



**OFFICIAL AGENDA**  
September 8, 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/98683936842?pwd=b2JsQk5rZTRDYThhMUdWdHBuSm5ZQT09&from=addon>

Meeting ID: 986 8393 6842  
Passcode: 586246

**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:** Dr. Carlos Dominguez, 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 (Pgs. 4-7)**

The Chief Business Official recommends that the Board of Directors approve the August 2, 2023, minutes as presented.

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

**2. Reports/Information/Discussion**

**A. Chief Business Official Report**

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

**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.

**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 (Pgs. 8-17)**

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the July 1, 2023 through August 31, 2023, Financial Statements.

**2) Approval of Board Report of Commercial Checks (Pgs. 18-19)**

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the July 1, 2023 through August 31, 2023, Board Report of Checks.

**3) Approval of Board Report of Purchase Orders (Pgs. 20-21)**

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the July 1, 2023 through August 31, 2023, Board Reports.

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

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

**B. New Business**

**1) Review, Discussion, and Approval of the VCSBSA Employee Handbook Revisions (Pg. 22)**

Review, discuss, and approve the revisions as presented to the Client Agencies in Ventura County, Probationary Status and Salary Schedule section of the employee handbook.

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

**2) Review, Discussion, and Approval of the 2022-23 VCSBSA Unaudited Actuals Financial Report – Under Separate Cover**

The Chief Business Official recommends that the Board of Directors approve the 2022-2023 Unaudited Actuals Financial report as presented (pursuant to Education Codes 41023 and 42100).

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

**3) Review, Discussion, and Approval of Records Classification (Pgs. 24-25)**

The documents on the attached list Item #1-37 are not permanent records originating in various fiscal years from 2020-2022. These records require a retention period longer than three (3) years and the Chief Business Official requests that these records be classified as Class 2 records.

The documents on the attached list Items #38-52 are permanent records originating in the fiscal year of 1996-2023. These records require a permanent retention period and the Chief Business Official requests that these records be classified as Class 1 permanent records.

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

**4) Review, Discussion, and Approval of Destruction Records (Pgs. 26-32)**

The documents on the attached list have been previously classified as Class 2 records. The Chief Business Official requests that these records be classified as Class 3 records. These records have met the retention period requirements of Article 2, Sections 16023-16028 of Title 5, California Code of Regulations and are of no further use to the JPA. The Chief Business Official request permission to destroy the documents listed on the attached list.

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

**5) Review and Discussion of Substitute Daily Rates (Pg. 33)**

Review and discussion of Substitute daily rates.

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

**6) Review and Discussion of Copying and Printing Environment Analysis Assessment Report Prepared by Optimizon (Pgs. 34-59)**

Review and discussion of copying and printing environment analysis assessment report prepared by Optimizom.

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)**

(a) Classified Personnel

**5. Future Agenda Items**

**A. Suggested Agenda Items**

**B. Future Board Meetings**

October 27, 2023

December 8, 2023

March 1, 2024

April 26, 2024

May 31, 2024

**6. Adjournment**