



OFFICIAL MINUTES
Friday, 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: 1:07 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: Dr. Carlos Dominguez, 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

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. Carlos Dominguez Y 4 N 0 A 1

F. Approval of Minutes

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

Motion: Kari Skidmore **Second:** Dr. Carlos Dominguez Y 4 N 0 A 1

2. Reports/Information/Discussion

A. Chief Business Official Report

The CBO shared with the Board that the 2022-23 books are almost closed. It’s status quo on the fiscal side of work.

The first office collaboration meeting of the year was held and was well attended. There was one representative from each site, with the exception of one site.

B. Ventura County School Self-Funding Authority Update

No updates to report.

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 & Application will be present to provide an update from VCOE Technology.

Julie Judd was not in attendance due to staff shortage in her department. There are no pressing needs this month from Technology Services.

Dr. Ramirez asked CBO to touch base with Julie on status projects for Mesa, specifically on VOIP, internet access points and switches. Dr. Vaca asked Tami to check with Julie on satellite internet for Somis, similar to what Briggs provides to their families.

D. SPED Report

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

Mary Samples was not in attendance.

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 July 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 August 31, 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 July 1, 2023 through August 31, 2023 Board Reports.

Vote for items 3A. 1-3

Motion: Kari Skidmore Second: Dr. Carlos Dominguez Y 4 N 0 A 1

B. New Business

1) Review, Discussion, and Approval of the VCSBSA Employee Handbook Revisions

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

2) Review, Discussion, and Approval of the 2022-23 VCSBSA Unaudited Actuals Financial Report

The Chief Business Official recommends that the Board of Directors approve the 2022-23 Unaudited Actuals Financial report as presented (pursuant to Education Code 41023 and 42100) with the following updates to approve the 2022-2023 unaudited actuals with commitment of \$21,396.35 to represent Bridges Employee Retention Credit (ERC) until the sooner of federal audit or five years.

Motion: Dr. Carlos Dominguez Second: Dr. Jesus Vaca Y 4 N 0 A 1

3) Review, Discussion, and Approval of Records Classification

The documents on the attached list item #1-37 are not permanent records originating in various fiscal years from 2020-2022. The 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 years 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: Kari Skidmore Second: Dr. Jesus Vaca Y 4 N 0 A 1

4) Review, Discussion, and Approval of Destruction Records

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: Kari Skidmore Second: Dr. Carlos Dominguez Y 4 N 0 A 1

5) Review and Discussion of Substitute Daily Rates

Review and discussion of Substitute daily rates. No action taken, PayScale will remain as is.

6) Review and Discussion of Copying and Printing Environment Analysis Assessment Report Prepared by Optimizon

Review and discussion of copying and printing environment analysis assessment report prepared by Optimizon. No action taken. It was requested to the CBO to look into going out to bid for copy paper contract.

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

The Board of Directors went into closed session at 2:40 PM and returned from closed session at 3:19 PM.

Report of actions taken during closed session:

- 1) The Board of Directors took action to approve the reclassification of Maria Eva Lopez, Budget & Accounting Supervisor, to the position of Fiscal Services Manager, with placement on Step 4 on the Classified Exempt Salary Schedule; the reclassification of Isabelle Rhodes, Budget Analyst, to the position of Budget Manager, with the placement on Step 1 on the Classified Exempt Salary Schedule; the reclassification of Leticia Duarte,

Payroll Specialist, to the position of Payroll Manager, with the placement on Step 1 on the Classified Exempt Salary Schedule.

- 2) The Board of Directors gave direction to the Chief Business Official to post an Account Assistant III part-time position with an FTE of .625, which calculates to 5 hours a day.

5. Future Agenda Items

A. Suggested Agenda Items - None

B. Future Board Meetings

October 27, 2023

December 8, 2023

March 1, 2024

April 26, 2024

May 31, 2024

6. Adjournment: 3:22 PM