



OFFICIAL MINUTES
Thursday, March 14, 2024
VCSBSA Conference Room
1:00 PM

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: Nicole Misewitch, Mupu Elementary School District

Alternate: Deann Hobson, Santa Clara Elementary School District

Alternate: Robert Fulkerson, Somis Union School District - **PRESENT**

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

C. Welcome Guests

The Board President welcomed Robert Fulkerson.

D. Emergency Additions to the Agenda: None

E. Approval of Agenda

Motion: Kari Skidmore **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 December 7, 2023 minutes as presented.

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

2. Reports/Information/Discussion

A. Chief Business Official Report

The CBO shared with the Board that BSA continues to offer collaboration meetings to the Assistants at each of the districts and charters. The attendance continues to be close to 100%. The information shared with the Assistants at these meetings are extremely valuable and relationships are being built amongst each other. Every meeting is decorated with a different theme, this past meeting was decorated for Leap Year.

The CBO is completing the 2023-24 Second Interim Reports. She has one more to go next week for Mupu Elementary.

The CBO is in communication with Burnham on next year's health and welfare premium rates. Preliminary reports indicate a 4%-8% increase for Ventura County. The CBO will be attending a SISC meeting to explain the rationale rates explained by our SISC representative.

Dr. Ramirez is greatly appreciative on DTS annual rollover on the upcoming LCAP report, many fields are now pre-populated. He also appreciates the ongoing meetings with the County.

Dr. Vaca provided an LCAP update for Somis. He is working with James and Cynthia from VCOE to complete. There are more pre-populated fields and less fields to add.

Dr. Ramirez shared that Mesa Union uses Youth Truth for surveys, which aligns with the new statues. Parents, staff, and students in 3rd, 5th, 6th, and 8th grade take a survey.

Dr. Ramirez thanked Tami and BSA staff for updates shared with the sites.

B. Ventura County School Self-Funding Authority Update

The CBO shared the preliminary premiums for Workers Comp anticipate a rebate recovery to all districts based on 22/23 staffing. Although, there's a rebate recovery in Worker Comp, Liability Claims will see an increase on premiums. CBO and Self-Funding Authority representatives traveled to Boston and Atlanta to meet with underwriters. With the \$750 property replacement cost, there is no need to do a re-evaluation, favorable with underwriters diversify portfolios. Underwriters were very pleased to make replacement cost and are proactive of appraisal plan be put in place.

The CBO shared VCSSFA Risk Management and Executive Committees are creating a Transportation board policy in which LEA employees driving an LEA vehicle more than 40 hours a year will need to pull a Motor Vehicle Record (MVR). Once transportation board policy is approved by the Executive Committee, the districts will need to update any union contract language to reflect new policy and take to their Board for approval.

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.

Dr. Ramirez shared Mesa Union will be getting VOIP installation at site. He would like to talk to Dr. Dominguez on the implementation done at Briggs and would like to get his feedback.

D. SPED Report

No Report.

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 December 1, 2023 through February 29, 2024, 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 December 1, 2023 through February 29, 2024, 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 December 1, 2023 through February 29, 2024, 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.

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 2023-24 VCSBSA Second 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 Second Interim Report covers the financial and budgetary status for the period ending January 31, 2024. The Chief Business Official recommends approval.

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

2) Review, Discussion, and Approval of the VCSBSA Annual Financial Audit for the Fiscal Year Ending June 30, 2023

The Chief Business Official recommends that the Board of Directors approve the VCSBSA Annual Financial Audit for the Fiscal Year Ending June 30, 2023. The attached VCSBSA audit has been performed in accordance with the generally accepted auditing standards and the State Controller’s Minimum Audit Requirement for California Special District.

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

3) Review, Discussion, and Ratification of the Law Offices of Young, Minney & Corr, LLP Agreement for Provision of Legal Services

The Chief Business Official recommends that the Board of Directors approve the ratification of the Law Offices of Young, Minney & Corr, LLP agreement for provision of legal services.

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

- 4) **Review, Discussion, and Ratification of Streamline Office Solutions Service and Lease Agreement**
The Chief Business Official recommends that the Board of Directors approve the ratification of Streamline Office Solutions service and lease agreement.

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

- 5) **Review, Discussion, and Approval of the 2024-2025 Annual Contract with Peak Prep Pleasant Valley School**
The Chief Business Official recommends that the Board of Directors approve the 2024-2025 annual contract with Peak Prep Pleasant Valley School.

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

- 6) **Review, Discussion, and Approval of the 2024-2025 Annual Contract with Architecture, Construction, and Engineering Charter High School (ACE)**
The Chief Business Official recommends that the Board of Directors approve the 2024-2025 annual contract with Architecture, Construction, and Engineering Charter High School.

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

- 7) **Review, Discussion, and Approval of the 2024-2025 Annual Contract with Bridges Charter School**
The Chief Business Official recommends that the Board of Directors approve the 2024-2025 annual contract with Bridges Charter School.

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

- 8) **Review, Discussion, and Approval of the 2024-2025 Annual Contract with Meadows Arts and Technology Elementary School (MATES)**
The Chief Business Official recommends that the Board of Directors approve the 2024-2025 annual contract with Meadows Arts and Technology Elementary School.

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

- 9) **Review, Discussion, and Approval of the 2024-2025 Annual Contract with River Oaks Academy Charter School**
The Chief Business Official recommends that the Board of Directors approve the 2024-2025 annual contract with River Oaks Academy Charter School.

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

- 10) **Review, Discussion, and Approval of the 2024-2025 Annual Contract with Valley Oak Charter**
The Chief Business Official recommends that the Board of Directors approve the 2024-2025 annual contract with Valley Oak Charter.

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

- 11) **Review, Discussion, and Approval of the 2024-2025 Annual Contract with Ventura Charter School of Arts and Global Education**
The Chief Business Official recommends that the Board of Directors approve the 2024-2025 annual contract with Ventura Charter School of Arts and Global Education.

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

12) Discussion of Potential Training with Melissa Hatch from Hatch & Cesario

The Chief Business Official was approached by Melissa Hatch from Hatch & Cesario to offer her services for any training(s) the small school districts may be interested in. Hatch & Cesario individualizes on the basis level of small school districts. CBO asked if the districts would be interested in a summer workshop.

Dr. Ramirez strongly supports and is open to a workshop with Melissa. He suggested if multiple workshops can be offered throughout the school year to different audiences including Administrators and staff support. The CBO will contact Melissa and ask if any of the following dates, August 7th, 8th, and 9th are available to host a workshop for the Administrators. Calendar invites for these dates will be sent by the Information and Logistics Coordinator as placeholders.

No action taken.

4. Closed Session

A. During this meeting, the Board may adjourn to Executive Session to review and consider the topics below:

1) Labor Negotiations (Government Code Section 54957.6)

The Board of Directors went into closed session at 2:14 PM and returned from closed session at 2:36 PM.

Report of actions taken during closed session:

The President of the Board reported that the Board of Directors took action to approve and move forward with a 6% on-schedule salary increase retroactive to July 1, 2023 and a one-time 3% off-schedule salary adjustment. The 3% off-schedule percentage will be calculated from the annual base salary in effect as of March 14, 2024 which will include longevity (if applicable) and will not include any additional salary such as overtime, annual stipends, or any other assignments in addition to the regular position held. The employee must be employed as of March 14, 2024 to be eligible to receive the 3% off-schedule.

5. Future Agenda Items

A. Suggested Agenda Items

- Workshop with Melissa Hatch
- Health & Welfare Benefits

B. Future Board Meetings

April 26, 2024

May 31, 2024

6. Adjournment: 2:39 PM