-21 Year.**

The Chief Business Office is requesting approval for extra contract days as a result of work performed for Peak Prep for CBO, Director of School Business, and Assistant Fiscal Director for 2020-21 year.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Y** \_\_\_\_\_ **N** \_\_\_\_\_ **A** \_\_\_\_\_

**C. Review, Discussion, and Approval of Appointment of Director of School Business and Employment Contract.**

The Chief Business Official will present an appointment recommendation and employment contract for Board review and approval.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Y** \_\_\_\_\_ **N** \_\_\_\_\_ **A** \_\_\_\_\_

**4. Planning**

- A. Future Agenda Items**
- B. Suggested Agenda Items**
- C. Future Board Meetings**
  - December 11, 2020
  - February 26, 2021
  - April 16, 2021
  - May 27, 2021

**6. ADJOURNMENT**