



OFFICIAL MINUTES
Friday, September 6, 2024
VCSBSA Conference Room
1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:13 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**
- Member:** Dr. Carlos Dominguez, Briggs Elementary School District - **ABSENT**
- Member:** Dr. Jesus Vaca, Somis Union School District - **PRESENT (Arrived at 1:55 PM)**

- 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: Kari Skidmore **Second:** Dr. Marlene Batista Y 3 N 0 A 2

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:** Kari Skidmore Y 3 N 0 A 2

G. Recognition of Julie Judd

On behalf of VCSBSA and the small school districts, CBO Tami Peterson, recognized and acknowledged Julie Judd by presenting her with a plaque. She thanked Julie for her dedicated time and commitment she has put into the small school districts with all the various technology projects.

Dr. Ramirez thanked Julie for all her support in upgrading Mesa Union. He wishes her the best! Dr. Batista and Mrs. Skidmore thanked Julie for all her support at their sites and wish her luck.

H. 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, 10 out of the 13 sites have closed out 23/24 fiscal year. It was shared with the Board the required 2023-24 Universal PreKindergarten (UPK) Planning and Implementation Program reports are available to complete. Reports are to be completed by September 30, 2024. BSA will be creating a checklist for the sites to refer to when reports or resolutions are to be taken to their board for approvals.

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

1) SSC Annually Required Employee Notices

B. Ventura County School Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

There is nothing to report, the first meeting of the school year is in October.

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 shared implementation of multi-factor authentication (MFA) is forthcoming. Joaquin Licea will be assisting the small school districts with the implementation. Tami Peterson recommended ACE, Valley Oak, and any other charter that is a member of VCSSFA be included in this implementation of MFA.

Joaquin Licea shared MFA will be rolled out with email first. The districts will need to transition to paid Google version as they currently have the free version of Google. Joaquin will be bringing to the next board meeting the features of the paid version of Google. He will also bring information on Google vs. Microsoft comparable sheet.

Julie Judd shared that Joaquin will be the point of contact for E-Rate.

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 August 1, 2024, through August 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 August 1, 2024, through August 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 August 1, 2024, through August 31, 2024, Board Report.

Vote for items 3A. 1-3

Motion: Kari Skidmore Second: Dr. Marlene Batista Y 3 N 0 A 2

B. New Business

1) Review, Discussion, and Approval of the 2023-24 VCSBSA Unaudited Actuals Financial Report

The Chief Business Official recommends that the Board of Directors approve the 2023-24 Unaudited Actuals Financial report as presented (pursuant to Education Code 41023 and 42100).

Motion: Dr. Marlene Batista Second: Kari Skidmore Y 3 N 0 A 2

2) Discussion and Action of 2024-2025 Small School Districts' Association Membership

Discussion and action of 2024-2025 Small School Districts' Association Membership.

Motion: Dr. Marlene Batista Second: Kari Skidmore Y 3 N 0 A 2

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 1:54 PM and returned from closed session at 2:28 PM.
No Action Taken.

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

- October 25, 2024
- December 13, 2024
- February 28, 2025
- May 2, 2025
- June 6, 2025

6. Adjournment: 2:29 PM