



OFFICIAL MINUTES
September 3, 2021
1:00 PM

Meeting held in person at the BSA conference room and Via Zoom
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Meeting ID: 913 2961 5228
Passcode: 935529

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**
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: 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-**ABSENT**, Tanya Rodriguez: Administrative Assistant II-**PRESENT**

- C. Welcome Guests**
- D. Emergency Additions to the Agenda**
Item 3.B.2 -Review, Discussion, and Approval of updated Destruction of Records list.

E. Approval of Agenda

Motion: Raul Ramirez **Second:** Sheryl Barnd 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, and July 15, 2021, minutes as listed.
The Board took action to approve the minutes of the July 15, 2021, meeting. The approval of minutes for the

May 27, 2021, were not approved and will be brought back to the November 5, 2021, meeting.

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

The CBO will provide an update from VCSSFA

The CBO had nothing to report out.

B. VCOE Staff Report(s)

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

Misty Key had nothing to report out.

- 2) Lisa Salas Brown, Associate Superintendent will be present to provide an update from VCOE on Educational Services.

Lisa Brown introduced James Koenig, VCOE Director of Local District Support, to the Board. Lisa informed the Board that the Implementation and Inquiry network meeting schedule will be updated. Lisa reminded the Board that Federal Program Monitoring (FPM) tools need to be updated annually. The CDE would like to see a more detailed description on the language indicators when reviewing LCAPS.

- 3) Emily Mostovoy-Luna, Associate Superintendent, SELPA will be present to provide an update from VCOE SELPA.

Emily Mostovoy-Luna and SELPA are in the process of creating pamphlets to share out on Assembly Bill No. 130 and Learning Loss. A draft copy of the AB 130 pamphlet was handed out. Emily reminded the Board that plans need to be submitted by October 1, 2021, for learning loss. SELPA will receive funding over the next 2 years for learning loss.

- 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

Julie Judd reminded the Board that in Ventura County most districts don't have cyber security insurance. It is also getting harder to obtain throughout the state. VCOE is looking into creating a cyber security consortium to assist districts with security. Users pose the biggest risks to cyber-attacks. Julie suggests regular communications to employees about security risks and tips to avoid exposure.

(b) Hosted Services/Server Migration

Julie reminded the Board that VCOE has hosted services which can help with cyber security for districts. VCOE has a cyber security team dedicated to monitoring and preventing cyber-attacks.

Colleen Steed provided an update on the Q communication Signal Kit purchase by Parent Square. VCOE is planning on moving all their districts that currently subscribe to Signal Kit by mid-year.

C. SPED Report

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

Mary Samples recommended the Board to review the links on SELPA's board agendas for resources on COVID-19 related issues. SELPA's will be receiving additional funding for Alternative Dispute Resolution (ADR). VCOE SELPA is trying to determine the split for the funds, which could amount to \$99 to \$124 per student.

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

The CBO informed the Board that BSA is almost finished with closing the books for all districts and charters.

2) Recommendation: Masks at lunch/recess.

The CBO recommended to the Board that if students begin to gather at lunch and recess outdoors that they may want to require masks to be worn.

3) Vaccines/Testing of Artist in the Classroom, Empire, and Other Contractors/Volunteers.

The CBO reminded the Board of the requirement for proof of vaccination or weekly testing for employees, and that it also applies to independent contractors and volunteers on campus.

4) Shredding Management-How are documents stored prior to shredding?

The CBO reminded the Board that documents with sensitive information need to be stored securely prior to destroying.

5) Emergency Connectivity Fund-2nd wave of Funds

The CBO notified the Board that there would be a second wave of funding available through the Emergency Connectivity Fund.

F. Vaccination/Testing Requirement Tracking

The Board was shown a couple of online surveys that could be used to track vaccination status and employees requiring weekly testing.

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

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 requests that these records be classified as Class 1 permanent records.

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

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 requests permission to destroy the documents listed on the attached list.

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

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

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

5) Maintenance Substitute Position Hiring Process

No action taken.

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.

The Board discussed and reviewed the highlighted revisions of the Director of Maintenance, Operations, and Transportation Job Description. The Board decided not to revise the job description. The Board took action to approve and authorize posting of the position for fulfillment with the original job description.

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

5. Closed Session

A. The Board of Directors went into closed session at 2:15 PM. The Board of Directors returned from closed session at 2:37 pm.

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

Report of actions taken during closed session:

Item 1.) (a) The President of the Board reviewed and presented the Chief Business Official with the 2020-21 fiscal year's finalized evaluation.

Item 1.) (b) The Board discussed and set the CBO's goals for the 2021-22 fiscal year.

6. Future Agenda Items

A. Suggested Agenda Items

- 1) Increase to Substitute Daily Rate**

B. Future Board Meetings

7. ADJOURNMENT 2:44 PM