



**OFFICIAL MINUTES**

August 3, 2022

**9:00 AM**

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

**1. OFFICIAL OPENING OF MEETING**

**A. Call to Order -9:00 AM**

**B. Roll Call**

**Board:**

**President:** Deborah Cuevas, Briggs Elementary School District

**Vice President:** Dr. Jesus Vaca, Somis Union School District

**Clerk:** Kari Skidmore, Santa Clara Elementary School District

**Member:** Mupu Elementary School District

**Member:** Dr. Raul Ramirez, Mesa Union School District

**Alternate:** Lindsay Winegar, Briggs Elementary School District

**Alternate:** Kim Kuklenski, Mesa Union School District

**Alternate:** Samantha Borgstedte, 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. Approval of Resolution # 22-23-01- Continuing Board of Trustees Authority to Hold Virtual Meetings Pursuant to Assembly Bill 361-Open Meetings State and Local Agencies Teleconferences (Pgs. 4-6)**

**Motion:** Dr. Raul Ramirez      **Second:** Dr. Jesus Vaca      **Y** 3      **N** 0      **A** 2

**E. Emergency Additions to the Agenda**  
**None**

**F. Approval of Agenda (Pgs.1-3)**

**Motion:** Dr. Jesus Vaca      **Second:** Dr. Raul Ramirez      **Y** 3      **N** 0      **A** 2

**G. Presentation**

**1) Four Oaks Wealth, Coby Crosby (Pgs. 7-29)**

Coby Crosby went over the services offered by Fours Oaks Wealth.

**H. Approval of Minutes (Pgs.30-34)**

The Chief Business Official recommends that the Board of Directors approve the May 20, 2022, minutes as presented.

**Item to be brought back when we have a quorum of approvers.**

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

**I. Organizational (Pgs.35-36)**

**1.) Mupu Elementary School District Representative**

a. Designation of District Representative Marlene Batista.

Motion: Dr. Raul Ramirez Second: Dr. Jesus Vaca Y 3 N 0 A 2

**2. Reports/Information/Discussion**

**A. Chief Business Official Updates**

- 1) Planning for Emergency Evacuation (Pgs. 37-42)
- 2) Nexamp Clean Energy (Pgs.43-54)
- 3) Minimum Wage-Future Forecast (Pg.55)

The CBO provided the Board with handouts on these three items.

**B. VCSBSA Goals**

The Board discussed the goals for VCSBSA for the 2022-23 year and decided on the following:

- 1. Develop a Wellness Committee.
- 2. Establish collaborative group with administrative office personnel.
- 3. Create meeting schedule for administrative office personnel, meeting times 12pm-4pm with lunch provided.

**C. CBO Evaluation Goals**

- 1) Wellness Committee Health and Finance
- 2) Collaboration Group for Administrative Assistants

The Board discussed the goals for the CBO for the 2022-23 year and decided on the following:

- 1. Oversee and provide continuity of administrative office personnel collaboration workshops and develop evaluation tool that is shared with the Board quarterly.
- 2. Develop and administer a culture and climate survey of the BSA employees and share out with the Board.
- 3. Monthly visitations with smalls superintendents.

**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 2022-23 Salary Schedules (Pgs.56-58)**

The Chief Business Official recommends that the Board of Directors approve the 2022-23 Salary Schedules as presented.

Motion: Dr. Raul Ramirez Second: Dr. Jesus Vaca Y 4 N 0 A 1

**B. New Business**

**1) Review, Discussion, and Ratification of the 2022-23 ESCAPE & VOIP Agreement with VCOE (Pg.59)**

The Chief Business Official recommends that the Board of Directors approve the ratification of the 2022-23 Escape and VOIP Agreement with VCOE.

Motion: Dr. Jesus Vaca Second: Dr. Marlene Batista Y 4 N 0 A 1

**2) Review, Discussion, and Approval of the 2022 Conflict of Interest Code Biennial Review (Pg. 60)**

The Chief Business Official recommends that the Board of Directors approve the 2022 Conflict of Interest Code Biennial Review as presented.

Motion: Dr. Raul Ramirez Second: Dr. Jesus Vaca Y 4 N 0 A 1

**3) Review, Discussion, and Approval of the CliftonLarsonAllen LLP 3-year proposal for Audit Services. (Pgs. 61-73)**

The Chief Business Official recommends that the Board of Directors approve the proposal for audit services.

Motion: Dr. Jesus Vaca Second: Dr. Raul Ramirez Y 4 N 0 A 1

**4) Review, Discussion, and Approval of the Nonattest Services Agreement with CliftonLarsonAllen LLP (Pgs. 74-79)**

The Chief Business Official recommends that the Board of Directors approve the agreement for Nonattest services as presented.

Motion: Dr. Jesus Vaca Second: Dr. Raul Ramirez Y 4 N 0 A 1

**5) Review, Discussion, and Approval of the Employment Contract for the Chief Business Official (Pgs.80-82)**

The Chief Business Official will present an employment contract for Board review and approval.

Motion: Dr. Raul Ramirez Second: Dr. Jesus Vaca Y 4 N 0 A 1

**4. Closed Session**

**A. The Board of Directors went into closed session at 10:57 AM. The Board of Directors returned from closed session at 11:40 AM.**

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

(a) Contract Days

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

Chief Business Official Evaluation

The President of the Board reported out the following:

Item 1.) The Board of Directors took action to ratify and approve 9 additional workdays for Rudy Calasin for work completed in the 2021-22 fiscal year for Peak Prep Academy.

The Board also recommended to update Rudy Calasin’s employment contract to include 260 days for the next 3 years. Item to be brought back to the September meeting for action.

Motion: Dr. Raul Ramirez Second: Dr. Marlene Batista Y 4 N 0 A 1

Item 2) The Board of Directors took action to approve with the reclassification of Leesander Almaraz, Payroll Technician, to the position of Account Assistant III, with placement on Step 2 of Range 119 on the salary schedule effective July 1, 2022.

Motion: Dr. Marlene Batista Second: Dr. Raul Ramirez Y 4 N 0 A 1

The Board approved of hiring and posting for an additional payroll technician.

Motion: Dr. Jesus Vaca Second: Dr. Raul Ramirez Y 4 N 0 A 1

The Board of Directors took action to approve and create the Information and Logistics Coordinator job description as presented with placement of the position on Range 134 of the salary schedule.

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 4 N 0 A 1

The Board of Directors took action to approve the reclassification of Tanya Rodriguez, Administrative Assistant II, to the position of Information and Logistics Coordinator, with placement at Step 2 of Range 134 on the salary schedule effective July 1, 2022.

Motion: Deborah Cuevas Second: Dr. Marlene Batista Y 4 N 0 A 1

The Board of Directors requested that the CBO create an organizational chart of responsibilities to be brought back to the September board meeting.

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

September 9, 2022

October 28, 2022

December 9, 2022

January 20, 2023

March 17, 2023

April 28, 2023

May 19, 2023

6. Adjournment -11:45 AM