



REGULAR MEETING OF THE BOARD OF DIRECTORS
Ventura County Schools Business Services Authority
5100 Adolfo Road
Camarillo, CA 93012
805-383-1974

OFFICIAL MINUTES
Friday, October 28, 2022
1:00 PM

Meeting will be held in person at the BSA conference room and Via Zoom

Join Zoom Meeting
<https://zoom.us/j/97707203137?pwd=bTExSXJCdkZDS2FDdVdCcWdwejlkdz09>

Meeting ID: 977 0720 3137
Passcode: 718719

1. OFFICIAL OPENING OF MEETING

- A. Call to Order:** 1:05 p.m.
- B. Roll Call**

Board:

President: Deborah Cuevas, Briggs Elementary School District
Vice President: Dr. Jesus Vaca, Somis Union School District
Clerk: Kari Skidmore, Santa Clara Elementary School District
Member: Dr. Marlene Batista, Mupu Elementary School District
Member: Dr. Raul Ramirez, Mesa Union School District

Alternate: Lindsay Winegar, Briggs Elementary School District
Alternate: Kim Kuklenski, Mesa Union School District
Alternate: Samantha Borgstedte, Mupu Elementary School District
Alternate: Deann Hobson, Santa Clara Elementary School District
Alternate: Scott Mier, Somis Union School District

VCOE Staff: Misty Key, Associate Superintendent of Fiscal and Administrative Services
VCSBSA Staff: Tami Peterson: Chief Business Official, Rudy Calasin: Director of School Business,

C. Welcome Guests

- D. Approval of Resolution # 22-23-04- Continuing Board of Trustees Authority to Hold Virtual Meetings Pursuant to Assembly Bill 361-Open Meetings State and Local Agencies Teleconferences**

Motion:Dr. Raul Ramirez Second:Dr. Jesus Vaca Y 3 N 0 A 2

- E. Emergency Additions to the Agenda:** None

F. Approval of Agenda

Motion: Dr. Jesus Vaca Second: Dr. Raul Ramirez Y 3 N 0 A 2

G. Approval of Minutes

The Chief Business Official recommends that the Board of Directors approve the September 8, 2022, minutes as presented.

Motion: Dr. Raul Ramirez Second: Kari Skidmore Y 4 N 0 A 1

2. Reports/Information/Discussion

A. Chief Business Official Report

The CBO will provide a report of current activities of the VCSBSA office.

- 1.) **Office Personnel Collaboration Meeting Review – September and October Meetings**
- 2.) **Capital Advisors – Legislative Updates**

B. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA

C. VCOE Staff Report(s)

- 1) Misty Key, Deputy Superintendent will be present to provide an update from VCOE Fiscal and Administrative Services.
- 2) Julie Judd, Chief Technology Officer, and Colleen Steed, Director of Data Management & Applications will be present to provide an update from VCOE Technology Services.

D. SPED Report

- 1) Mary Samples will be present to provide updates on SPED.

E. Implementation & Inquiry Network

Board members may wish to make personal reports on meetings, conferences they have attended, or raise questions for subsequent meetings.

- 1) Curriculum Council Report
- 2) Project Directors' Meeting Report
- 3) Bilingual Directors' Meeting Report
- 4) Personnel Directors' Meetings

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 Statement

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the September 1, 2022 through September 30, 2022, 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, 2022, through September 30, 2022, 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 September 1, 2022, through September 30, 2022, Board Reports.

4) Approval of Classified Personnel Report

The Chief Business Office recommends that the Board of Directors approve the Classified Personnel Actions as listed. Note: This report denotes action to be taken on Positions as well as Personnel changes.

Vote for items 3A. 1-4

Motion: Kari Skidmore Second: Dr. Jesus Vaca Y 4 N 0 A 1

B. New Business - None

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) -**
- 2) Conference with Labor Negotiators (Government Code Section 54957.6)**

The Board of Directors went into closed session at 1:31 p.m. and returned from closed session at 1:50 p.m.

Report of actions taken during closed session:

Item 1) The Board of Directors gave the Chief Business Official direction.

Item 2) The President of the Board reported that the Board of Directors took action on item 2 to provide a one-time 3 % off -schedule salary adjustment and an 8 % on-schedule salary increase retroactive to July 1, 2022. The 3 % off-schedule percentage will be calculated from the annual base salary in effect as of October 31, 2022 which will include longevity (if applicable) and will not include any additional salary such as overtime, annual stipends, or any other assignments in addition to the regular position held. The 3 % one-time, off schedule payment will be issued in a separate check as a supplemental pay cycle. The employee must be employed as of October 31, 2022 to be eligible to receive the 3% off-schedule.

5. Future Agenda Items

- A. Suggested Agenda Items**
- B. Future Board Meetings**

6. Adjournment: 1:52 p.m.