



**OFFICIAL AGENDA**  
Thursday, December 7, 2023  
**VCSBSA Conference Room**  
**12:30 PM**

**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:** Vacant, 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**

The Chief Business Official recommends that the Board of Directors approve the September 8, 2023, minutes as presented.

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

**G. Organizational**

**1.) Election of Officers Effective January 1, 2024**

- (a) President
- (b) Vice-President
- (c) Clerk

**2.) Certification of Signatures Effective January 1, 2024**

**3.) Mupu Elementary School District Representative**

- a. Designation of District Alternate Nicole Misewitch

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.

- 1.) 2024 SSDA State Conference: March 10 – 12, 2024, Sheraton Grand Hotel, Sacramento
- 2.) SSDA Today Article: Big Changes to California’s Political Leadership
- 3.) School Climate Surveys Administered Annually

**B. Ventura County Office of Education Report(s)**

- 1.) Senate Bill 88 Pupil Transportation: Driver Qualifications
- 2.) Senate Bill 291 Recess Offering Requirements
- 3.) Senate Bill 848 Leave Rights for Reproductive Loss
- 4.) 2023 Changes in Law, A Comprehensive Guide to New Laws Impacting School Operations

**C. Ventura County Schools Self-Funding Authority Update**

The CBO will provide an update from VCSSFA

- 1.) Model Professional Services Agreement  
<https://www.vcssfa.org/Agreements/Professional-Services-Agreements>

**D. 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.

**E. 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**

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

**4) Approval of Classified Personnel Report**

The Chief Business Official 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 2023-24 Classified Exempt Salary Schedule**

The Chief Business Official recommends that the Board of Directors approve the 2023-24 Classified Exempt Salary Schedule as presented.

**Vote for items 3A. 1-5**

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

**B. New Business**

**1) Review, Discussion and Approval of the 2023-24 VCSBSA First 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 First Interim Report covers the financial and budgetary status for the period ending October 31, 2023. The Chief Business Official recommends approval.

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

**2) Review, Discussion, and Approval of Records Classification**

The documents on the attached list items #1-27 are not permanent records originating in various fiscal years from 2019-2022. 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 #28-46 are permanent records originating in the fiscal year of 1964-2022. 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 \_\_\_\_\_

**3) Discussion and Approval of VCSSFA Emergency Procedure Guide Flip Chart**

Discussion and Approval of VCSSFA Emergency Procedure Guide Flip Chart.

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

**4. Future Agenda Items**

**A. Suggested Agenda Items**

**B. Future Board Meetings**

March 1, 2024

April 26, 2024

May 31, 2024

**5. Adjournment**