



**OFFICIAL MINUTES**  
Friday, December 7, 2023  
**VCSBSA Conference Room**  
**12:30 PM**

**1. OFFICIAL OPENING OF MEETING**

**A. Call to Order:** 12:47 p.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 ARRIVED - AT 12:50 PM**

**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:** Vacant, 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 - **ABSENT**, Leticia Olmos - **PRESENT**

**C. Welcome Guests**

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

**E. Approval of Agenda**

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

**F. Approval of Minutes**

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

**Motion:** Dr. Carlos Dominguez **Second:** Dr. Jesus Vaca **Y** 4 **N** 0 **A** 1  
**Dr. Marlene Batista abstained as she was not present at the September 8, 2023 meeting.**

**G. Organizational**

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

Dr. Raul Ramirez made a recommendation to stay with the current officers assigned for at least another calendar year. All Board Members were in agreement.

- (a) President Dr. Raul Ramirez
- (b) Vice-President Dr. Marlene Batista
- (c) Clerk Kari Skidmore

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

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

- a. Designation of District Alternate Nicole Misewitch

**Motion: Dr. Marlene Batista Second: Dr. Carlos Dominguez Y 5 N 0 A 0**

**2. Reports/Information/Discussion**

**A. Chief Business Official Report**

The CBO provided a report of the following:

- 1.) 2024 SSSA State Conference: March 10-12, 2024, Sheraton Grand Hotel, Sacramento  
**The CBO shared the dates for the 2024 SSSA State Conference. The Board will pass on attending conference this year.**
- 2.) SSSA Article: Big Changes to California’s Political Leadership  
**Article was shared with the Board.**
- 3.) School Climate Surveys Administered Annually  
**The CBO shared with the Board the School Climate Survey must be administered annually in at least one grade within each grade span the LEA serves (TK-5, 6-8). Although, the survey is required to be offered to the students, it is not required to be completed by student.**

**Dr. Jesus Vaca shared with the Board the University of Michigan has a program and is partnering with Somis to administer a survey to the 8<sup>th</sup> grade students. There will be an 8<sup>th</sup> grade incentive for participating. Dr. Vaca is happy to share the University of Michigan contact information to the Districts that may be interested in participating.**

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

**The CBO shared information on recent Senate Bills that have passed.**

- 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 School Self-Funding Authority Update**

The CBO shared the revised Model Professional Services Agreement 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.

**Misty Key let the Board know the high fund balances are coming to an end. The Legislative Analyst's Office (LAO) is facing a natural shortfall. As a result of declining enrolment in the County, anticipate less funding and statutory of COLA being low. On the positive side, if your LEA's expenditures and reserves in the budget aligned with your declining enrollment, the LEA should be okay. At this time, we will wait for the Governor's proposed budget in January to plan for the forthcoming year.**

- 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. The CBO shared VCOE has a new password portal that requires an authentication method to verify you when requesting to change your password.**

#### **E. SPED Report**

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

**Mary Samples informed the Board she will work until the end of this month at SELPA, but is happy to continue to support the small school districts. Please feel free to reach out to her if you have any questions.**

**The number of SPED students continue to go up. Due to the declining enrollment, SPED is receiving less funding, but the caseloads of SPED students continue to rise. Mary is working with staff to seek a strategic plan to prevent the increase of SPED students.**

**Mary attended a webinar from CDE on Resource Specialist Caseload Waiver Request. Currently, the maximum load is 28, but a waiver can be requested to increase the load to 32. CDE did caution it's very slim to receive approval on waiver.**

**Mary shared with the Board a Small Schools Designee Network packet with information on SELPA contacts, SIRAS, and local plan information. SELPA PD Padlet can be found on SELPA's website with information on various professional development workshops offered by SELPA throughout the year.**

**SELPA received an Alternative Dispute Resolution (ADR) grant for the next five years in which will help the local districts when needed for Special Ed meetings with parents. Dr. Marlene Batista shared she has used this service and was very happy with the outcome.**

**Dr. Raul Ramirez shared with the Board what his district is doing prior to scheduling a student evaluation or SST meeting.**

### **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: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 5 N 0 A 0**

**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.

Dr. Raul Ramirez asked if some of the reserves can be utilized for some value to the districts and charter as an opportunity of growing cost. Dr. Ramirez requested a rundown of costs BSA has picked for the districts and charters.

Dr. Jesus Vaca suggested to be more patient and hold to reserves a bit longer.

Dr. Raul Ramirez requested the CBO bring a rundown of costs that BSA has picked up for the districts and charters to the next board meeting.

**Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 5 N 0 A 0**

**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 years 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: Kari Skidmore Second: Dr. Carlos Dominguez Y 5 N 0 A 0**

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

Discussion and Approval of VCSSFA Emergency Procedure Guide Flip Chart.

VCSSFA approved the revised Emergency Procedure Guide Flip Chart to be used in the classrooms and school offices. The Chief Business Official requests BSA pick up the cost on these guides for the districts and charters.

**Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 5 N 0 A 0**

**4. Future Agenda Items**

**A. Suggested Agenda Items**

The Chief Business Official shared with the Board she knows a person who has knowledge on grant writing and will ask her to come to the next board meeting to speak to the Board about her services she can offer to the sites.

The Chief Business Official will bring a list of costs that BSA has picked up for the districts and charters.

**B. Future Board Meetings**

**March 1, 2024**

**April 26, 2024**

**May 31, 2024**

**5. Adjournment: 2:27 PM**