



OFFICIAL MINUTES

May 20th, 2022

1:00 PM

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

Join Zoom Meeting

<https://zoom.us/j/97952446764?pwd=djJkMW9pcGEvZFRIS1ZFWmRtYXN0QT09&from=addon>

Meeting ID: 979 5244 6764

Passcode: 289475

1. OFFICIAL OPENING OF MEETING

- A. Call to Order 1:17 PM**
- B. Roll Call**

Board:

President: Deborah Cuevas, Briggs Elementary School District -**PRESENT**
Vice President: Dr. Jesus Vaca, Somis Union School District -**ABSENT**
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 1:38 PM**

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 # 21-22-07- 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** Debbie Cuevas Y 3 N 0 A 2

- E. Emergency Additions to the Agenda**
none
- F. Approval of Agenda (Pgs. 1-4)**

Motion: Dr. Sheryl Barnd **Second:** Debbie Cuevas Y 3 N 0 A 2

G. Approval of Minutes (Pgs. 8-12)

The Chief Business Official recommends that the Board of Directors approve the April 29, 2022, minutes as presented.

Motion: Dr. Sheryl Barnd **Second:** Debbie Cuevas Y 3 N 0 A 2

H. Recognition of David Norris

The Board acknowledged David Norris’ 41 years of service. The Board thanked him for his work with BSA and the member districts. The Board also wished him well as he goes into retirement.

I. Public Hearing (Pgs. 13-81)

1) 2022-23 Proposed Adopted Budget (handout will be provided)

J. Organizational

1) Approval of the Certification of Signatures effective July 1, 2022, as presented (Pgs. 82-85)

Motion: Dr. Sheryl Barnd **Second:** Kari Skidmore Y 3 N 0 A 2

2. Reports/Information/Discussion

A. Chief Business Official Report

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

1.) May Revised

The CBO provided an update on the May Revised Budget. The CBO told the Board that there will be about a 6.56% cost of living increase to the Local Control Funding Formula. The CBO also noted that there may be an increase to Expanded Learning Opportunities Program (ELOP) funds.

2.) Facility Inspection Tool Update (Pgs. 86-93)

The CBO provided the Board with a handout with information on the new Facility Inspection Tool that will be available for use starting July 1, 2022.

3.) Online National School Lunch Program Applications

The CBO reminded the Board to have their 2022-23 National School Lunch Program Applications completed.

B. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA

1.) COVID-19 Updates to Isolation, Quarantine, and Self -Test (Pgs. 94-98)

The CBO provided the Board with handouts on updated guidelines for COVID-19 isolation, quarantine and self-test practices.

C. VCOE Staff Report(s)

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

Misty Key asked the Board if they had any questions about the May Revised Budget. There were none.

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.

Julie Judd informed the Board that Technology Services is in the process of updating their service level agreements. The districts that are subscribing to services through VCOE TS can expect to receive a contract soon. Julie reminded the districts to start thinking about their plans for devices and getting them ready

for their use in the Fall.

D. SPED Report

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

Mary Samples informed the Board that the Special Education 2022-23 Budget hasn't changed much since it was proposed in January. SPED ADA funding has increased to \$850.00. Mary reminded the Board about ensuring their CALPads data for SPED is entered correctly. The CDE Compliance Monitoring Committee uses this as an area of focus for most small districts. The Excess Cost amounts for the 2022-23 FY will be sent to Tami for review. Due to changes that are coming with Universal Pre-Kindergarten and Transitional Kindergarten, districts may be facing a credentialing problem in the future. Mary is working Ventura County Schools Self-Funding Authority to continue the SPED consulting agreement for the 2022-23 year.

E. 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 was 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. 99-105)

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2021 through April 30, 2022, Financial Statements.

2) Approval of Board Report of Commercial Checks (Pg.106)

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the April 1, 2022, through April 30, 2022, Board Report of Checks.

3) Approval of Board Report of Purchase Orders (Pg.107)

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the April 1, 2022, through April 30, 2022, Board Reports.

4) Approval of Classified Personnel Report (Pg.108)

The Chief Business Office recommends that the Board of Directors approve the Classified Personnel Actions as listed. Note: This report denotes action to be taken on Positions as well as Personnel changes.

5) Approval of Board Resolutions

The Chief Business Official recommends approval of the following resolutions:

- A.) **Resolution 21-22-08-** Authorization for the Ventura County Office of Education to make Appropriation Transfers Fiscal year 2022-23 **(Pgs.109)**
- B.) **Resolution 21-22-09-** Authority for the Ventura County Schools Business Services Authority to Improve Compensation and Benefits for certain Categories for Employees after July 1, 2022. **(Pgs. 110-111)**
- C.) **Resolution 21-22-10-** Authorization to Make Temporary Loans between Authority Funds for Fiscal Year



2022-23. (Pg.112)

Vote for items 3A. 1-5

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

B. New Business

- 1) **Review, Discussion, and Approval of Health Benefit Plan Offerings and Rates for the October 2022-through September 2023 plan Year (Pgs. 113-162)**

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

- 2) **Review, Discussion, and Approval of the 2022-23 Document Tracking Services Agreement (Pgs. 163-169)**

Review, discuss, and approve the Document Tracking Services agreement.

The Board took action to approve the 2022-23 DTS services agreement. The Board also approved BSA covering the cost of the services agreement for all 12 district and charters.

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

- 3) **Review, Discussion, and Approval of the Optimizon Assessment support Service Agreement (Pgs. 170-177)**

Review, discuss, and approve the Optimizon Assessment Support Service Agreement as presented.

Motion: Dr. Sheryl Barnd Second: Debbie Cuevas Y 4 N 0 A 1

- 4) **Review, Discussion, and Adoption of the 2022-2023 VCSBSA Proposed Budget (handout provided)**

Education Code Section 42103 requires the governing board of each agency to hold a public hearing on the proposed budget. The hearing must be held any day on or before July 1, but not less than three working days following availability of the proposed budget for public inspection. The budget has been available for public display and is submitted for board approval at this time.

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

4. Old Business

- A. **Discussion and Approval of the VCSBSA Board Meeting Schedule for the 2022-23 Year (Pg.178)**

The Chief Business Official recommends approval of the VCSBSA Board Meeting Schedule for the 2022-23 year as presented.

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

5. Closed Session

- A. **The Board of Directors went into closed session at 2:10 PM. The Board of Directors returned from closed session at 3:07 pm.**

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

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

Chief Business Official Evaluation

DRAFT

The President of the Board reported out the following:

Item 1.) The Board of Directors took action to approve with a 4-0-1 vote to create the Budget Analyst Job description as presented with placement of the position on range 131 on the salary schedule. The Board of Directors took action to approve with a 4-0-1 vote the reclassification of Isabelle Rhode, Account Assistant III, to the position of Budget Analyst, with placement at Step 1 Range 131 on the salary schedule effective July 1, 2022.

The Board of Directors took action to approve with a 4-0-1 vote, effective July 1, 2022, to remove the Chief Business Official (CBO) position from the current Management Salary Schedule and placement of the position on a CBO Salary Schedule, with a starting base pay of \$230,000 annually, with automatic 3% increases to base salary pay annually, with positive evaluations, for the next 5 years. The Chief Business Official Salary Schedule would be adjusted similarly to any cost-of-living adjustments, less 3%, provided to all VCSBSA employees as approved by the Board.

The President of the Board reported that a new contract for the Chief Business Official will be brought back to a future meeting for approval.

Item 2) The President of the Board reported that this item will be brought back to a future meeting.

6. Future Agenda Items

- A. Suggested Agenda Items
- B. Future Board Meetings

7. Adjournment -3:11 pm