VCSBA Executive Board Meeting  
January 10, 2019, 5:15 p.m.  

Minutes

Present:  
Christina Urias, President  
Veronica Robles-Solis, VP Programs  
Dr. Charles Weis, VP Legislation  
Eleanor Torres, Treasurer  
Suzanne Kitchens, Region 11 Director  
Stan Mantooth, County Superintendent  
Cathy Samuel, Executive Assistant

Absent:  
Dr. Mark Lisagor, Delegate  
Denise Helfstein, Secretary

Opening:  
Christina Urias opened the meeting at 5:23 p.m.

1. **March 4, 2019 Dinner Meeting – Investment in Early Education**  

Presenters:  
- Petra Puls, Executive Director, First Five  
- Dr. Carola Olivia-Olsen, Associate Professor, Early Childhood Studies, CSUCI  
- Mabel Munoz, Director Early Childhood Programs, VCOE  
- Dennis Meyers, Assistant Executive Director, Government Relations, CSBA

The Board determined the presenters would discuss new sources of funding, what’s happening with the local landscape with regard to early education in terms of First Five and quality of improvement efforts. They agreed that Dr. Carola Olivia-Olsen could speak about new initiatives for the research on early education and if there is a movement toward credentialing. She could also speak about quality rating improvement system (QRIS) and if the QRIS will be modified?

Mr. Mantooth will contact Mable Munoz. Veronica Robles-Solis will follow-up with Mable Munoz and contact Petra Puls and Dr. Carola Olivia-Olsen. Suzanne Kitchens will contact CSBA and see who could speak on the insight into Governor, Gavin Newsom’s budget considerations for early childhood development.

Ms. Robles-Solis will arrange a meeting with the presenters prior to the dinner meeting to script out their presentations on what each person is going to contribute to the panel.

Eleanor Torres will provide a written budget report that will be distributed at the March 4, 2019 dinner meeting.

**Nominating Committee:**  
Discussion ensued on how to establish the nominating committee and which VCSBA Executive Board members would like to run again. Ms. Urias is not running for President. Ms. Robles-Solis will run for President. Dr. Weis will run for VP, Legislation. Ms. Torres will run for Treasurer. Ms. Urias will contact Denise Helfstein to see if she is interested in running for VP, Programs.
Cathy Samuel will send out an email to the district school Board Presidents asking them to contact their districts school Board members to see if anyone is interested in being on the nominating committee. Whoever is interested will contact Christina Urias.

The nominating committee will be elected at the March 4, 2019, VCSBA dinner meeting.

Newsletter Articles for March 4, 2019 Dinner Meeting (Due Wednesday, January 30, 2019)

Potential Newsletter Articles:
- Christina – President’s Corner – Dinner meeting topic
- Chuck – TBD
- Stan – Governor’s Budget Proposals
- Cathy – Meritorious Service Awards

Email Articles to: csamuel@vcoe.org

2. Review VCSBA Bylaws

Ms. Kitchens shared it was time to review the bylaws since they have not been updated since 2012. The group discussed the bylaws and the following changes were made:

Page 1: ARTICLE IV - DUES
Annual dues shall be payable October 1. The amount of dues shall be determined by the Executive Board and assessed per school board member. The annual dues shall be payable either by the school district or individual Board members at the discretion of the district Board.

Page 3: SECTION 4. THE SECRETARY SHALL:
A. keep and distribute make available accurate minutes of the regular and Executive Board Meetings;
B. notify members Provide notification of meetings to Executive Board members of the Executive Board meetings;

Page 3: SECTION 6. PAST PRESIDENT SHALL:
A. Term one year

Page 5: ARTICLE XII - AMENDMENTS
These bylaws may be amended at any regular meeting of the Association by vote of two-thirds of the members present, provided written notice of the proposed amendment has been mailed provided to the members two weeks prior to the meeting.

The group agreed to post the minutes of the regular and Executive Board meetings on the VCSBA page of the VCOE website. Once the bylaws are changed they will be emailed to the VCSBA Executive Board members two weeks prior to the VCSBA dinner meeting.

Discussion ensued on Section 5 of the VCSBA bylaws. The treasurer shall: E. present, at the regular fall meeting, a written audit report prepared by the Ventura County Office of Education.

Mr. Mantooth shared that VCOE would review VCSBA’s books if requested. VCOE does not do an audit report like an audit firm would do. He suggested that once a year the Treasurer of the VCSBA could meet with the Executive Director, School Business Advisory Services, at the Ventura County Office of Education to review VCSBA’s books.
Chuck Weis stated that VCSBA is not an incorporated entity, he asked how the bank account got established and who oversees the VCSBA? Mr. Mantooth will check into this.

The updated bylaws will be sent to the VCSBA Executive Board members for a fact check.

4. **Meritorious Services Awards for Trustee’s who are not running for another term**
   The group agreed if Trustees have completed 8, 12 and every 4 year increments of service on an election year, but who have decided not to run again or were not re-elected will receive their Meritorious Service Award and be recognized at the VCSBA dinner meeting.

5. **Catering Options - Ottavios or Ric’s for March 4 and April 29 dinner meetings**
   The group agreed on Ric’s for catering the March 4 and April 29 dinner meetings. Ms. Torres will compare prices with Ric’s and other restaurants for 2019-20.

6. **Executive Planning meeting for April 29, 2018 VCSBA Dinner Meeting**
   March 7, 2019, 5:15 p.m. planning meeting.