



OFFICIAL MINUTES

Friday, December 9, 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/99810122964?pwd=dndZOEZ1T1JBcTUzbWw3QTIQRVlwdz09>

Meeting ID: 998 1012 2964

Passcode: 616330

1. OFFICIAL OPENING OF MEETING

- A. Call to Order: 1:15 p.m.
- B. Roll Call

Board:

President: Deborah Cuevas, Briggs Elementary School District - **PRESENT**
Vice President: Dr. Jesus Vaca, Somis Union School District - **PRESENT**
Clerk: Kari Skidmore, Santa Clara Elementary School District - **ABSENT**
Member: Dr. Marlene Batista, Mupu Elementary School District - **PRESENT**
Member: Dr. Raul Ramirez, Mesa Union School District - **PRESENT**

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- **PRESENT**
Dr. Julie Judd, Chief Technology Officer - **PRESENT**

VCSBSA Staff: Tami Peterson: Chief Business Official- **PRESENT**, Rudy Calasin: Director of School Business- **PRESENT**

C. Welcome Guests

- D. **Approval of Resolution # 22-23-05- Continuing Board of Trustees Authority to Hold Virtual Meetings Pursuant to Assembly Bill 361-Open Meetings State and Local Agencies Teleconferences**

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

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

F. Approval of Agenda

Motion: Dr. Marlene Batista **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 October 28, 2022, minutes as presented.

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

H. Organizational

1) Election of Officers Effective January 1, 2023

- (a) President **Nominated: Dr. Raul Ramirez**
Passed: 4-0-1
- (b) Vice President **Nominated: Dr. Marlene Batista**
Passed: 4-0-1
- (c) Clerk **Nominated: Kari Skidmore**
Passed: 4-0-1

2) Certification of Signatures Effective January 1, 2023

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 – December Meeting**
- 2.) SSDA Annual Conference, March 5th – 7th, 2023 at Sheraton Grand Hotel, Sacramento, CA**

B. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA

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. 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

There was nothing reported out on this item.

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 October 1 ,2022 through November 30, 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 October 1, 2022, through November 30, 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 October 1, 2022, through November 30, 2022, Board Reports.

4) 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. 1-4

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

B. New Business

1) Review, Discussion, and Approval of the 2022-23 VCSBSA First Interim Report

Local agency governing boards are required to certify twice a year regarding their ability to meet their financial obligations for the remainder of the current fiscal year and the subsequent two fiscal years, in accordance with Education Code Section 42131. The First Interim Report covers the financial and budgetary status for the period ending October 31, 2022. The Chief Business Official recommends approval.

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

2) Review and Discussion on Substitute Recruitment

Review and discuss current and potential substitute recruitment options for the districts/charters consortium. **The CBO recommended that each school district post substitute teacher open position on their district’s EdJoin accounts. CBO asked that if a district hires a great substitute teacher to share individual information with other districts.**

4. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

- January 20, 2023
- March 17, 2023
- April 28, 2023
- May 19, 2023

5. Adjournment: 2:31 p.m.