



**OFFICIAL MINUTES**  
Wednesday, August 2, 2023  
**9:00 AM**

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

**Join Zoom Meeting**

<https://zoom.us/j/95943395186?pwd=QTI5Q0NuR1NuTitnRFNGNjNnbkpRZz09&from=addon>

**Meeting ID:** 959 4339 5186

**Passcode:** 001027

**1. OFFICIAL OPENING OF MEETING**

**A. Call to Order:** 9:09 a.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:** Vacant, Briggs Elementary School District
- Member:** Dr. Jesus Vaca, Somis 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:** Vacant, Somis Union School District

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

**C. Welcome Guests**

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

**E. Approval of Agenda**

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

**F. Approval of Minutes**

The Chief Business Official recommends that the Board of Directors approve the May 19, 2023 minutes as presented.

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

**G. Organizational**

**1.) Briggs Elementary School District Representative**

a. Designation of District Representative Dr. Carlos Dominguez

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

**2.) Approval of the Certification of Signatures Effective July 1, 2023**

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

**2. Reports/Information/Discussion**

**A. Chief Business Official Report**

**1.) AB 748 School Districts to Post Information Addressing Student Mental Health Resources**

**2.) State Budget Affects UTK Acceleration**

The CBO provided the Board with handouts on these two items.

**B. 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**

**a.) Small School District Network Proposed Dates:**

Thursday, October 5<sup>th</sup> or Friday, October 6<sup>th</sup>: **Friday October 6<sup>th</sup> 2:00 – 4:00 PM**

Thursday, November 30<sup>th</sup> or Friday, December 1<sup>st</sup>: **Propose date of Thursday, December 7<sup>th</sup> at 2:30 PM**

Wednesday, January 31<sup>st</sup> or Friday, February 2<sup>nd</sup>: **Friday, February 2<sup>nd</sup> 2:00 – 4:00 PM**

Tuesday, March 19<sup>th</sup> or Thursday, March 21<sup>st</sup>: **Tuesday, March 19<sup>th</sup> 2:30 – 4:30 PM**

Wednesday, May 22<sup>nd</sup> or Thursday, May 23<sup>rd</sup>: **Thursday, May 23<sup>rd</sup> 2:30 – 4:30 PM**

**Proposed Times: 2:00 – 4:00 PM or 2:30 – 4:30 PM**

**b.) LCAP Writing – Planning Ahead for the 2024-25**

LCAP Writing will be incorporated at the Small School District Network Meetings.

**C. VCSBSA Goal Setting**

The CBO shared with the Board the collaboration meetings held with administrative office personnel during the 2022-23 school year were successful and we will continue with meetings this school year; the first meeting will be on Thursday, August 10<sup>th</sup> and will discuss on accounts payable. At the September meeting, we will discuss understanding their sites’ LCAP and the management codes that are tied with the LCAP.

**The Board discussed the following goal setting ideas for VCSBSA:**

1) Staff Development days at VCSBSA and the continuance of site training for the sites’ personnel staff.

2) As an ongoing area of focus, develop a communication system to keep the Board informed of M.O.T tasks. VCSBSA will develop a work order system where the Board will have a central location to be informed of M.O.T tasks. Projects of M.O.T will be added to board agenda under information section.

**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 Statements**

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the May 1 ,2023 through June 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 May 1, 2023 through June 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 May 1, 2023 through June 30, 2023 Board Reports.

**4) Approval of 2023-24 Salary Schedules**

The Chief Business Office recommends that the Board of Directors approve the 2023-24 Salary Schedules as presented.

Vote for items 3A. 1-4

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

**B. New Business**

**1) Review, Discussion, and Ratification of the 2023-24 CA-ERP Financial & Payroll System Agreement with VCOE**

The Chief Business Official recommends that the Board of Directors approve the ratification of the 2023-24 CA-ERP Financial & Payroll System Agreement with VCOE.

**Motion: Dr. Jesus Vaca Second: Dr. Carlos Dominguez Y 5 N 0 A 0**

**2) Review, Discussion, and Ratification of the 2023-24 Document Tracking Services (DTS) Agreement**

The Chief Business Official recommends that the Board of Directors approve the ratification of the 2023-24 Document Tracking Services (DTS) Agreement.

**Motion: Kari Skidmore Second: Dr. Marlene Batista Y 5 N 0 A 0**

**3) Discussion to Request to Participate in the CAL-Card Program**

The Chief Business Official made a recommendation to the Board of Directors to consider participating in the CAL-Card program. No action taken. Discussion only item.

**4. Old Business**

**1.) Discussion and Approval of the VCSBSA Board Meeting Schedule for the 2023-24 Year**

The Chief Business Official recommends approval of the VCSBSA Board Meeting for the 2023-24 year as presented.

The Board asked the December Board meeting be changed to Thursday, December 7<sup>th</sup> at 12:30 PM.

**Motion: Kari Skidmore Second: Dr. Marlene Batista Y 5 N 0 A 0**

**5. Closed Session**

**A. The Board of Directors went into closed session at 10:15 AM. The Board of Directors returned from closed session at 10:58 AM.**

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

- (a) Chief Business Official Evaluation
- (b) Classified Personnel

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

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

**6. Future Agenda Items**

**A. Suggested Agenda Items - None**

**B. Future Board Meetings**

**September 8, 2023**

**October 27, 2023**

**December 8, 2023**

**March 1, 2024**

**April 26, 2024**

**May 31, 2024**

**7. Adjournment: 11:03 AM**