



DRAFT OFFICIAL MINUTES

April 29, 2022

1:00 PM

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

Zoom Meeting

<https://zoom.us/j/95079604469?pwd=WDZvVWpvcG81d3A5M3c2THJEcVdZZz09>

Meeting ID: 950 7960 4469

Passcode: 803522

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:09 PM
- B. Roll Call

Board:

President: Deborah Cuevas, Briggs Elementary School District -**Present**
Vice President: Dr. Jesus Vaca, Somis Union School District -**Present**
Clerk: Kari Skidmore, Santa Clara Elementary School District **Present**
Member: Dr. Sheryl Barnd, Mupu Elementary School District-**Present**
Member: Dr. Raul Ramirez, Mesa Union School District-**Present-arrived late at 1:21 PM**

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-**Absent**
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. Approval of Resolution # 21-22-05- Continuing Board of Trustees Authority to Hold Virtual Meetings Pursuant to Assembly Bill 361-Open Meetings State and Local Agencies Teleconferences (Pgs. 5-7)

Motion: Dr. Sheryl Barnd **Second:** Dr. Jesus Vaca **Y** **4** **N** **0** **A** **1**

E. Emergency Additions to the Agenda
No additions.

F. Approval of Agenda (Pgs.1-4)

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

G. Approval of Minutes (Pgs.8-11)

The Chief Business Official recommends that the Board of Directors approve the February 25, 2022, minutes as presented.

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

2. Reports/Information/Discussion

A. Chief Business Official Report (Pgs12-33)

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

- 1.) Palmer Hamilton Maker Space <https://www.youtube.com/watch?v=tr9fzNW6DxY>

The CBO shared out information on Palmer Hamilton’s Maker Space options.

The CBO informed the Board about the CA Expanded Learning Opportunities (ELO) event taking place on May 11, 2022. The event is being put on by California AfterSchool Network (CAN) and California Collaborative for Educational Excellence (CCEE). The CBO encouraged the Board to attend the event.

The CBO reminded the Board about reviewing and confirming inventory of fixed assets. Each district was provided a listing of fixed assets for review.

B. Discussion of 2022-23 Health Benefit Plan Options

The CBO informed the Board that Burnham has shared out three (3) pre-recorded presentations and scheduled two (2) Q & A sessions to educate employees on the health benefit plan options for the 2022-23 plan year. The CBO recognizes that currently our group has heavy participation in PPO and Kaiser plan options, and High Deductible plans may not be a good fit for the group. The CBO has asked that each district and charter survey their employees to find out which plan offerings they would prefer for the 2022-23 plan year, SISC or CSEBO.

C. Discussion of the VCSBSA Board Meeting Schedule for the 2022-23 year (Pg. 34)

The Board reviewed their calendars and proposed the following dates be brought back for Board approval as the meeting schedule for the 2022-23 year:

- | | |
|----------------------------------|---------------------------------|
| Wednesday, August 3, 2022 | Friday, January 20, 2023 |
| Friday, September 9, 2022 | Friday, March 17, 2023 |
| Friday, October 28, 2022 | Friday, April 28, 2023 |
| Friday, December 9, 2022 | Friday, May 19, 2023 |

D. Discussion of Audit Services

The audit contract with Clifton, Larson, Allen (CLA) is set to expire on June 30, 2022. The CBO asked the Board if they would like to get a proposal for renewal or if they want to put out a request for proposal to include other firms. The Board asked the CBO to bring back a proposal for a 3-year renewal with CLA for review and approval.

E. Ventura County Schools Self-Funding Authority Update (Pgs.35-36)

The CBO will provide an update from VCSSFA

- 1) SAM and Harassment Training Resources
Handout provided to Board.

F. VCOE Staff Report(s)

- 1) Misty Key, Deputy Superintendent will be present to provide an update from VCOE Fiscal and Administrative Services.
- 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.
VCOE Staff did not attend.

G. SPED Report

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

Mary Samples informed the Board that most of the recent SPED updates have been in the fiscal area. Mary will provide those updates to the CBO. The Low Incident Dollar allocations have been released. The Out-of Home Care funding process has been changed. The annual determinations have been released, most of the small districts had compliance listed as an area for correction and or improvement. Mary reminded the Board that VCOE SELPA is available for LCAP consultations.

H. 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.

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. 37-43)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1 ,2021 through March 31, 2022 Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg.44)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the February 1, 2022 through March 31, 2022 Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg.45)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the February 1, 2022, through March 31, 2022, Board Reports.

4) Approval of Obsolete Furniture and Equipment Disposal (Pg.46-51)

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

B. New Business

1) Review, Discussion, and Approval of Dell Server Purchase. (Pgs.52-57)

The Chief Business Official will present a quote for the cost of purchasing a server.

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

2) Approval of Resolution # 21-22-06- Authorizing US Bank (CALCARD) to issue credit card. (Pg.58)

The Chief Business Official recommends that the Board of Directors approve the resolution to issue a credit card to the Director of Maintenance, Operations, and Transportation.

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

3) Review, Discussion, and Approval of the VCSBSA Fee Structure (Pg.59)

The Chief Business Official will present the current VCSBSA Fee Structure for Board Review. The Board will discuss options for changes to the fee structure to ensure financial stability of VCSBSA and equity to the Member Districts and Charter customers.

The Board took action to approve the VCSBSA Fee Structure as presented with No Increase to Districts.

Motion: Dr. Jesus Vaca **Second:** Kari Skidmore Y 5 N 0 A 0

4) Review, Discussion, and Approval of the 2022-23 Annual Contract with Architecture, Construction, and Engineering Charter High School (ACE) (Pgs. 60-65)

The Chief Business Official recommends that the Board of Directors approve the 2022-2023 Annual Contract with ACE Charter High School.

5) Review, Discussion, and Approval of the 2022-2023 Annual Contract with Bridges Charter School (Pgs.66-71)

The Chief Business Official recommends that the Board of Directors approve the 2022-2023 Annual Contract with Bridges Charter School.

6) Review, Discussion, and Approval of the 2022-2023 Annual Contract with Meadows Arts and Technology Elementary School (MATES) (Pgs. 72-77)

The Chief Business Official recommends that the Board of Directors approve the 2022-2023 Annual Contract with Meadows Arts Technology Elementary School (MATES).

7) Review, Discussion, and Approval of the 2022-2023 Annual Contract with River Oaks Academy Charter School (Pgs. 78-83)

The Chief Business Official recommends that the Board of Directors approve the 2022-2023 River Oaks Academy Charter School.

8) Review, Discussion, and Approval of the 2022-2023 Annual Contract with Peak Prep Pleasant Valley (pgs. 84-92)

The Chief Business Official recommends that the Board of Directors approve the 2022-2023 Annual Contract with Peak Prep Pleasant Valley.

9) Review, Discussion, and Approval of the 2022-2023 Annual Contract with Ventura Charter School of Arts and Global Education (Pgs. 93-98)

The Chief Business Official recommends that the Board of Directors approve the 2022-2023 Annual Contract with Ventura Charter School of Arts and Global Education.

Vote for items 3B. 4-9

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

4. Closed Session

A. The Board of Directors went into closed session at 1:56 pm. The Board of Directors returned from closed session at 2:35 pm.

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

2) Personnel (Government Code Section 54957)

Chief Business Official Evaluation

The President of the Board reported that no action was taken and direction had been given to the CBO and Board Members for future meetings.

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

May 20,2022

6. ADJOURNMENT- 2:37 PM