



OFFICIAL AGENDA
September 3, 2021
1:00 PM

Meeting will be held in person at the BSA conference room and Via Zoom
Join Zoom Meeting

<https://zoom.us/j/91329615228?pwd=NHZJMXpJZFYxaDFLb20xYXIUSTlxdz09>

Meeting ID: 913 2961 5228
Passcode: 935529

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: 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**
- E. Approval of Agenda**

Motion: _____ Second: _____ Y _____ N _____ A _____

F. Approval of Minutes

The Chief Business Official recommends that the Board of Directors approve the May 27, 2021, and July 15, 2021, minutes as listed.

Motion: _____ Second: _____ Y _____ N _____ A _____

2. Reports/Information/Discussion

A. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA

B. VCOE Staff Report(s)

- 1) Misty Key, Deputy Superintendent will be present to provide an update from VCOE Fiscal and Administrative Services.
- 2) Lisa Salas Brown, Associate Superintendent will be present to provide an update from VCOE on Educational Services.
- 3) Emily Mostovoy-Luna, Associate Superintendent, SELPA will be present to provide an update from VCOE SELPA.
- 4) Julie Judd, Chief Technology Officer, and Colleen Steed, Director of Data Management & Applications will be present to provide an update from VCOE Technology Services.
 - (a) Cyber Security Insurance Coverage
 - (b) Hosted Services/Server Migration

C. SPED Report

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

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)

E. Chief Business Official Report

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

- 1) Year End and Budget
- 2) Recommendation: Masks at lunch/recess.
- 3) Vaccines/Testing of Artist in the Classroom, Empire, and Other Contractors/Volunteers.
- 4) Shredding Management-How are documents stored prior to shredding?
- 5) Emergency Connectivity Fund-2nd wave of Funds

F. Vaccination/Testing Requirement Tracking

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, 2021 through July 31, 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 May 1, 2021, through July 31, 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 May 1, 2021, through July 31, 2021, Board Reports.

4) Approval of The Disposal 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. 1-4

Motion: _____ Second: _____ Y _____ N _____ A _____

B. New Business

1) Review, Discussion, and Approval of Records Classification

The documents on the attached list Item # 1-37 are not permanent records originating in various fiscal years from 2017-2020. These records require a retention period longer than three (3) years and the Chief Business Official requests that these records be classified as Class 2 records.

The documents on the attached list Items #38-53 are permanent records originating in the fiscal year of 1994-2016. These records require a permanent retention period and the Chief Business Official Superintendent requests that these records be classified as Class 1 permanent records.

Motion: _____ Second: _____ Y _____ N _____ A _____

2) Review, Discussion, and Approval of Destruction of Records

The documents on the attached list have been previously classified as Class 2 records. The Chief Business Official requests that these records be classified as Class 3 records. These records have met the retention period requirements of Article 2, Sections 16023-16028 of Title 5, California Code of Regulations and are of no further use to the JPA. The Chief Business Official request permission to destroy the documents listed on the attached list.

Motion: _____ Second: _____ Y _____ N _____ A _____

3) Review, Discussion, and Ratification of the 2021-22 ESCAPE & VOIP Agreement with VCOE

The Chief Business Official recommends that the Board of Directors approve the ratification of the 2021-22 Escape and VOIP Agreement with VCOE.

Motion: _____ Second: _____ Y _____ N _____ A _____

4) Review, Discussion, and Approval of the 2020-2021 VCSBSA Unaudited Actuals Financial Report(handout)

The Chief Business Official recommends that the Board of Directors approve the 2020-2021 Unaudited Actuals Financial report as presented (pursuant to Education Codes 41023 and 42100).

Motion: _____ Second: _____ Y _____ N _____ A _____

5) Maintenance Substitute Position Hiring Process

Motion: _____ Second: _____ Y _____ N _____ A _____

4. Old Business

A. Discussion, Review, and Approval of the Director of Maintenance, Operations, and Transportation Job Description.

Discuss, review, and approve the proposed revisions to the Director of Maintenance, Operations, and Transportation job description and authorization to post the position for fulfillment.

Motion: _____ Second: _____ Y _____ N _____ A _____

5. Closed Session

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

1) Personnel (Government Code Section 54957)

(a) Chief Business Official Evaluation for the 2020-21 FY

(b) Chief Business Official Evaluation for the 2021-22 FY

6. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

7. ADJOURNMENT