

VCSBA Executive Board Meeting
August 7, 2019, 5:00 p.m.
Location: 1232 Vista del Cima, Camarillo

Minutes

Present:

Veronica Robles-Solis, President
Eleanor Torres, VP Programs
Dr. Charles Weis, VP Legislation
Efrain Cazares, Treasurer
Denise Helfstein, Secretary
Suzanne Kitchens, Region 11 Director
Darlene Bruno, Delegate
Sabrena Rodriguez, Delegate
Stan Mantooth, County Superintendent
Cathy Samuel, Executive Assistant

Absent:

Rachel Ulrich, Delegate
Christina Urias, Past President
Jackie Moran, Delegate

Opening:

Ms. Robles-Solis opened the meeting at 5:19 p.m.

Budget Report

Ms. Torres, Past Treasurer, presented the proposed budget for 2019-20. Mr. Mantooth recommended that as the by-laws provide, Mr. Cazares, VCSBA Treasurer, take the opportunity to come and meet with the Ventura County Office of Education and do a review and reconciliation of the VCSBA budget to talk about how the budget is formatted in the future and how it's documented. Ms. Torres will pass on all the previous budget documentation to Mr. Cazares.

Ms. Torres explained that Mr. Cazares, VCSBA Treasurer and Ms. Robles-Solis, VCSBA President will need to go to Bank of America in Camarillo and fill out a signature card so they will be able to sign the VCSBA checks. Mr. Cazares and Ms. Robles-Solis will need to provide Bank of America with the minutes from the April 29, 2019 VCSBA dinner meeting that states their elected positions.

Dr. Weis shared that it's not a good practice for one of the Executive Board members to sign blank checks ahead of time. When a check needs to be signed, the VCSBA Treasurer and President should meet to sign the check.

Dinner Meeting Dates

The Board determined that the dinner meetings for 2019-20 would be held on:

Monday, October 14, 2019

Monday, March 9, 2019

Monday, April 20, 2020

DINNER MEETING TOPICS

October 14, 2019 - Budget and Finance

Potential Presenters:

- ✓ Mike Fine, Chief Executive Officer, FCMAT
- ✓ Capitol Advisors.

Mr. Mantooth will contact Mr. Fine and a potential presenter from Capitol Advisors.

NEWSLETTER Articles for the First Dinner Meeting (Due Tuesday, September 10, 2019)

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|--------------------------------------------------------------------------------------------------------------------------|-----------------------|
| ✓ Presidents Corner – Dinner meeting topic | Veronica Robles-Solis |
| ✓ Legislation – Late start legislation, Portofino Bill | Chuck Weis |
| ✓ Stan Mantooth – Status on P20 Council | Stan Mantooth |
| ✓ Suggestions for April meeting topics and who to contact
and upcoming dinner meeting dates to put on their calendars | Cathy Samuel |
| ✓ List new officers | Cathy Samuel |

Email Articles to: csamuel@vcoe.org

March 9, 2020 - Vaping Epidemic, How Do We Solve It?

Potential presenters:

- ✓ Ventura County Behavioral Health Tobacco Task force – Vicki Gonzales
- ✓ Ventura County Straight Up Group
- ✓ Matt LaVere, Mayor, City of Ventura

April 20, 2020 - Topic TBD

Discussion ensued on how to come up with new topics for the dinner meetings. Ms. Bruno suggested the VCSBA Executive Board members make an announcement at their first Board meeting for requested topics that the Board is interested in. Their superintendent could pass this information on to Mr. Mantooth. Ms. Rodriguez recommended that Board members could contact the VCSBA Executive Board directly for requested dinner meeting topics. Mr. Mantooth suggested to send an email out to all Board members asking for suggestions for dinner meeting topics.

Possible Future Dinner Meeting Topics:

- ✓ Cyber Bullying
- ✓ Violence Prevention
- ✓ How New Board Members Work with Their City Council

Ms. Robles-Solis shared that it worked well to have Dr. Weis moderating the April 29, 2019 dinner meeting. It set the tone and got the Board members taking action on the topic.

Mr. Torres recommended to have Ms. Robles-Solis announce to the audience at the October 14, 2019 dinner meeting that if they have a specific topic in mind to please contact the VCSBA Executive Board members.

Bylaws Review - Reimbursement of Expenses for Delegates

Ms. Kitchens passed out the 2012 by-laws and what the Executive Board proposed as the changes for the 2019 by-laws which were sent to Executive Board by email. Suzanne looked at the 2016-17 budget and the 2017-18 budget. She explained that in 2016-17 there was a motion to increase the May Delegate Assembly expenses because unlike the annual conference the May Delegate

Assembly is all stand-alone. It was agreed that there should be a larger stipend for the Delegates in May for all their travel, housing and incidentals. The Delegate Assembly in December is always wrapped around the annual conference, so districts will pick up some of this expense, if they can. They agreed that the stand-alone amount should stay at \$350.00.

In the new by-laws it says the VCSBA Executive Board needs to decide at the summer organizational meeting to decide if any costs will be raised. The VCSBA is supposed to decide at the summer organizational meeting before the budget is done and before the general assembly approves it whether either of the reimbursements for the Delegate Assembly's will be changed.

Attendees that register for the dinner meetings, but don't attend.

Discussion ensued on whether the school districts should pay for their attendees who registered for the dinner meetings, but do not show up. The VCSBA Executive Board agreed that attendees will have to pay even if they don't show up. It was decided that the Treasurer will contact the school districts to collect the unpaid fees. It must be made clear that the dinner meeting cost is non-refundable, if you don't show up.

Ms. Samuel will put a message on the dinner meeting response form on behalf of the VCSBA Executive Board that states the dinner meeting payment needs to be received before the dinner meeting. If the attendee attends the dinner meeting without registering prior to the meeting they will need to pay at the door.

Current Status of VCSBA's Non-Profit

Ms. Kitchens shared that the VCSBA Executive Board does not have a working non-profit number.

Mr. Mantooth shared that he will inquire on the VCSBA's behalf with a law firm to see if they would want to help with a 501C3 status for the VCSBA organization to make it a legitimate non-profit organization. Mr. Mantooth mentioned the VCSBA could incorporate. He offered to sit in on a meeting with an attorney, Mr. Cazares and Ms. Robles-Solis at VCOE to get information on what would be the best option and then report back to the VCSBA Executive Board.

Catering Options 2019/20 – Ottavio's or Ric's?

It was determined by the VCSBA Executive Board members to investigate different catering options for the October 14, 2019 dinner meeting.

Next VCSBA Executive Board Meeting

December 2, 2019 at 5:15 p.m.

Adjournment: 6:55 p.m.