



OFFICIAL MINUTES

Friday, December 11, 2020

1:00 PM

Join Zoom Meeting

<https://zoom.us/j/99831018375?pwd=NkJNbFB3Q29KSk9acFNySnZPOUIPUT09>

Meeting ID: 998 3101 8375

Passcode: 382814

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:04 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 -ARRIVED AT 1:20 PM**

Alternate: Lindsay Winegar, Briggs Elementary School District
Alternate: Kim Kuklenski, Mesa Union School District
Alternate: Meagan 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-**ABSENT**
VCSBSA Staff: Tami Peterson: Chief Business Official-**PRESENT**, Benny Martinez: Director of School Business-**PRESENT**, Rudy Calasin: Director of School Business-**PRESENT**, Tanya Rodriguez: Administrative Assistant II-**PRESENT**

- C. Welcome Guests
- D. Emergency Additions to the Agenda
None
- E. Approval of Agenda- (pgs. 1-3)

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

- F. Approval of Minutes (pgs. 4-7)

The Chief Business Official recommends that the Board of Directors approve the October 23, 2020 minutes as listed.

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

G. Organizational

1) Election of Officers Effective January 1, 2021 (pg. 8)

- (a) President **Nominated Deborah Cuevas**
Passed: 4-0-1
Motion by Dr. Sheryl Barnd and 2nd by Dr. Jesus Vaca

- (b) Vice President **Nominated Dr. Raul Ramirez**
Passed: 4-0-1
Motion by Deborah Cuevas and 2nd by Dr. Sheryl Barnd

- (c) Clerk **Nominated Dr. Jesus Vaca**
Passed: 4-0-1
Motion by Deborah Cuevas and 2nd by Dr. Raul Ramirez

2) Certification of Signatures Effective January 1, 2021 (pgs. 9-11)

2. Reports/Information/Discussion

A. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA

- 1) Recommendations for Liability Insurance Limits Use of Facilities (pgs.12-14) **Handout Provided**
- 2) Recommendations for Additional Insured Endorsement (pgs. 15-17) **Handout Provided**
- 3) Requirements for Wildfires: Preparation and Response (pgs. 18-25) **Handout Provided**

B. VCOE Staff Report(s)

- 1) Misty Key, Associate Superintendent of Fiscal/Administrative Services, will be present to provide an update from VCOE. **Misty was not in attendance.**
- 2) Julie Judd, Chief Technology Officer, and or Colleen Steed, Director of Data Management & Applications will be present to provide an update from VCOE Technology Services.
Colleen Steed reminded the Board about the importance of certifying their CalPADs data. The deadline to certify data is on December 18, 2020. Colleen reminded the Board to find out the requirements for certifying free and reduced lunch applications during COVID. VCOE TS has begun to implement Frontline. Frontline interfaces with Escape. TS is currently in phase 1 of the implementation, which focuses on absence management. Phase 2 will be Time and Attendance. Once Frontline has been fully implemented, we will be able to go paperless for timesheets. Colleen encourages the use of the Escape Portal. There are many useful tools in the portal for employees to use.

C. SPED Report

- 1) Mary Samples will be present to provide updates on SPED
Mary informed the Board that the Maintenance of Effort base rate went up. Mary recommends a mid-year check in to see if the district is being impacted by maintenance of effort. Mary reminded the Board that the SELPA board agendas have a lot of resources on various SPED items. The agenda can be accessed online by contacting SELPA for the link. The CDE is checking on overdue assessments and looking for improvement. Mary notified the Board that two big SPED lawsuits had been thrown out. She reminded the Board to be diligent with SPED services so that they don't open themselves up to a lawsuit for not providing services during the COVID shutdown.

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) **Reminder: Certificated Layoffs-The CBO reminded the Board that certificated layoff notices need to go out by March 15, 2021.**
- 2) **Emergency Phone List (pgs. 26-27)-The CBO provided a sample of an emergency phone list to the Board. The CBO recommends each district create a comprehensive phone list to use during an emergency.**
- 3) **Maintenance Position-The CBO recommended to the Board the need for a maintenance position. The districts are spending a lot with vendors on minor maintenance jobs that could be handled by a qualified maintenance worker. Dr. Vaca suggested a compensation study for the maintenance position to be considered. Item to be brought back at a future meeting.**
- 4) **Server Farm-The CBO would like to research purchasing a server farm that could be shared between the districts and charters.**
- 5) **Peak Prep Billing Rates (pg. 28)- The CBO provided a handout showing the billing rates that Peak Prep was charged for additional services.**
- 6) **BSA Office Rotation Schedule-The CBO informed the Board that due to the stay at home order, BSA Staff is working a modified rotating schedule to reduce the risk of exposure to COVID. Several staff members will be working remotely several days a week.**

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. 29-35)

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

2) Approval of Board Report of Commercial Checks (pgs. 26-37)

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

3) Approval of Board Report of Purchase Orders (pg.38)

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

4) 2020-21 VCSBSA Salary Schedule (pgs.39-40)

The Chief Business Official recommends that the Board of Directors approve the salary schedule as listed on for the 2020-21 fiscal year.

Vote for items 4A. 1-4

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

4. New Business

A. Review, Discussion, and Approval of Revisions to VCSBSA Employee Handbook. (pg.41)

The Chief Business Official recommends that the Board of Directors approve the handbook revisions as presented for the following areas:

- 1) **Salary Schedule Language**
- 2) **Addition of Longevity Language**

The Board took action to approve the revisions to the VCSBSA Employee Handbook as presented.

Motion: Dr. Sheryl Barnd Second: Dr. Raul Ramirez Y 5 N 0 A 0

B. Review, Discussion, and Approval of the 2020-21 VCSBSA First Interim Report (pgs. 42-109)

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, 2020. The Chief Business Official recommends approval.

Motion: Kari Skidmore **Second:** Dr. Raul Ramirez Y 5 N 0 A 1

5. Benny Retirement Well Wishes

6. Planning

A. Future Agenda Items

CBO Evaluation Goal Setting

CBO Evaluation Timeline Creation

B. Suggested Agenda Items

C. Future Board Meetings

February 26, 2021

April 16, 2021

May 27, 2021

7. ADJOURNMENT 2:12PM