



OFFICIAL MINUTES
Friday, February 26, 2021
1:00 PM

Join Zoom Meeting

<https://zoom.us/j/96582418069?pwd=MHdXM2ZkSW12QlNZajlIRFRWUTB4UT09>

Meeting ID: 965 8241 8069
Passcode: 947269

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:08 PM**
- B. Roll Call**

Board:

President: Deborah Cuevas, Briggs Elementary School District -**Present**
Vice President: Dr. Raul Ramirez, Mesa Union School District-**Present-arrived Late at 1:56 pm**
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: 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-**Present**
VCSBSA Staff: Tami Peterson: Chief Business Official- **Present**, Rudy Calasin: Director of School Business-**Present**, Tanya Rodriguez: Administrative Assistant II- **Present**

- C. Welcome Guests**
- D. Emergency Additions to the Agenda -Item 4.A. moved to 1.G.**
- E. Approval of Agenda (Pgs.1-3)**

Motion:Dr. Sheryl Barnd Second: Dr. Jesus Vaca 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 December 11, 2020 minutes as listed.

Motion:Kari Skidmore Second: Dr. Sheryl Barnd Y 4 N 0 A 1

G. Discussion of Trustee Area Voting Rights Surveyor

The Chief Business Official will discuss the trustee area voting rights and surveyor options with the Board of Directors.

Larry Ferchaw with Cooperative Strategies presented to the Board of Directors about the services they provide to school districts to facilitate compliance with the California Voting Rights Act. Cooperative Strategies can provide services to our small districts for about five thousand dollars (\$5, 000) plus legal fees.

2. Reports/Information/Discussion

A. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA

- 1) Minimum recommended coverage limits for Vendors and Small Contractors (Pgs. 8-19)

Handout provided on coverage limits for Vendors.

B. VCOE Staff Report(s)

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

Misty reported to the Board that vaccinations have been secured for educators. VCOE has also decided to include BSA and Self-Funding Authority employees as part of those vaccinations. BSA employees that are interested in getting vaccinated, can use the VCOE registration links to make an appointment.

- 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 informed the Board that the Fall CalPADs deadline has been extended to March 19, 2021. The state testing window has also been extended. VCOE TS is moving forward with the Escape/Frontline project. TS is currently in phase 2 and are moving towards paperless ACH deposit slips county wide.

Online registration and enrollment for the 2021-22 school year is available for districts to use. Colleen asks that any districts that would like to utilize this feature, put in a helpdesk ticket to start the New Year Initiation process.

Julie is currently reviewing service level agreements (SLA) for VCOE and its customers. Julie will be reaching out to the districts to review their needs for the upcoming year. The CAMSA renewal is coming up and TS will be confirming each districts inventory and licensing for the renewal. Julie informed the Board that the Mi-fi's that were purchased through Verizon can be terminated if they are no longer needed.

C. SPED Report

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

Mary has seen an increase in SPED meetings to discuss items related to returning to in person learning.

Mary suggests training for Case managers and IEP teams about what they can discuss regarding learning plans. Mary suggests documenting as much information as possible in case files. If a learning plan becomes problematic, the data will be there to support the direction of the learning plan. Mary will hold a meeting for the smalls and their SPED teams to strategize how to effectively get the SPED students up to speed when they come back to in person learning.

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)

Tami has attended several VCOE LCAP trainings. BSA is pulling information from requisitions and financials

to assist the districts with completing their annual updates.

E. Chief Business Official Report

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

1) Reminder: Q Support Tickets with VCOE TS

The CBO reminded the Board that all Q SIS questions and request for help will need to be funneled through VCOE TS. While BSA does have limited access to the districts Q data, we do not manage or utilize Q enough to handle those types of request.

2) VCSBSA Website Update Status

The CBO presented the newly re-designed VCSBSA website.

3) VCSBSA Covid Prevention Program (Pgs. 20-39)

The CBO provided a copy of the Covid Prevention Program to the Board.

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. 40-46)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1 ,2020 through January 31, 2021 Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg. 47)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the December 1, 2020 through January 31, 2021 Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg. 48)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the December 1, 2020 through January 31, 2021 Board Reports.

Vote for items 3A. 1-3

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

4. New Business

A. Discussion of Trustee Area Voting Rights Surveyor

The Chief Business Official will discuss the trustee area voting rights and surveyor options with the Board of Directors.

Item moved to 1.G. of the Agenda.

B. Review, Discussion, and Approval of Board Resolution 20-21-01 (Pgs.49-50)

The Chief Business Official recommends approval of the Resolution for 180-Day Wait Period Exception G.C. Sections 7522.56 & 21224.

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

C. Review, Discussion, and Approval of the VCSBSA Employment Contract (Pgs. 51-53)

The Chief Business Official recommends that the Board of Directors approve the employment contract for Benny

Martinez, Extra Help Retired Annuitant, effective March 1, 2021.

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

D. Review, Discussion, and Approval of the 2020-21 VCSBSA 2nd Interim Report (Pgs. 54-112)

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 Second Interim Report covers the financial and budgetary status for the period ending January 31, 2021. The Chief Business Official recommends approval.

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

5. Old Business

A. Discussion of the Maintenance Position Survey (Pgs. 113-114)

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

The CBO and the Board discussed creating a skilled maintenance worker position. The board would like a schedule a special board meeting to discuss and focus on this job description.

6. Closed Session

A. During this meeting the Board may adjourn to Executive session to review and consider the topics below:

The Board of Directors went into closed session at 3:00 pm. The Board of Directors returned from closed session at 3:21 pm.

1) Personnel (Government Code Section 54957)

Chief Business Official Evaluation Goals, Metrics, and Timeline.

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

Report of actions taken during closed session.

The President of the Board reported the following:

Item 2- The Board took action to approve a three-year employment contract for Tami Peterson starting on July 1, 2021 with the following vote:

Y 5 N 0 A 0

A. Future Agenda Items

B. Suggested Agenda Items

C. Future Board Meetings

April 30, 2021

May 27, 2021

7. ADJOURNMENT-3.23 pm