



## OFFICIAL MINUTES

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 -**PRESENT**

**Vice President:** Dr. Raul Ramirez, Mesa Union School District-**PRESENT**

**Clerk:** Dr. Jesus Vaca, Somis Union School District-**ABSENT**

**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:** 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  
ITEM.F Removed from the agenda. Item to be brought back for approval on the September 3 board meeting agenda. ITEM 2.F moved to 2.B.
- E. Approval of Agenda as modified.

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

~~F. Approval of Minutes~~

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

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

1. Discussion Items

A. CVRA Discussion with Cooperative Strategies

**Larry Ferchaw with Cooperative Strategies went over a timeline matrix for the Trustee Area Process with the Board. Larry thinks the census data will be available towards the end of August. Cooperative Strategies will be available to attend via Zoom any community input meetings the districts will hold. The districts only need to provide the school address to start the process of drafting boundary maps.**

B. Hosted Services

**Julie Judd with VCOE TS discussed with the board the potential to move their data servers to a server farm at VCOE. This would centralize the data for BSA and its Member Districts and Charters. VCOE is offering these hosted services to interested districts.**

C. Director of MOT Succession Plan

**The CBO informed the Board that Dave Norris will be retiring as of June 30, 2022. Due to Dave's retirement BSA will need to start the process to find his replacement. The Board asked that the current job description for the Director of Maintenance, Operations, and Transportation be brought back for review at our next board meeting. The Board would also like to see comparable job descriptions and salaries for comparison.**

D. CBO Evaluation Goals

**The CBO Evaluation for the 2020-21 year is to be completed and brought back to the September 3, 2021, board meeting for review and approval.**

**The Board discussed CBO goals for the 2021-22 year. Suggested goals are:**

- 1) Succession plan for Director of MOT.
- 2) Hosted Services Technology Infrastructure
- 3) Continue offering workshops for Classified Administrative Staff.

E. VCSBSA Goals

**The Board discussed the goals for BSA and would like to continue with the goal of communicating with the school districts on a regular basis.**

F. 2021-22 Workshops

**The CBO discussed with the Board some ideas for workshops that BSA would host in the 2021-22 year. The CBO thinks that the following workshops would be beneficial to the sites:**

- 1.) SACS Reporting for Budget
- 2.) Escape Reports
- 3.) Organizational Skills-Desk, Files, Data
- 4.) Payroll Refresher
- 5.) Navigating the VCSBSA website to access forms, etc.

**BSA will send out a needs assessment to districts prior to scheduling the Escape workshop.**

2. Chief Business Official Report

A. ESSER III

**The CBO reminded the board about the ESSER III requirement that with 30 days of the submission of assurances, the schools need to have a plan in place for a return to school. The Expenditure Plan submission is due October 29, 2021.**

3. Planning

A. Future Agenda Items

- 1) Director of MOT Position
- 2) 2020-21 CBO Evaluation

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-10:53 AM**