



OFFICIAL MINUTES
Friday, April 30, 2021
1:00 PM

Meeting held via Zoom
<https://zoom.us/j/98131347114?pwd=YnZ6YXVXTzJKejNicUtOQ0VRRUQ5dz09>

Meeting ID: 981 3134 7114
Passcode: 567615

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:02 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-**Absent**
Member: Kari Skidmore, Santa Clara Elementary School District -**Present**

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
VCSBSA Staff: Tami Peterson: Chief Business Official, Rudy Calasin: Director of School Business, Tanya Rodriguez: Administrative Assistant II

- C. Welcome Guests**
- D. Emergency Additions to the Agenda**
None

E. Approval of Agenda (Pgs. 1-4)

Motion: Kari Skidmore **Second:** Dr. Raul Ramirez Y 4 N 0 A 1

F. Approval of Minutes (Pgs.5-10)

The Chief Business Official recommends that the Board of Directors approve the February 26,2021 and March 19, 2021 minutes as listed.

Motion: Kari Skidmore **Second:** Dr. Raul Ramirez Y 4 N 0 A 1

2. Reports/Information/Discussion

A. Ventura County Schools Self-Funding Authority Update (Pgs. 11-27)

The CBO will provide an update from VCSSFA

- 1) Model Transportation Services Agreement -Pending Approval

The CBO provided the Board a draft copy of the model transportation services agreement.

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 announced that VCOE will be partnering with Somis Union School District to pilot a fieldtrip program to utilize the new education lab developed by VCOE. Somis Union students will visit the lab daily during the one-week pilot program.

- 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 provided the Board an update on the Frontline/Escape implementation. The implementation is moving along. VCOE is still working out some bugs with utilizing some of the features, such as the substitute calling feature. VCOE recommends that BSA Districts and Charters continue to use Smartfind as their sub calling system for the 2021-22 year. Colleen reminded the Board to get their Helpdesk tickets entered for the 2021-22 school year initialization and closing of the 2020-21 year.

C. SPED Report

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

Mary Samples informed the Board that SELPA has sent out an assessment request to assist districts with SPED assessments. SELPA will have time and funds to assist the districts during the summer. Santa Paula Unified School District is hosting Sunday Virtual training on May 27 and 28. SELPA is looking into hosting Sunday training in mid-June. SELPA is exploring covering the cost of the workshop. The only fee to the district would be the cost of the kit. Oceanview has requested an in-service on IEP Goal Development, IEP Data Collection, and Progress reporting to be held on August 9, 2021. SELPA is opening the in-service up to other districts that would like to participate.

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) [Peak Prep Health & Welfare Open Enrollment](#)

The CBO updated the Board on all the work that BSA is performing to process Peak Prep's open enrollment. Tanya Rodriguez has worked to create custom election forms for each Peak Prep employee detailing their personalized premium rates. Tanya has also created a webpage on the VCSBSA website that contains all

the forms and documents related to Peak Prep’s employee benefits.

2) Move

The CBO informed the Board that the VCSBSA offices will be moving to the VCOE CESC building located on Adolfo Road. The CBO is planning to move offices late June or early July 2021.

3) Update on classified workshops provided.

The CBO updated the Board on the workshops that VCSBSA hosted during the year for classified staff. BSA hosted two workshops this year, Internal Controls and FMLA Leaves.

F. Discussion on the VCSBSA Board Meeting Schedule for 2021-22 (Pg.28)

The Board discussed potential meeting dates for the 2021-22 fiscal year. This item is to be brought back for approval of the meeting schedule as follows:

Jul 15, 2021 @ 9:00 am	Jan. 28, 2022 @1:00 pm
Sep 3, 2021 @ 1:00 pm	Feb 25, 2022-@1:00pm
Nov 5, 2021 @ 1:00 pm	Apr 29, 2022 @1:00 pm
Dec 10, 2021 @1:00 pm	May 20,2022 @ 1:00pm

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 March 31, 2021 Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg.36)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the February 1, 2021 through March 31, 2021 Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg. 27)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the February 1, 2021 through March 31, 2021 Board Reports.

4) Approval of the 2021-2022 VCSBSA Holiday Schedule (Pg. 38)

The Chief Business Official recommends that the Board of Directors approve the 2021-2022 holiday schedule as presented.

Vote for items 3A. 1-4

Motion: Dr. Jesus Vaca Second: Kari Skidmore Y 4 N 0 A 1

B. New Business

1) Review, Discussion, and Approval of the 2021-22 Annual Contract with Architecture, Construction, and Engineering Charter High School (ACE) (Pgs. 39-44)

The Chief Business Official recommends that the Board of Directors approve the 2021-2022 Annual Contract with ACE Charter High School.

2) Review, Discussion, and Approval of the 2021-2022 Annual Contract with Bridges Charter School (Pgs. 45-50)

The Chief Business Official recommends that the Board of Directors approve the 2021-2022 Annual Contract with Bridges Charter School.

3) Review, Discussion, and Approval of the 2021-2022 Annual Contract with Meadows Arts and Technology Elementary School (MATES) (Pgs. 51-56)

The Chief Business Official recommends that the Board of Directors approve the 2021-2022 Annual Contract with Meadows Arts Technology Elementary School (MATES)

4) Review, Discussion, and Approval of the 2021-2022 Annual Contract with River Oaks Academy Charter School (Pgs. 57-62)

The Chief Business Official recommends that the Board of Directors approve the 2021-2022 River Oaks Academy Charter School.

5) Review, Discussion, and Approval of the 2021-2022 Annual Contract with Peak Prep Pleasant Valley (Pgs. 63-71)

The Chief Business Official recommends that the Board of Directors approve the 2021-2022 Annual Contract with Peak Prep Pleasant Valley.

6) Review, Discussion, and Approval of the 2021-2022 Annual Contract with Ventura Charter School of Arts and Global Education (Pgs72-77)

The Chief Business Official recommends that the Board of Directors approve the 2021-2022 Annual Contract with Ventura Charter School of Arts and Global Education

Vote for items 3B. 1-6

Motion: Kari Skidmore Second: Dr. Raul Ramirez Y 4 N 0 A 1

7) Review, Discussion, and Approval of the VCSBSA Fee Structure (Pg. 78)

The Chief Business Official will present the current VCSBSA Fee Structure for Board review. The Board will discuss options for changes to the fee structure to ensure financial stability of VCSBSA and equity to the Member Districts and Charter customers.

The Board took action to approve the 2021-22 fee schedule as presented with no increase to the Districts.

Motion: Kari Skidmore Second: Dr. Jesus Vaca Y 4 N 0 A 1

8) Review, Discussion, and Approval of the SISC Health Benefit Plans and Rates for the October 2021-September 2022 plan year. (Pgs79-83)

The Chief Business Official will present the SISC Health Benefit Rates and Plans for the October 2021-September 2022 plan year.

The Board took action to approve the SISC Renewal rates for the October 2021 -September 2022 plan year as presented.

Motion: Dr. Raul Ramirez Second: Kari Skidmore Y 4 N 0 A 1

9) Review, Discussion, and Approval of the VCSBSA Annual Financial Audit for the fiscal year ending June 30, 2020. (Pgs. 87-136)

The Chief Business Official recommends that the Board of Directors approve the VCSBSA Annual Financial

Audit for the year ending June 30, 2020. The attached VCSBSA audit has been performed in accordance with the generally accepted auditing standards and the State Controller's Minimum Audit Requirement for California Special Districts.

Motion: Kari Skidmore Second: Dr. Jesus Vaca Y 4 N 0 A 1

4. Old Business

A. Discussion of the Maintenance Position Survey (Pg. 137)

The Chief Business Official will present information collected for a maintenance positions to the Board of Directors for discussion.

The Board discussed the creation of a maintenance position. Due to the different needs of each site, the Board is going to hold off on pursuing this. The Districts would like to explore providing training to existing maintenance staff to help increase their skillset and scope of work.

5. Closed Session

A. The Board of Directors went into closed session at 2:07 pm. The Board of Directors returned from closed session at 3:02 pm.

1) Conference with Labor Negotiators (Government Code Section 54957.6)

Report of actions taken during closed session:

The President of the Board reported that the Board of Directors took action on item 1 to provide a 3.5% retroactive, on-schedule salary increase effective to July 1, 2020, and a 3% on-schedule salary increase effective July 1, 2021.

6. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

May 27, 2021-Adopted Budget

7. ADJOURNMENT-3:05 pm