



OFFICIAL MINUTES
Friday, May 19, 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/98014252169?pwd=RTRJQ1BUYmltNEtSNkZJbUh0MjRpUT09&from=addon>

Meeting ID: 980 1425 2169

Passcode: 386706

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:09 p.m.

B. Roll Call

Board:

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

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

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 - **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

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

Dr. Julie Judd, Chief Technology Officer – **ABSENT**

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

C. Welcome Guests

Mary Samples

D. Emergency Additions to the Agenda: None

E. Approval of Agenda

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

F. Approval of Minutes

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

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

G. Recognition of Debbie Cuevas

On behalf of VCSBSA’s Board, CBO Tami Peterson, recognized and acknowledged Board Member, Debbie Cuevas, by presenting her with a plaque. She thanked Debbie for her services as a VCSBSA Board President and Board Member from 2009-2023. CBO wished her well as she heads into retirement.

Board President, Dr. Ramirez, opened the floor for any members in attendance who wished to say some words to Debbie.

Dr. Ramirez thanked Debbie for her all her help and support. It was an easy transition for Dr. Ramirez when he became Superintendent with the support he had from Debbie. He was appreciative of being able to reach out to her and be able to answer and respond to questions he had.

Dr. Vaca thanked Debbie for being her genuine self. The board will miss her leadership.

Mary Samples thanked Debbie for all the wonderful things she’s done for Briggs School District. Mary has known Debbie the longest and was a great person to work with. She has enjoyed going to lunch with Debbie every summer and hopes to continue doing this!

Kari Skidmore thanked Debbie for all her help along the way. Kari’s known Debbie since she started at Santa Clara Elementary, twenty-one years ago. Kari thanked Debbie for arranging their Superintendent monthly collaboration meetings, those were very helpful and productive.

H. Public Hearing

1) 2023-24 Proposed Adopted Budget

Dr. Ramirez opened the hearing at 1:18 PM for public comments.

There were no public comments.

Dr. Ramirez closed the hearing at 1:19 PM.

I. Organizational

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

Motion: Dr. Jesus Vaca Second: Kari Skidmore 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 – April Meeting

The CBO provided an update on the collaboration meeting in April. Although, this last meeting did not have a great attendance rate, due to sites preparing for end of school year events and close out, it was well received and informative for the ones who were able to attend. A presentation on CALPERS was presented by Four Oaks Wealth and Strategies. This presentation was intended for personnel to receive information on CALPERS pensions. It was interesting to see how many were not familiar nor had much knowledge about their pensions. It was with great intent that this presentation be informative and have Four Oaks go out to the sites to present to staff at a future date. Contact information was shared with the Assistants to reach out to Four Oaks, if interested.

Compared to the first meeting held in October to the last meeting held in April, it showed that these meetings were well received by all who attended. The first couple of meetings, the districts sat on one-side and the charters sat on another side. By the last meetings held, personnel were co-mingling and sitting along one another sharing ideas. These collaboration meetings were well received and VCSBSA plans to continue holding these monthly meetings. The August and September meetings are already being planned out!

2.) May Revise

The CBO provided an update on the May Revise Budget. The CBO informed the Board that there will be about an 8.22% cost of living increase to the Local Control Funding Formula. The CBO also noted that the Arts, Music, and Instructional Materials Discretionary Block Grant will most likely not be granted to the small school districts. This grant was not included in the districts' budgets and no plans were made to use these funds.

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

The Board reviewed the proposed VCSBSA Board Meeting Calendar for the 2023-24 year. Dr. Raul Ramirez suggested SSDA Annual conference dates be added to the calendar. Proposed dates are good and will be brought back for Board approval at the next scheduled board meeting of August 2, 2023.

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>

2) CBO shared Property and Liability Insurance premiums will have a 50%-70% increase at renewal. Increase of premiums will be included in the sites' budgets. Dr. Raul Ramirez suggested that this be addressed to the Districts' Board when presenting the budget.

D. 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 was not in attendance.

E. SPED Report

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

Mary Samples informed the Board COLA to Special Ed will be near or around 8.22%, which will put the cost per pupil at \$887.40.

Mary met with both SELPA and Early Childhood to identify community preschools that students can be referred to due to the limitations of having preschools at the sites.

CDE Compliance due dates are coming soon. Reports from SELPA are due on June 16th and reports from the districts on July 13th.

Mary informed the Board she is more than happy to continue the consulting services with the small school districts, if needed.

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

Dr. Vaca shared with the Board, Somis Union will offer VCOE Migrant Summer School from July 3rd – 28th for 3rd through 5th grade migrant students. Two teachers who are traveling from Mexico will be teaching summer school; one teaching math and the other teaching language arts. The program will run for nine hours a day, in which students do not need to stay all day, but will be available. Breakfast, lunch and a snack will be offered to students. A VCOE Migrant Recruiter will be contacting eligible families soon.

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

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.

The Board took action to approve the VCSBSA Fee Structure as presented with No Increase to Districts.

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

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 presented the current SISC health benefit plans and rates for the October 2023 – September 2024 plan year.

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

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

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

5) Review, Discussion, and Adoption of the 2023-2024 VCSBSA Proposed Budget

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

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

Due to increase of audit compliance, an additional cost was necessary. BSA will pay fees on behalf of the districts and charters. 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: Dr. Jesus Vaca Second: Debbie Cuevas Y 4 N 0 A 1

4. Closed Session

A. The Board of Directors went into closed session at 3:04 PM. The Board of Directors returned from closed session at 3:35 PM.

1) Personnel (Government Code Section 54957)

- Chief Business Official Evaluation

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**
- 6. Adjournment: 3:26 PM**