



REGULAR MEETING OF THE BOARD OF DIRECTORS  
Ventura County Schools Business Services Authority  
5100 Adolfo Road  
Camarillo, CA 93012  
805-383-1974

## OFFICIAL AGENDA

Thursday, July 15, 2021

9:00 AM

**Meeting Location: BSA Conference Room**

Join Zoom Meeting

<https://zoom.us/j/99251608080?pwd=MnIDY01ZMEIRcXpGZjVDNkxjcWFjUT09>

Meeting ID: 992 5160 8080

Passcode: 134532

### 1. OFFICIAL OPENING OF MEETING

- A. Call to Order
- B. Roll Call

#### Board:

**President:** Deborah Cuevas, Briggs Elementary School District  
**Vice President:** Dr. Raul Ramirez, Mesa Union School District  
**Clerk:** Dr. Jesus Vaca, Somis Union School District  
**Member:** Dr. Sheryl Barnd, Mupu Elementary School District  
**Member:** Kari Skidmore, Santa Clara Elementary School District

**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  
**VCSBSA Staff:** Tami Peterson: Chief Business Official, Benny Martinez: Director of School Business,  
Rudy Calasin: Assistant Director of Fiscal Services, Tanya Rodriguez: Administrative Assistant

- C. Welcome Guests
- D. Emergency Additions to the Agenda
- E. Approval of Agenda (Pgs. 1-2)

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

#### F. Approval of Minutes (Pgs.3-6)

The Chief Business Official recommends that the Board of Directors approve the May 27, 2021 minutes as listed.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**2. Discussion Items**

- A. CVRA Discussion with Cooperative Strategies
- B. Director of MOT Succession Plan
- C. CBO Evaluation Goals
- D. VCSBSA Goals
- E. 2021-22 Workshops
- F. Hosted Services

**3. Chief Business Official Report**

- A. ESSER III

**4. Planning**

- A. **Future Agenda Items**
- B. **Suggested Agenda Items**
- C. **Future Board Meetings**
  - September 3, 2021
  - November 5, 2021
  - December 10, 2021
  - January 28, 2022
  - February 25, 2022
  - April 29, 2022
  - May 20, 2022

**6. ADJOURNMENT**



**DRAFT OFFICIAL MINUTES**  
Thursday, May 27, 2021  
**1:00 PM**

**Meeting Held Via Zoom**  
<https://zoom.us/j/99339075814?pwd=b01tckFZTTV4SituV3dpTDk5R2E4QT09>

Meeting ID: 993 3907 5814

Passcode: 313946

**1. OFFICIAL OPENING OF MEETING**

- A. Call to Order 1:11 PM**
- B. Roll Call**

**Board:**

**President:** Deborah Cuevas, Briggs Elementary School District **Absent**  
**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**  
Item 3.B.4.) Review, Discussion, and Approval of the CLA Engagement Letter for the year ended June 30, 2021  
Was added to the agenda.
- E. Approval of Agenda**  
As amended with emergency additions

**Motion:** Kari Skidmore      **Second:** Dr. Jesus Vaca      Y      3      N      0      A      2

**F. Approval of Minutes**

The Chief Business Official recommends that the Board of Directors approve the April 30, 2021, minutes as listed.

Motion: Dr. Jesus Vaca Second: Kari Skidmore Y 3 N 0 A 2

**G. Public Hearing**

- 1) 2021-22 proposed Adopted Budget (Handout Provided)

**H. Organizational**

- 1) Approval of the Certification of Signatures Effective July 1, 2021, as presented.

Motion: Kari Skidmore Second: Dr. Jesus Vaca Y 3 N 0 A 2

**2. Reports/Information/Discussion**

**A. Ventura County Schools Self-Funding Authority Update**

The CBO will provide an update from VCSSFA

- 1) Balloons at School Events (handout provided)

**B. VCOE Staff Report(s)**

- 1) 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 presented to the board information on the Emergency Broadband Benefit and Emergency Connectivity Fund. The application window will be released sometime in July 2021. Julie recommends that LEAs apply for the benefit through the EBB and ECF. Julie asked that LEA's let her know if they will be renewing their mi-fi service and zoom seats. VCOE will be renewing both services for the 2021-22 year for interested participants.**

**Colleen Steed informed the board that the CDE Seamless Summer Meal program has been extended. TS is hosting a meeting on June 4, 2021, to go over options for LEAs to use for their Q setup to accommodate the Seamless Summer program for the 2021-22 year. Colleen reminded the Board to get their tickets in for the year-end Q process to close out the 2020-21 academic year. July 30<sup>th</sup> is the deadline to submit CalPADS data. Parent Square bought out Q Communications, so there may be some changes in their pricing model. Colleen provided an update on the Frontline Implementation project. TS is Wave 2 of the project which will consist of setup for the substitute calling feature.**

**C. SPED Report**

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

**Mary Samples updated the Board on the May Revised Budget change. The budget will include more funding for Preschools and CDE staff to review smaller districts. Federal funding will be increased; however, at this time she is not sure how much the State will siphon off or if there will be any strings attached to the Federal funding. Mary reminded the Board to register for the upcoming June 15 and 16 Sondai training being held by SELPA.**

**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) Year End and Budget
- 2) Update on Move

**The CBO reported to the Board that BSA staff is working on adopted budgets and wrapping up the current fiscal year. The CBO also provided an update on the office location move. The furniture has been ordered and the move is scheduled to take place the first week of July.**

**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 April 30, 2021, 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 April 1, 2021, through April 30, 2021, 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 April 1, 2021, through April 30, 2021, Board Reports.

**4) Approval of Board Resolutions**

The Chief Business Official recommends approval of the following resolutions:

- A.) **Resolution 20-21-02-** Authorization for the Ventura County Office of Education to make Appropriation Transfers Fiscal year 2021-22.
- B.) **Resolution 20-21-03-** Authority for the Ventura County Schools Business Services Authority to Improve Compensation and Benefits for certain Categories for Employees after July 1, 2021.
- C.) **Resolution 20-21-04-** Authorization to Make Temporary Loans between Authority Funds for Fiscal Year 2021-22.

Vote for items 3A. 1-4

**Motion:** Kari Skidmore      **Second:** Dr. Jesus Vaca      Y      3      N      0      A      2

**B. New Business**

**1) Review, Discussion, and Approval of the 2021-22 Document Tracking Services agreement.**

Review, discuss, and approve the Document Tracking Services agreement as presented.

**Motion:** Kari Skidmore      **Second:** Dr. Jesus Vaca      Y      3      N      0      A      2

**2) Review, Discussion, and Approval of the PowerSchool Smartfind Express 2021-22 Subscription Agreement.**

Review, discuss, and approve the PowerSchool Smartfind Express 2021-22 agreement as presented.

Motion: Dr. Jesus Vaca      Second: Kari Skidmore      Y      3      N      0      A      2

**3) Review, Discussion, and Adoption of the 2021-22 VCSBSA Proposed Budget (handout provided)**

Education Code Section 42103 requires the governing board of each agency to hold a public hearing on the proposed budget. The hearing must be held any day on or before July 1, but not less than three working days following availability of the proposed budget for public inspection. The budget has been available for public display and is submitted for board approval at this time.

Motion: Dr. Jesus Vaca      Second: Kari Skidmore      Y      3      N      0      A      2

**4) Review, Discussion, and Approval of the CLA Engagement Letter for the year ended June 30, 2021**

Review, discussion, approval of the CLA Engagement Letter for year ending June 30,2021.

Motion: Kari Skidmore      Second: Dr. Jesus Vaca      Y      3      N      0      A      2

**4. Old Business**

**A. Discussion and Approval of the VCSBSA Board Meeting Schedule for 2021-22.**

The Chief Business recommends approval of the VCSBSA Board Meeting Schedule for the 2021-22 year as presented.

Motion: Kari Skidmore      Second: Dr. Jesus Vaca      Y      3      N      0      A      2

**B. Discussion and Approval of Extra Contract Days for the 2020-21 Fiscal Year.**

The Chief Business Official is requesting approval for up to extra 15 contract days each for the CBO and Director of School Business for additional work requirements for the 2020-21 FY.

Motion: Dr. Jesus Vaca      Second: Kari Skidmore      Y      3      N      0      A      2

**5. Closed Session**

**A. The Board of Directors went into closed session at 2:17 pm. The Board of Directors returned from closed session at 2:26 pm.**

**1) Personnel (Government Code Section 54957)**

Chief Business Official Evaluation

Report of actions taken during closed session:

The Vice President of the Board reported that no action was taken.

**6. Future Agenda Items**

**A. Suggested Agenda Items**

Workshops for 2021-22

Goals for CBO Evaluation

Goals for BSA

**B. Future Board Meetings**

**7. ADJOURNMENT-2:28 PM**