



**OFFICIAL AGENDA**

Friday, May 19, 2023

**1:00 PM**

**Meeting will be held in person at BSA Conference Room and Via Zoom**

**Join Zoom Meeting**

<https://zoom.us/j/98014252169?pwd=RTRJQ1BUYmltNEtSNkZJbUh0MjRpUT09&from=addon>

**Meeting ID: 980 1425 2169**

**Passcode: 386706**

**1. OFFICIAL OPENING OF MEETING**

**A. Call to Order**

**B. Roll Call**

**Board:**

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

**Vice President:** Dr. Marlene Batista, Mupu Elementary School District

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

**Member:** Debbie Cuevas, Briggs Elementary School District

**Member:** Dr. Jesus Vaca, Somis 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:** Robert Fulkerson, 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, Leticia Olmos: Information and Logistics Coordinator

**C. Welcome Guests**

**D. Emergency Additions to the Agenda**

**E. Approval of Agenda**

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

**F. Approval of Minutes**

The Chief Business Official recommends that the Board of Directors approve the March 17, 2023 minutes as presented.

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

**G. Recognition of Debbie Cuevas**

**H. Public Hearing**

- 1) **2023-24 Proposed Adopted Budget (handout will be provided)**

**I. Organizational**

- 1) **Approval of the Certification of Signatures Effective July 1, 2023, as presented.**

**2. Reports/Information/Discussion**

**A. Chief Business Official Report**

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

- 1.) **Office Personnel Collaboration Meeting Review - April Meeting**
- 2.) **May Revise**

**B. Discussion of the VCSBSA Board Meeting Schedule for the 2023-24 Year**

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

The CBO will provide an update from VCSSFA.

- 1) **Extracurricular Event or Activity Assumption of Risk Form**  
<https://www.vcssfa.org/Risk-Management/Acknowledgments-and-Assumption-of-Risk>

**D. 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.

**E. SPED Report**

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

**F. Educational Services Consortium/Network**

Board members may wish to make personal reports on meetings, conferences they have attended, or raise questions for subsequent meetings.

- 1) **Assistant Superintendent/Charter Lead/Small Lead Network**
- 2) **State and Federal Meeting**
- 3) **Multilingual Network**
- 4) **Personnel Administrators Network**

**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 March 1, 2023 through April 30, 2023, 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 March 1, 2023 through April 30, 2023, 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 March 1, 2023 through April 30, 2023, Board Reports.

**4) Approval of Board Resolutions**

The Chief Business Official recommends approval of the following resolutions:

- A.) **Resolution 22-23-06** – Authorization for the Ventura County Office of Education to make Appropriation Transfers Fiscal Year 2023-24
- B.) **Resolution 22-23-07** – Authority for the Ventura County Schools Business Services Authority to Improve Compensation and Benefits for Certain Categories for Employees After July 1, 2023
- C.) **Resolution 22-23-08** – Authorization to Make Temporary Loans Between Authority Funds for Fiscal Year 2023-24
- D.) **Resolution 22-23-09** – Adopting a 457(b) Plan

**Vote for items 3A. 1-4**

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

**B. New Business**

**1) Review, Discussion, and Approval of the VCSBSA Fee Structure**

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.

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

**2) Review, Discussion, and Approval of the SISC Health Benefit Plans and Rates for the October 2023-September 2024 Plan Year**

The Chief Business Official will present the SISC health benefit plans and rates for the October 2023-September 2024 plan year.

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

**3) Review, Discussion, and Approval of California IT in Education (CITE) Invoice in the Amount of \$3,000.00**

The Chief Business Official recommends that the Board of Directors approve California IT in Education (CITE) invoice in the amount of \$3,000.00.

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

**4) Review, Discussion, and Approval of the COLBI Technologies, Inc. Software Services Agreement**

The Chief Business Official recommends that the Board of Directors approve the COLBI Technologies, Inc. software agreement.

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

**5) Review, Discussion, and Adoption of the 2023-2024 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: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**6) Review, Discussion, and Approval of the 2021-2022 CLA Audit Services Invoice in the Amount of \$18,200.00**

The Chief Business Official recommends that the Board of Directors approve the 2021-2022 CLA Audit Services Invoice in the Amount of \$18,200.00.

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) Personnel (Government Code Section 54957)**

- Chief Business Official Evaluation

**5. Future Agenda Items**

**A. Suggested Agenda Items**

**B. Future Board Meetings**

**6. Adjournment**