



OFFICIAL MINUTES
 Friday, February 28, 2025
VCSBSA Conference Room
1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:19 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 - **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 - **ABSENT**, 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. Presentation

1) Public Agency Retirement Services (PARS), Jennifer Mesa, Senior Manager, Consulting

G. Approval of Minutes

The Chief Business Official recommends that the Board of Directors approve the January 10, 2025, and January 27, 2025, minutes as presented.

Motion: Dr. Marlene Batista **Second:** Kari Skidmore 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 on current activities of the VCSBSA office.

- 1) AB 2192 Amends CUPCCAA**
- 2) Attendance Recovery Program**
- 3) Changes to Traditional Independent Study Documentation Requirements**
- 4) District Process on Purchasing/Receiving Supplies**
- 5) ELO-P Plan Review**
- 6) ELO-P Summer School – Total of 30 Days**
- 7) SB 114 K-2 Screening for Reading Difficulties, Including Risk of Dyslexia**

Dr. Raul Ramirez shared Dr. Batista and himself met with Mr. Yuri Calderon, Executive Director of the Small School Districts' Association and expressed their thoughts and concerns regarding small school districts. They informed Mr. Calderon the unique set up the small school districts in Ventura County have with the County Office and Education and the JPA, Business Services Authority. Mr. Calderon would like to come to a future board meeting of the BSA to see how the small school districts work with the JPA and County.

B. Ventura County School Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

The CBO shared report on the Era of Implementing AB 2534: Egregious Misconduct.

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 provided an update on Special Ed. Enrollment continues to be low as referrals are down during this time of the year, which impacts enrollment and staff at VCOE. 2024-2025 expenditures are higher than expected due to low enrollment. Last school year, there were thirteen less classrooms and eighty-nine positions reduced. As a precautionary, it is anticipated forty-four staff positions will be reduced this year. VCOE will try to connect affected staff with other workforces in the County.

A change that might occur next school year is the staffing ratio of only one teacher and one paraeducator. Additional services will be provided to students as written on IEP. VCOE will be working with the unions to work through any changes that may occur.

At the Superintendents meeting, Dr. Walker provided a reminder of the programs in place at VCOE for Special Ed.

There was an 11% increase in Extensive Support Needs (ESN). Preschool cost per student increased 50% to 60% of attendance.

- 2) Joaquin Licea, Chief Technology Officer, and Colleen Steed, Director of Data Management & Applications will be present to provide an update from VCOE Technology.

Colleen Steed shared the following:

Civil Rights Data Collection (CRDC) due date has been moved to April 7th. VCOE Tech now exports credentials from Escape to Q. There are reports available in Q that can assist the districts with data information. If you need assistance, please reach out to Colleen and her team.

CALPADS Fall 2 deadline is March 21st.

VCOE Tech would like to come out to your sites and train staff on Q Analytics software, for an outreach success plan for students.

VCOE Tech created a report in Frontline Absence Management for Certificated staff absences to report to CRDC.

Joaquin Licea shared the following:

VCOE Tech has hired an Assistant Director, Technology Support and will start on Monday, March 3rd.

VCOE Tech will go out to your district to train staff on specific needs. Contact VCOE Tech to schedule training.

VCOE Tech is mid-way through the installation of Asset Management, a single platform to keep history of assets.

Multi-Factor Authentication (MFA) is being set up in the districts. Currently, VCOE Tech is working with Briggs and Mesa to set up MFA with all staff.

Dr. Raul Ramirez shared his appreciation to VCOE Tech in assisting Mesa Union with the CRDC reporting.

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 January 1, 2025, through January 31, 2025, 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 January 1, 2025, through January 31, 2025, 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 January 1, 2025, through January 31, 2025, Board Report of Purchase Orders.

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 2024-25 VCSBSA Second 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 January 31, 2025. The Chief Business Official recommends approval.

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

2) Approval of Resolution #24-25-01 Open Enrollment Period and the Associated Fees with the Retirement Incentive Offering with Public Agency Retirement Services (PARS)

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

3) Review, Discussion of Audit Contract with Clifton, Larson, Allen Audit Services

The audit contract with Clifton, Larson, Allen (CLA) is set to expire on June 30, 2025. Discussion to get proposal for renewal from CLA or Request for Proposal (RFP) to include other firms.

The Board gave direction to CBO to request a proposal from CLA to bring back to the next board meeting for review/approval. No action was taken.

4) Approval of the 2025-2026 VCSBSA Holiday Schedule

The Chief Business Official recommends that the Board of Directors approve the 2025-2026 VCSBSA holiday schedule as presented.

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

5) Review, Discussion, and Approval of Revised Charter Schools’ Contract

Misty Key suggested to consider adding language to **Section 5, Termination** by adding fiscal year or calendar year to assist in preparation of a June 30th or December 31st transition.

CBO will work with Misty Key to come up with language that will work for all parties for a smooth and clean transition.

The Board asked to bring back Charter Schools’ contract with new language as suggested. This item will be tabled for the next board meeting. No action was taken.

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 3:00 PM and returned from closed session at 3:35 PM. No action taken.

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

May 2, 2025

June 6, 2025

6. Adjournment: 3:36 PM