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REGULAR MEETING OF THE BOARD OF DIRECTORS  
Ventura County Schools Business Services Authority  
5100 Adolfo Road  
Camarillo, CA 93012  
805-383-1974

**OFFICIAL AGENDA**

Thursday, September 8<sup>th</sup>, 2022

**1:00 PM**

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

**Join Zoom Meeting**

<https://zoom.us/j/91097179465?pwd=alAxdk0yUlUzTTFzc0wzam5Eb3hBUT09>

**Meeting ID:** 910 9717 9465

**Passcode:** 634078

**1. OFFICIAL OPENING OF MEETING**

**A. Call to Order**

**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:** Dr. Marlene Batista, 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, Information & Logistics Coordinator

**C. Welcome Guests**

**D. Approval of Resolution # 22-23-02- Continuing Board of Trustees Authority to Hold Virtual Meetings Pursuant to Assembly Bill 361-Open Meetings State and Local Agencies Teleconferences**

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

**E. Emergency Additions to the Agenda**

**F. Approval of Agenda**

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

**G. Approval of Minutes**

The Chief Business Official recommends that the Board of Directors approve the May 20, 2022, and August 3, 2022, minutes as presented.

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

**H. Organizational**

**1) Certification of Signatures**

The Chief Business Official recommends that the Board of Directors approve the certification of signatures as presented.

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

**2. Reports/Information/Discussion**

**A. Chief Business Official Report**

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

**1.) Form Writer**

**2.) Year End Update**

**3.) Office Personnel Collab Meeting Scheduled -September 29, 2022**

**B. Ventura County Schools Self-Funding Authority Update**

The CBO will provide an update from VCSSFA

**1.) Campus Cameras**

**C. 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.

**D. SPED Report**

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

**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**

**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 August 31, 2022, 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 May1, 2022, through August 31, 2022, 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, 2022, through August 31, 2022, Board Reports.

**4) Approval of Obsolete Furniture and Equipment Disposal**

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

**5) Approval of Classified Personnel Report**

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.

Vote for items 3A. 1-5

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

**B. New Business**

**1) Review, discussion, and Approval of the VCSBSA Employee Handbook Revisions**

Review, discuss, and approve the revisions as presented to the holiday schedule and reclassification section of the employee handbook.

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

**2) Review, Discussion, and Approval of the Ratification of Employment Contract for the Director of School Business**

The Chief Business Official recommends that the Board of Directors approve the ratification of the employment contract as presented.

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

**3) Review, Discussion, and Approval of Agreement for Special Services with Atkinson, Andelson, Loya, Ruud & Romo.**

The Chief Business Official recommends that the Board of Directors approve the 2022-2025 Agreement for Special Services as presented.

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

**4) Review, Discussion, and Approval of Resolution 22-23-03 Resolution to Establish a Revolving Cash Fund Account.**

The Chief Business Official recommends that the Board of Directors approve the resolution to establish a revolving cash fund account.

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

**5) Review, Discussion, and Approval of the 2022-23 Chief Business Official Evaluation Template**

Review, discussion, and approval of the goals listed on the 2022-23 Chief Business Official Evaluation Template.

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

**6) Review, Discussion, and Approval of the 2021-22 VCSBSA Unaudited Actuals Financial Report**

The Chief Business Official recommends that the Board of Directors approve the 2021-2022 Unaudited Actuals Financial report as presented (pursuant to Education Codes 41023 and 42100).

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

**4. Closed Session**

**A. During this meeting, the Board may adjourn to Executive Session to review and consider the topics below:**

- 1) Conference with Labor Negotiators (Government Code Section 54957.6)**
- 2) Personnel (Government Code Section 54957)**

**5. Future Agenda Items**

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

**6. Adjournment**