



**OFFICIAL MINUTES**  
Friday, August 23, 2024  
**VCSBSA Conference Room**  
**1:00 PM**

**1. OFFICIAL OPENING OF MEETING**

**A. Call to Order:** 1:17 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 1:30pm)**

**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

**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:** Dr. Marlene Batista **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 April 26, 2024 minutes as presented.

**Motion:** Dr. Marlene Batista **Second:** Dr. Jesus Vaca Y 4 N 0 A 1

**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 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.

**The CBO shared VCSBSA is busy closing out the 23/24 school year and will be finished by early next week.**

**Dr. Ramirez expressed his appreciation to Tami, Rudy, and the entire VCSBSA staff for supporting the districts.**

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

**Dr. Ramirez asked if calendar invites can be sent to the Board, in which the Board will review and accept invites by early next week. If there is a conflict on a date for the majority of members, another date will be proposed.**

### **B. Ventura County School 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.

**Misty Key shared with the Board at this morning's CBO meeting many topics were discussed. With payroll being an issue with many LEA's, Danni Brook and her team at SBSA will be leading extra training on payroll throughout the year.**

**Misty Key introduced the new Chief Technology Officer, Enoch Kwok, who be taking Julie Judd's position after her retirement in September. Misty also introduced Joaquin Licea, Director of Technology and Stephen Meir, Director of Technology Infrastructure.**

**Cybersecurity is on the radar for VCOE Tech and are paying close attention to this and will be transitioning all LEA's in the County to multi-factor authentication (MFA) for all software and programs being used.**

2) Enoch Kwok, Chief Technology Officer, and Colleen Steed, Director of Data Management & Application will be present to provide an update from VCOE Technology.

Colleen Steed shared there will be a statewide training on CALPADS on September 6<sup>th</sup> from 8:30 AM to 12:00 PM. It is highly recommended for LEA’s to attend with their CALPADS team.

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 Report.

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

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: Kari Skidmore Second: Dr. Jesus Vaca Y 5 N 0 A 0

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 CUPCCAA 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 CUPCCAA review, and secure bids annual software service.

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

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: Dr. Marlene Batista Second: Kari Skidmore Y 5 N 0 A 0

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

**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 1:56 PM and returned from closed session at 2:49 PM.

No Action Taken.

**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: 2:50 PM**