



NOTICE OF SPECIAL BOARD MEETING AGENDA

Written notice is hereby given in accordance with Education Code Section 54957 that a Special Meeting of the Board of Directors of the Ventura County Schools Business Services Authority will be held on:

Friday, August 23, 2024
VCSBSA Conference Room
1:00 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:** Nicole Misewitch, 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 June 11, 2024, minutes as presented.

Motion: _____ Second: _____ Y _____ N _____ A _____

G. Request to Address the Board

Members of the Public that wish to address the Board must first complete a Speaker Form. Speaker Forms must be submitted no later than five (5) minutes prior to the opening of the meeting. Comments are limited to three (3) minutes. Members of the public may address the Board on any matter within the Board's jurisdiction; however, in accordance with Education Code 35145.5, the Board cannot enter a formal discussion or make a decision on any matter not on the agenda for this meeting. The Board President is in charge of the meeting and will maintain order, set the time limits for the speakers and the subject matter.

2. Reports/Information/Discussion

A. Chief Business Official Report

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

1) Artificial Intelligence Resources (AI) from California IT in Education (CITE)

2) Small School District Network Proposed Dates:

Thursday, September 26, 2024

Thursday, January 30, 2025

Thursday, March 20, 2025

Thursday, May 22, 2025

Proposed Times: 2:30 – 4:30 PM

B. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

- 1) Employee Driving Records Policy and Regulations
- 2) HopSkipDrive Agreement
- 3) Minimum Recommended Coverage Limits for Vendors and Small Contractors
- 4) Recommendations and Requirements for Emergency Response Equipment
- 5) Title IX Regulations
- 6) Workplace Violence Prevention Plan

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.

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 June 1, 2024 through July 31, 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 June 1, 2024 through July 31, 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 June 1, 2024 through July 31, 2024, Board Reports.

4) Approval of 2024-25 Salary Schedules

The Chief Business Official recommends that the Board of Directors approve the 2024-25 Salary Schedules as presented.

Vote for items 3A. 1-4

Motion: _____ Second: _____ Y _____ N _____ A _____

B. New Business

1) Review, Discussion, and Ratification of the 2024-25 Document Tracking Services (DTS) Agreement

The Chief Business Official recommends that the Board of Directors approve the ratification of the 2024-25 Document Tracking Services (DTS) Agreement.

Motion: _____ Second: _____ Y _____ N _____ A _____

2) Review, Discussion, and Ratification of COLBI Technologies, Inc. Invoices in the Total Amount of \$13,500.00 for Quality-Bidders Annual Software Service, Quality-Bidders CUPCAA Review and Secure Bids Annual Software Service

The Chief Business Official recommends that the Board of Directors approve the ratification of COLBI Technologies, Inc. invoices in the amount of \$13,500.00 for quality-bidders annual software service, quality-bidders CUPCAA review, and secure bids annual software service.

Motion: _____ Second: _____ Y _____ N _____ A _____

3) Review, Discussion, and Ratification of the 2024 Conflict of Interest Code Biennial Review

The Chief Business Official recommends that the Board of Directors approve the ratification of the 2024 Conflict of Interest Code Biennial Review as presented.

Motion: _____ Second: _____ Y _____ N _____ A _____

C. Old Business

1) Discussion and Approval of the VCSBSA Board Meeting Schedule for the 2024-25 Year

The Chief Business Official recommends approval of the VCSBSA Board Meeting for the 2024-25 year as presented.

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

September 6, 2024

October 25, 2024

December 13, 2024

February 28, 2025

May 2, 2025

June 6, 2025

6. Adjournment