



**OFFICIAL MINUTES**  
Friday, December 13, 2024  
**VCSBSA Conference Room**  
**1:00 PM**

**1. OFFICIAL OPENING OF MEETING**

**A. Call to Order:** 1:03 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 - **PRESENT**

**Member:** Dr. Jesus Vaca, Somis Union School District - **ABSENT**

**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. Carlos Dominguez Y 4 N 0 A 1

**F. Approval of Minutes**

The Chief Business Official recommends that the Board of Directors approve the October 25, 2024, and November 22, 2024 minutes as presented.

**Dr. Batista made a motion to approve the October 25, 2024, and November 22, 2024 minutes as presented.**

**Dr. Ramirez amended Dr. Batista motion. Approval of minutes will be tabled for next meeting.**

**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.

**Claudia Weintraub, Executive Director of River Oaks Academy, requested to address the Board. Claudia introduced Maria Montagne, Presiding Director of River Oaks Academy. Claudia expressed her concerns on the pressing issue of BSA’s fees to the Charters. River Oaks Academy joined BSA in 2007 and the fee of 6.75% of the charter’s revenue has remained the same throughout this time. The districts pay no more than 3% of their revenue to BSA. BSA lost a charter school at the end of last fiscal year and will be losing another one at the end of this fiscal year due to the fees. River Oaks Academy has maintained a positive relationship with Rudy and Isabelle and would like to continue to work with them, but with the fees currently being charged and the setback River Oaks has had with BSA, they may need to go with another back office. VCSBSA Board of Directors have not discussed the discrepancy of fees in open session. Claudia requests the Board to add an action item to the board agenda for the next board meeting to discuss the current charter fees in open session.**

**H. Organizational**

- 1.) Election of Officers Effective January 1, 2025**
  - (a) President           **Nominated: Dr. Raul Ramirez**  
**Passed: 4-0-1**
  - (b) Vice-President **Nominated: Dr. Marlene Batista**  
**Passed: 4-0-1**
  - (c) Clerk               **Nominated: Kari Skidmore**  
**Passed: 4-0-1**
- 2.) Certification of Signatures Effective January 1, 2025**

**2. Reports/Information/Discussion**

**A. Chief Business Official Report**

The CBO has completed the 2024-25 First Interim Reports. Each district will be approving the reports at their board meetings next week.

BSA responded to Bridges RFP for back-office services. Unfortunately, Bridges gave notice to BSA that they will be leaving at the end of the 24-25 school year and will be going with ExEd for back-office services.

**B. Ventura County School Self-Funding Authority Update**

The CBO will provide an update from VCSSFA.

- 1) School Safety Inspections will begin January 2025 through a contracted vendor from VCSSFA**
- 2) PurpleAir sensors for air quality testing will be added to every school.**

**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) Joaquin Licea, Chief Technology Office, and Colleen Steed, Director of Data Management & Applications will be present to provide an update from VCOE Technology.**  
**Joaquin Licea was not able to attend today’s board meeting. Stephen Meir, Director of Technology Infrastructure attended on behalf of Joaquin.**  
**Stephen shared VCOE purchased Incident IQ, a school asset management software. The software will**

give you access to view all assets at your respective sites. VCOE will be working with all the small school districts to implement the software at each site, with Mesa Union being the first district.

Multi-Factor Authentication (MFA) task system support technicians will start working with office staff at each district to start working on the implementation of MFA.

Colleen Steed shared single sign on to Frontline is available, whether your district is using Google or Office 365. Technology Services will be reaching out to each site to set up.

CALPADS Fall 1 has been certified.

SELPA certification is due December 13<sup>th</sup>. P1 and LCFF data is pulled from CALPADS.

2023-24 Civil Rights Report is open for data input which is due in March. There are available reports in Q SIS that can assist the sites with data information. If you need assistance, please reach out to Colleen and her team.

VCOE Tech Maintenance weekend is December 13<sup>th</sup>-15<sup>th</sup>.

#### D. SPED Report

Mary Samples shared with the Board the following information:

**Operational cabinets agenda highlights:**

Niza Ortiz held a workshop on special ed authorization. She shared a credential chart on who can teach what with the specific credential they have. If you have any questions on special ed credentials, please contact Niza at VCOE Credentials department.

CDE has ramped up their compliance monitoring process for Special Ed. There is a 100-page slide presentation on compliance monitoring on the CDE website. Santa Clara has completed, Mupu/Somis are due in February and Mesa and Briggs are due August of 2026.

New requirement to annually post restraints data on the LEA's website. A direct website link to CDE's report will suffice the requirement.

An email was sent from Regina Reed with a survey to complete whether your district will need SELPA services next school year. Please complete by the end of January.

Independent Educational Evaluation (IEE) workshop is scheduled for January 2025.

Low Incidence funds are available to Briggs, Mesa, and Mupu. These funds are used to provide materials and services for students with low incidence disabilities (LI), which include blindness, deafness, hard of hearing, and orthopedic impairments.

New Intra-SELPA agreement has been approved and is available.

### 3. Closed Session

A. During this meeting the Board may adjourn to the 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 2:00 PM and returned from closed session at 2:55 PM.

**4. Reconvene in Public**

**A. Report of Action Taken During Closed Session**

The President of the Board reported authorized staff to pursue employees’ retirement incentive in lieu of layoffs. The Board requested a special board meeting be scheduled in January. At this time the Board of Directors are all available on January 10, 2025 at 1:00 PM.

**5. 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 October 1, 2024, through November 30, 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 October 1, 2024, through November 30, 2024, Board Report of Commercial 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 October 1, 2024, through November 30, 2024, Board Report of Purchase Orders.

**Vote for items 5A. 1-3**

**Motion: Kari Skidmore Second: Dr. Marlene Batista Y 4 N 0 A 1**

**B. New Business**

**1) Review, Discussion, and Approval of the 2024-25 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, 2024. The Chief Business Official recommends approval.

**Motion: Dr. Carlos Dominguez Second: Dr. Marlene Batista Y 4 N 0 A 1**

**6. Future Agenda Items**

**A. Suggested Agenda Items**

- 1. Discussion of Retirement in Lieu of Layoff**
- 2. Agendize Charter School Fee Schedule and Contracts**

**B. Future Board Meetings**

**Special Board Meeting: January 10, 2025**

February 28, 2025

May 2, 2025

June 6, 2025

**7. Adjournment: 3:06 PM**