



**OFFICIAL MINUTES**  
Friday, March 17, 2023  
**1:00 PM**

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

**Join Zoom Meeting**

<https://zoom.us/j/98459152177?pwd=enBsREMrZHNQYUVXQjhZV0NLdUF3Zz09&from=addon>

**Meeting ID:** 984 5915 2177

**Passcode:** 037698

**1. OFFICIAL OPENING OF MEETING**

**A. Call to Order:** 1:04 p.m.

**B. Roll Call**

**Board:**

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

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

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

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

**Member:** Dr. Jesus Vaca, Somis Union School District - **ABSENT**

**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:** Vacant, Somis Union School District

**VCOE Staff:** Misty Key, Associate Superintendent of Fiscal and Administrative Services- **ABSENT**

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

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

**C. Welcome Guests**

**D. Emergency Additions to the Agenda:** None

**E. Approval of Agenda**

**Motion:** Debbie Cuevas **Second:** Kari Skidmore Y 4 N 0 A 1

**F. Approval of Minutes**

The Chief Business Official recommends that the Board of Directors approve the December 9, 2022 and the February 24, 2023 minutes as presented.

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

**G. Organizational**

**1) Somis Union School District Representative**

**(a) Resignation of Somis Alternate representative Scott Mier**

**(b) Designation of Somis Alternate representative Robert Fulkerson**

The Chief Business Official recommends that the Board accept the resignation and approve of the designation as presented of the Somis Alternative Representative.

**Motion:** Dr. Marlene Batista    **Second:** Debbie Cuevas    **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.) Office Personnel Collaboration Meeting Review – December Meeting**

The CBO provided an update on the collaboration meetings. Meetings continue to occur and are well attended by the districts and charters.

**2.) SSDA Annual Conference, March 5<sup>th</sup> – 7<sup>th</sup>, 2023 at Sheraton Grand Hotel, Sacramento, CA**

The CBO attended a great conference with Board Member, Debbie Cuevas. Jon Isom and Barbara Ginsberg were at this conference and were able to touch base with them.

**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.**

**Misty Key was not in attendance.**

**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 received the Infinity Consortium 471 results. There were two respondents to the bid. Julie asked the districts if they have any technology services, equipment, etc. that are needed to let her know. She will begin searching for quotes.**

**D. SPED Report**

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

**Mary Samples informed the Board that CDE auditing window will be open from March 1<sup>st</sup> through April 28<sup>th</sup>. The deadline to submit is April 28, 2023. Mary will do some research regarding language on Inter-district board policy for incoming mild/moderate preschool and TK students. She will bring information back to the next meeting.**

**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 December 1, 2022 through February 28, 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 December 1, 2022, through February 28, 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 December 1, 2022, through February 28, 2023, 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.

**5) Approval of the 2023-2024 VCSBSA Holiday Schedule**

The Chief Business Office recommends that the Board of Directors approve the 2023-2024 holiday schedule as presented.

Vote for items 3A. 1-5

**Motion: Kari Skidmore Second: Dr. Marlene Batista Y 4 N 0 A 1**

**B. New Business**

**1) Review, Discussion, and Approval of the 2022-23 VCSBSA Second 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 Second Interim Report covers the financial and budgetary status for the period ending January 31, 2023. The Chief Business Official recommends approval.

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

**2) Review, Discussion, and Approval of the VCSBSA Annual Financial Audit for the Fiscal Year Ending June 30, 2022**

The Chief Business Official recommends that the Board of Directors approve the VCSBSA Annual Financial Audit for the year ending June 30, 2022. The attached VCSBSA audit has been performed in accordance with the generally accepted auditing standards and the State Controller’s Minimum Audit Requirement for California Special Districts.

**Motion:** Debbie Cuevas **Second:** Kari Skidmore Y 4 N 0 A 1

**4. Closed Session**

**A. The Board of Directors went into closed session at 1:47 PM. The Board of Directors returned from closed session at 3:13 PM.**

**1) Personnel (Government Code Section 54957)**

- Personnel Needs for the 2023-2024 School Year

**Report of actions taken during closed session:**

**President of the Board reported out that no action was taken during closed session.**

**5. Future Agenda Items**

**A. Suggested Agenda Items - None**

**B. Future Board Meetings**

April 28, 2023

May 19, 2023

**6. Adjournment: 3:20 PM**