



**OFFICIAL MINUTES**  
Friday, October 25, 2024  
**VCSBSA Conference Room**  
**1:00 PM**

**1. OFFICIAL OPENING OF MEETING**

**A. Call to Order:** 1:08 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 - **ABSENT**

**Member:** Dr. Carlos Dominguez, Briggs Elementary School District - **ABSENT**

**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. Jesus Vaca Y 3 N 0 A 2

**F. Presentation**

1) **Informed K12, Dawn Sawyer**

**G. Approval of Minutes**

The Chief Business Official recommends that the Board of Directors approve the September 6, 2024, minutes as presented.

**Motion:** Dr. Marlene Batista **Second:** Dr. Jesue Vaca Y 3 N 0 A 2

## 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.

- 1) **AB 2302 Brown Act**
- 2) **AB 2534 Employer Access to Certificated Employee Records**
- 3) **New Law Impose New Requirements for Comprehensive School Safety Plans**
- 4) **CDE LCAP Upload Due November 1, 2024**
- 5) **SSC Fiscal Report: Changes to Traditional Independent Study Documentation Requirements**
- 6) **SSC Fiscal Report: New Law Will Impact Hiring of Certificated Staff**

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

The CBO will provide an update from VCSSFA.

- 1) **Title IX Team Compliance Training Workshop – November 1, 2024**
- 2) **What to do if the Division Occupational Safety and Health (Cal/OSHA) Contacts or Visits – A Site Guide**
- 3) **Recommendations and Requirements for Division of Occupational Safety and Health (Cal/OSHA) Site Inspections**
- 4) **California School Public Relations (CalSPRA) Communications Consortium**
- 5) **Recommendations for Liability Insurance Limits – Use of Facilities**
- 6) **Facilities Use Agreement and Application for Permit – VCSSFA Approved 10/15/24**
- 7) **Developing Emergency Action Plans for School Athletics**
- 8) **Model Heat Illness Prevention Plan, Indoor Work Areas**

BSA will be reaching out to VCSSFA to ask if Title IX training can be scheduled for the small school districts as Superintendents are not available to attend the training on November 1<sup>st</sup>.

Dr. Ramirez asked if Orlando could work with the districts to schedule an on-site inspection audit of each campus to ensure districts are in compliance. Misty Key and Tami Peterson will follow-up with VCSSFA on status of hiring an Inspector. They will also look into perhaps contracting with a third-party agency for inspection services.

### 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 she attended the CBO meeting earlier today and Rudy joined them. The key discussion made at meeting was the importance of cybersecurity. It was shared with the CBO's to ask their staff to be flexible with the VCOE Tech during the implementation of Multi-Factor Authentication (MFA) as we don't want our data breached.**

**Misty Key introduced Joaquin Licea as the new VCOE Chief Technology Officer (CTO). Services will continue as well as they've continued to do so.**

- 2) Joaquin Licea, Chief Technology Officer, and Colleen Steed, Director of Data Management & Application will be present to provide an update from VCOE Technology.  
**Joaquin Licea shared the startup of implementing multi-factor authentication (MFA) at each site.**

**Joaquin Licea will be bringing more information to the small school districts on CloudFlare Cybersafe Schools. This is a service that may be beneficial to the small school districts to provide cloud email security.**

**Joaquin Licea is working with his team on asset management.**

**Colleen Steed reminded the Superintendents that CBEDS is due on October 31<sup>st</sup> and no amendment window will be offered this year. Start working on CALPADS Fall 2 data. Civil Rights Data will open for data input in December. There are available reports in Q SIS that can assist the sites with data information for CBEDS, CALPADS Fall 2, and Civil Rights reports. If you need assistance, please reach out to Colleen and her 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 September 1, 2024, through September 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 September 1, 2024, through September 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 September 1, 2024, through September 30, 2024, Board Report of Purchase Orders.

Vote for items 3A. 1-3

**Motion: Dr. Jesus Vaca Second: Dr. Marlene Batista Y 3 N 0 A 2**

**B. New Business**

**1) Review, Discussion, and Approval of Informed K12 Quote for Implementation Package of a Total of 10 Implemented Processes**

Review, discuss, and approve Informed K12 quote for implementation package of a total of 10 implemented processes.

Dr. Ramirez asked Tami to reach out to Informed K12 to ask what the middle ground between 10-100 processes is. He also asked Tami to reach out to the Districts and Charters to survey which forms they would like to see, and which would be more helpful to them. How do we phase this in across from districts and schools. How does this impact BSA staff for onboarding own staff?

Dr. Ramirez asked this item be tabled for the next board meeting with more information and answers to questions.

**No action taken.**

**2) Discussion and Action of Response to Bridges Charter School Request for Proposals (RFP) for Back Office Services.**

The Chief Business Official suggested to create a committee that includes two board members and BSA staff to respond to Bridges’ RFP. Dr. Raul Ramirez responded to Tami that establishing a committee is a great idea. He will volunteer himself and Dr. Vaca to be part of the committee to move forward in submitting RFP.

Motion was made for BSA to proceed to create committee and submit proposal to Bridges Charter.

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 3 N 0 A 2

**3) Review, Discussion, and Approval of the VCSBSA Employee Handbook Revisions**

Review, discuss, and approve the revisions as presented to the Client Agencies in Ventura County, Employments Status: Classified Service, Health, Dental and Vision Insurance, and Violence-Free Workplace section of employee handbook.

Motion: Dr. Jesus Vaca Second: Dr. Marlene Batista 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 2:52 PM and returned from closed session at 3:18 PM.  
No Action Taken.

**5. Future Agenda Items**

**A. Suggested Agenda Items**

**B. Future Board Meetings**

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

**6. Adjournment: 3:18 PM**