



OFFICIAL MINUTES

Friday, October 23, 2020

1:00 PM

Meeting took place via Zoom

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:08PM
- 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 **-ABSENT**

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-**PRESENT**
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
Item 3.D.) VCSBSA Designation of Member Representative-Mesa Union
- E. Approval of Agenda

Motion: Dr. Sheryl Barnd **Second:** Dr. Jesus Vaca Y 4 N 0 A 1

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

Motion: Dr. Sheryl Barnd **Second:** Dr. Raul Ramirez Y 4 N 0 A 1

2. Reports/Information/Discussion

- A. **Ventura County Schools Self-Funding Authority Update**
The CBO will provide an update from VCSSFA.

Trevor Hanson, CSEBO, presented to the board information on the EAP program that is available to all employees of VCSSFA Member Districts. Trevor also provided information on Optum's global training Covid-19 supplement catalog. Optum has several tools geared towards work life and HR management. CSEBO has also launched the ProtectWell application for its member districts to use. This app helps employees make decisions about when it is safe to go to work. The app also helps ensure employers that they are taking the proper steps to provide a safe environment. Several handouts were provided to the Board with information on all the products presented.

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 reminded the Board that they need to file the California Voting Rights Act Transition to by-Trustee Area Voting (CVRA) Resolution. Several of the smalls have already filed their CVRA Resolutions, and Misty recommended that Mesa Union and Somis Union file. Misty also recommended scheduling appointments with demographers now because their schedules tend to fill up fast.**

- 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.
Julie Judd reminded the Board to reach out to their E-rate Consultant regarding any E-rate purchases. VCOE has Mi-Fi's available if anyone is in need. Julie is working on bulk pricing of wireless headsets and web cameras that may be needed for returning to in-person instruction. Julie informed the districts that VCOE will allow the purchase of cameras and headsets with VCOE's Bulk pricing if they are interested.
Colleen Steed recommended that schools use the attendance codes that are provided in Q for attendance recording. They have created more attendance codes in Q to accommodate regular, hybrid, and distance learning instructional days. Distance Learning codes (DL) are to be used for students that are scheduled for Distance Learning. The regular attendance codes should be used for students that are scheduled to be on campus. VCOE is recommending that districts also use the designated codes for recording engagement for both on campus engagement and distant learning engagement.

C. SPED Report

- 1) Mary Samples will be present to provide updates on SPED
Mary Samples reminded the Board that CALPads data for SPED is important. Mary highlighted the need to make sure that SPED data is being checked. This data drives funding and needs to be accurate. Mary suggested that if there are any questions or reporting issues in CALPads as it relates to SPED, the district should contact Joanna at VCOE SELPA office for assistance.

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) AB 992 Clarifies Permissible Communications **Handout Provided**
- 2) Extension Granted for Collection of Census Day Records-**Handout Provided**
- 3) VCPH Grant-**The CBO informed the Board that all grant purchases will need to go through the County of Ventura's purchasing process.**
- 4) Peak Prep Update-**The CBO informed the Board that BSA provided services to Peak Prep for the 2019-20 fiscal year, which was not included in our service agreement. BSA has invoiced Peak Prep for the cost of the services provided for the 2019-20 fiscal year.**

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 July 1, 2020 through September 30, 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 September 1, 2020 through September 30, 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 September 1, 2020 through September 30, 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: Dr. Jesus Vaca Y 4 N 0 A 1

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.

The Board of Directors approved extra contracts days; and would like the item to be brought back with a specific number of extra contract days for approval listed.

Motion: Dr. Sheryl Barnd Second: Dr. Jesus Vaca Y 4 N 0 A 1

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.

The Board approved the CBO's recommendation for Rudy Calasin to be appointed as Director of School Business, Effective November 1, 2020. The Board also approved the employment contract as presented.

Motion: Dr Sheryl Barnd Second: Dr. Raul Ramirez Y 4 N 0 A 1

D. Organizational -Mesa Union School District VCSBSA Member Representative

- 1) Resignation of Mesa Union Member Representative Jeffrey Turner
- 2) Designation of Mesa Union Member Representative Dr. Raul Ramirez

Motion: Dr. Jesus Vaca Second: Dr. Sheryl Barnd Y 4 N 0 A 1

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

5. ADJOURNMENT-2:45 PM