



OFFICIAL MINUTES
Thursday, September 8, 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/97707203137?pwd=bTExSXJCdkZDS2FDdVdCcWdwejlkdz09>

Meeting ID: 977 0720 3137
Passcode: 718719

1. OFFICIAL OPENING OF MEETING

- A. Call to Order:** 1:11 p.m.
- 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,

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

E. Emergency Additions to the Agenda: None

F. Approval of Agenda

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

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.

May 20, 2022:

Motion: Kari Skidmore Second: Dr. Jesus Vaca Y 4 N 0 A 1

August 3, 2022:

Motion: Dr. Jesus Vaca Second: Deborah Cuevas Y 4 N 0 A 1

H. Organizational

1) Certification of Signatures

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

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

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 VCSSFSA

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: Dr. Jesus Vaca **Second:** Dr. Marlene Batista **Y** 5 **N** 0 **A** 0

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: Dr. Marlene Batista **Second:** Dr. Raul Ramirez **Y** 5 **N** 0 **A** 0

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: Dr. Jesus Vaca **Second:** Dr. Raul Ramirez **Y** 5 **N** 0 **A** 0

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

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: Dr. Marlene Batista **Second:** Dr. Raul Ramirez **Y** 5 **N** 0 **A** 0

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: Dr. Raul Ramirez **Second:** Dr. Jesus Vaca **Y** 5 **N** 0 **A** 0

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: Dr. Marlene Batista **Second:** Dr. Jesus Vaca **Y** 5 **N** 0 **A** 0

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)**

The Board of Directors went into closed session at 2:20 p.m. and returned from closed session at 3:05 p.m.

Item 1) The Board of Directors gave the Chief Business Official direction.

Item 2) The Board of Directors took action to approve with the reclassification of Leticia Duarte, Accountant, to the position of Payroll Specialist, with placement on Step 5 of Range 130 on the salary schedule effective July 1, 2022.

Motion: Dr. Marlene Batista **Second:** Dr. Raul Ramirez **Y** 5 **N** 0 **A** 0

5. Future Agenda Items

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

6. Adjournment