



OFFICIAL MINUTES

Friday, September 4, 2020

1:00 PM

Join Zoom Meeting

<https://zoom.us/j/97481928018?pwd=QmZEenFYNCtMMXdLVy9wVXViaWpwUT09>

Meeting ID: 974 8192 8018

Passcode: 934978

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: Dr. Raul Ramirez, Mesa Union School District-**PRESENT**

Clerk: Dr. Jesus Vaca, 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: 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-**ABSENT**

C. Welcome Guests

D. Emergency Additions to the Agenda -**NONE**

E. Approval of Agenda

Motion: Kari Skidmore Second: Dr. Sheryl Barnd Y 5 N 0 A 0

F. Approval of Minutes

The Chief Business Official recommends that the Board of Directors approve the July 16, 2020 minutes as listed.

Motion: Dr. Sheryl Barnd Second: Kari Skidmore Y 5 N 0 A 0

G. Certification of Signatures as presented effective July 1, 2020.

Motion: Dr. Raul Ramirez Second: Dr. Jesus Vaca Y 5 N 0 A 0

2. Reports/Information/Discussion

A. Ventura County Schools Self-Funding Authority Update

Russ Olsen will provide an update from VCSSFA.

1) Title IX

Russ Olsen presented to the board information related to the new Title IX requirements. VCSSFA has engaged a Title IX expert to help local education agencies comply with the recent changes to Title IX of the Education Amendments of 1972.

B. VCOE Staff Report(s)

1) Misty Key, Associate Superintendent of Fiscal/Administrative Services, will be present to provide an update from VCOE.

Misty Key was not present to provide an update

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.

Colleen Steed informed the board about new protocols that have been implemented in Q SIS software for the 2020-21 school year.

C. SPED Report

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

Mary Samples gave the board a Special Education update related to COVID-19.

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)

Nothing reported out

E. Chief Business Official Report

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

1) FCMAT CALPADS Data Reporting Challenge

The CBO provided a handout to the board on CALPADS data reporting challenges.

2) Classified Staff Workshop Dates

3) Smalls Administrative Assistants Networking

4) PPE State Program

The CBO discussed with the board items 2-4.

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

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the May 1, 2020 through August 31, 2020 Financial Statements.

2) Approval of Board Report of Commercial Checks

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the May 1, 2020 through August 31, 2020 Board Report of Checks.

3) Approval of Board Report of Purchase Orders

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the May 1,

2020 through August 31, 2020 Board Reports.

4) Approval of Classified Personnel Report

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

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: Dr. Sheryl Barnd Second: Kari Skidmore Y 5 N 0 A 0

4. Actions Items

A. Organizational

1) Somis Union Elementary School District Representative

- (a) Resignation of Somis Union Member Representative Dr. Colleen Robertson.
- (b) Designation of Somis Union Member Representative Dr. Jesus Vaca.

Motion: Dr. Raul Ramirez Second: Kari Skidmore Y 5 N 0 A 0

B. New Business

1) Review, Discussion, and Ratification of the De Lage Landen Financial Services, Inc. Lease Agreement.

The Chief Business Official recommends that the Board of Directors approve the lease agreement with De Lage Landen Financial Services, Inc. as presented for the Ricoh IMC6000 copier lease.

Motion: Kari Skidmore Second: Dr. Sheryl Barnd Y 5 N 0 A 0

2) Review, Discussion, and Ratification of the Document Systems Maintenance Coverage Agreement.

The Chief Business Official recommends that the Board of Directors approve the maintenance agreement with Document Systems as presented for the Ricoh IMC6000 maintenance coverage.

Motion: Kari Skidmore Second: Dr. Jesus Vaca Y 5 N 0 A 0

3) Review, Discussion, and Approval of Records Classification

The documents on the attached list Item # 1-40 are not permanent records originating in various fiscal years from 2017-2019. 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: Dr. Sheryl Barnd Second: Kari Skidmore Y 5 N 0 A 0

4) Review, Discussion, and Approval of Destruction of Records

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: Dr. Jesus Vaca Second: Dr. Raul Ramirez Y 5 N 0 A 0

5) Review, Discussion, and Approval of the 2019-2020 VCSBSA Unaudited Actuals Financial Report(handout)

The Chief Business Official recommends that the Board of Directors approve the 2019-2020 Unaudited Actuals Financial report as presented (pursuant to Education Codes 41023 and 42100).

Motion: Dr. Sheryl Barnd Second: Kari Skidmore Y 5 N 0 A 0

3. Closed Session

A. The Board of Directors went into closed session at 2:19 P.M. The Board of Directors returned from closed session at 2:35 P.M.

1) Personnel Matters

Public Employment (Government Code 54957)

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 Items

- 1. Reclassification of current Account Assistant I, Isabelle Rhode to Account Assistant III range 119 step 1 effective September 1, 2020.**

4. Planning

A. Future Agenda Items

B. Suggested Agenda Items

C. Future Board Meetings

October 23, 2020

December 11, 2020

February 26, 2021

April 16, 2021

May 27, 2021

6. ADJOURNMENT-2:40 P.M.