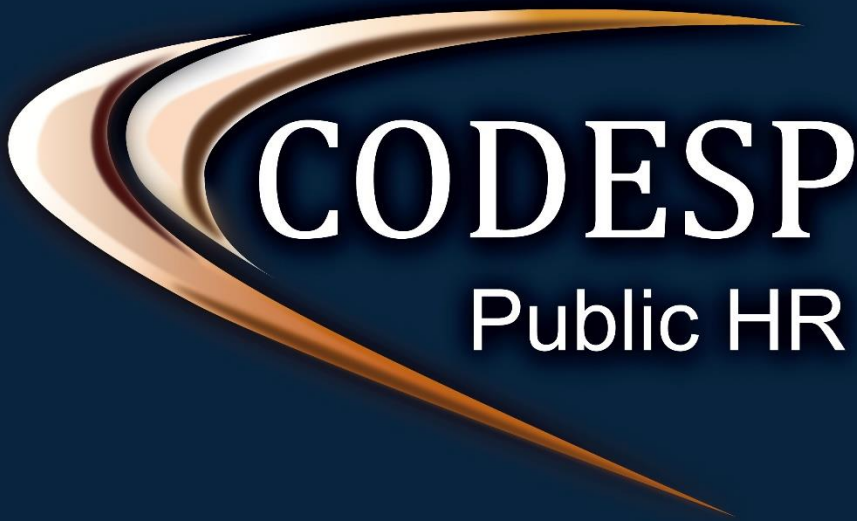


# CODESP

20422 Beach Blvd. Suite 400 • Huntington Beach, CA 92648 • 714/374-8644  
Teleconference Locations Listed On Following Page



## BOARD OF DIRECTORS

### Officers

BethAnn Arko, President  
Brandon Tietze, Vice President

### Board Members

Darlene Avalos  
Danelle Bautista  
Eliana Ceja  
Paul Deines  
Joel Garcia  
Jessica Glover  
Norma Gonzales  
John Linke

## REGULAR BOARD MEETING

**May 12, 2023**

**9:30 A.M.**

NOTE: In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact the CODESP office at least two days before the meeting date.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that has been submitted to the Executive Director may be obtained from the CODESP office, 20422 Beach Blvd. #400, Huntington Beach CA 92648

<b>Location and Time</b>	<p>Members of the public may attend the meeting at the date and time posted in-person at any of the following locations:</p> <p>CODESP 20422 Beach Blvd. Suite 400 Huntington Beach, CA 92648</p> <p>Anaheim Union High School District 501 N Crescent Way – Human Resources (Classified) Dept. Anaheim, CA 92801</p> <p>Contra Costa County Office of Education 77 Santa Barbara Road – Human Resources Dept. Pleasant Hill, CA 94523</p> <p>Downey Unified School District 11627 Brookshire Avenue – Personnel Commission Dept. Downey, CA 90241</p> <p>Garden Grove Unified School District 10331 Stanford Avenue – Personnel Commission Dept. Garden Grove, CA 92840</p> <p>Fullerton School District 1401 W. Valencia Drive – Personnel Commission Dept. Fullerton, CA 92833</p> <p>San Diego County Office of Education 6401 Linda Vista Road – Personnel Commission Dept. San Diego, CA 92111</p> <p>San Marcos Unified School District 255 Pico Avenue Suite 250 – Human Resources and Development Dept. San Marcos, CA 92069</p> <p>Santa Monica Community College District 1900 Pico Boulevard – Personnel Commission Dept. Santa Monica, CA 90405 USA</p> <p>Ventura County Office of Education 5189 Verdugo Way – Human Resources Dept. Camarillo, CA 93012</p> <p>Members of the public may attend the meeting at the date and time posted online or via phone via the Zoom meeting platform using the information below:</p>
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	<p>Join Zoom Meeting  <a href="https://us06web.zoom.us/j/88994513872?pwd=ekRFd3N1MDNMUkNXcktIK2FHOWdFdz09">https://us06web.zoom.us/j/88994513872?pwd=ekRFd3N1MDNMUkNXcktIK2FHOWdFdz09</a></p> <p>Meeting ID: 889 9451 3872  Passcode: 144001  One tap mobile  +16694449171,,88994513872#,,,,*144001# US  +17193594580,,88994513872#,,,,*144001# US</p> <p>Dial by your location  +1 669 444 9171 US  +1 719 359 4580 US  +1 720 707 2699 US (Denver)  +1 253 205 0468 US  +1 253 215 8782 US (Tacoma)  +1 346 248 7799 US (Houston)  +1 301 715 8592 US (Washington DC)  +1 305 224 1968 US  +1 309 205 3325 US  +1 312 626 6799 US (Chicago)  +1 360 209 5623 US  +1 386 347 5053 US  +1 507 473 4847 US  +1 564 217 2000 US  +1 646 558 8656 US (New York)  +1 646 931 3860 US  +1 689 278 1000 US</p> <p>Meeting ID: 889 9451 3872  Passcode: 144001  Find your local number: <a href="https://us06web.zoom.us/j/88994513872?pwd=ekRFd3N1MDNMUkNXcktIK2FHOWdFdz09">https://us06web.zoom.us/j/88994513872?pwd=ekRFd3N1MDNMUkNXcktIK2FHOWdFdz09</a></p>
<b>SECTION A: PRELIMINARY</b>	
<b>Call to Order &amp; Roll Call</b>	Roll Call Vote: Arko____, Tietze____, Avalos____, Bautista____, Ceja____, Deines____, Garcia____, Glover____, Gonzales____, Linke____
<b>Adopt Agenda</b>	Adoption of the May 12, 2023 Agenda
Motion: Second:	
	Roll Call Vote: Arko____, Tietze____, Avalos____, Bautista____, Ceja____, Deines____, Garcia____, Glover____, Gonzales____, Linke____
<b>Approve Minutes</b>	Approve the Minutes of the Board Meeting held on February 10, 2023
Motion: Second:	

Roll Call Vote: Arko\_\_\_\_, Tietze\_\_\_\_, Avalos\_\_\_\_, Bautista\_\_\_\_, Ceja\_\_\_\_, Deines \_\_\_\_, Garcia\_\_\_\_, Glover\_\_\_\_, Gonzales\_\_\_\_, Linke\_\_\_\_

### SECTION B: PUBLIC COMMENT/HEARINGS

<b>Public Comments</b>	<p>Public Comment provides the public an opportunity to address the Board of Directors ("Board") on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Board shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Board may not deliberate or take any action on items raised during this portion of the meeting. Members of the public wishing to address the Board on an item listed on the agenda may make their comments at the time the item is under discussion.</p> <p>Members of the public present at any teleconference location may make comments in accordance with the above.</p>
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### SECTION C: CONSENT AGENDA

<p><b><u>CONSENT AGENDA</u></b></p> <p>Motion:</p> <p>Second:</p>	<p>All items specified as Consent Agenda are considered by the Board to be routine and will be acted upon in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless one or more members of the Board request specific items be discussed and/or removed from the Consent Agenda.</p> <p>There is a total of fourteen consent items.</p>
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Roll Call Vote: Arko\_\_\_\_, Tietze\_\_\_\_, Avalos\_\_\_\_, Bautista\_\_\_\_, Ceja\_\_\_\_, Deines \_\_\_\_, Garcia\_\_\_\_, Glover\_\_\_\_, Gonzales\_\_\_\_, Linke\_\_\_\_

<b>Business</b>	
1. New Member / Subscriber Agencies	<p><b>Information:</b> Baldwin Park USD, Farmersville USD, Lakeside Union SD, Linden USD, Oakdale Joint USD, San Benito HSD, and Steele Canyon High School have submitted all the necessary forms and payment to become 2023 less than full year members. City of Pomona and Eastern Municipal Water District have submitted all the necessary forms and payment to become 2023 less than full year subscribers.</p> <p><b>RECOMMENDATION:</b> Approve less than full year memberships through June 30, 2023 for Baldwin Park USD, Farmersville USD, Lakeside Union SD, Linden USD, Oakdale Joint USD, San Benito HSD, and Steele Canyon High School. Approve less than full year subscriptions through June 30, 2023 for City of Pomona and Eastern Municipal Water District.</p>
2. Santa Clara COE TSB – Maintenance Contract  Attachment 2	<p><b>Information:</b> The annual contract for maintaining our website and CATS system with the Santa Clara County Office of Technology Services Branch is up for renewal July 1, 2023. Payment for 2022-23 was \$43,400.</p> <p><b>RECOMMENDATION:</b> Approve the renewal of the maintenance contract with Santa Clara County Office of Technology Services Branch from July 1, 2023 to June 30, 2024 at a cost of \$47,100.</p>
3. Optical Scanner Maintenance Payment	<p><b>Information:</b> The cost to continue the optical scanner test scoring maintenance services with Harland Technology Services increased. Payment for 2022-23 is \$1,596.</p>

	<p><b>RECOMMENDATION:</b> Approve the payment for optical scanner test scoring maintenance with Harland Technology Services for June 13, 2023 to June 12, 2024 at a cost of \$1,660.</p>
4. OCDE Contract	<p><b>Information:</b> The annual contract for Payroll and Retirement services with the Orange County Department of Education is up for renewal July 1, 2023.</p> <p><b>RECOMMENDATION:</b> Approve our continued contract for Payroll and Retirement services with Orange County Department of Education at an estimated rate of \$10.70 per employee per month and an additional fee to file payroll-related tax reports from July 1, 2023 to June 30, 2024 at an estimated cost of \$1,200.</p>
5. 2023-24 Audit	<p><b>Information:</b> Silva &amp; Silva CPAs have conducted our audit for the past several years. CODESP staff will contact Lisa Silva-Miller at Silva &amp; Silva to send an engagement letter. The 2022-23 fiscal year audit will be concluded by December 31, 2023. Last year's cost was \$4,100.</p> <p><b>RECOMMENDATION:</b> Approve payment to Silva &amp; Silva CPAs for the CODESP audit for the 2022-23 fiscal year, at an estimated cost of \$4,200.</p>
6. Renewal of Insurance Policies	<p><b>Information:</b> The Business Liability, Errors and Omissions, and Workers' Compensation insurances are up for annual renewal in June 2023.</p> <p>The Business Liability insurance last year was \$2,550.  The Workers' Compensation insurance last year was \$4,344.  The Errors and Omissions insurance last year was \$2,783.</p> <p><b>RECOMMENDATION:</b> Approve the payment and renewal of the Business Liability policy at an estimated cost of \$2,800. Approve the payment and renewal of the Workers' Compensation insurance policy at an estimated cost of \$4,800. Approve the payment and renewal of the Errors and Omissions policy at an estimated cost of \$3,100.</p>
7. Renew Authorization to Receive Checks  Attachment 7	<p><b>Information:</b> The Authorization to Receive Checks from Disbursement, Payroll and Orange County Department of Education Courier Services form needs to be renewed. We no longer have a courier service but at times other employees must pick up checks from the county office.</p> <p><b>RECOMMENDATION:</b> Authorize the elected Board President, elected Board Vice-President, Executive Director Jonathan Koch, Supervising Selection Analyst Ana Aguilar, and Business Marketing Officer Jess Aguirre to receive checks and other documents from the Orange County Department of Education from July 1, 2023 through June 30, 2024.</p>
8. Authorization of Signatures  Attachment 8	<p><b>Information:</b> The Authorization of Signatures for Orange County Department of Education needs to be renewed.</p> <p><b>RECOMMENDATION:</b> Authorize the Board President, Board Vice President, and Executive Director to sign documents as specified on the authorization form for the Orange County Department of Education.</p>

9. Revolving Cash Fund (Credit Union)	<p><b>Information:</b> The elected President of the Board of Directors for 2023-24 will need to be added to the Schools First Credit Union account. Executive Director Jonathan Koch will continue to be the Custodian of the Revolving Cash Fund.</p> <p><b>RECOMMENDATION:</b> Approve Executive Director Jonathan Koch and the President of the CODESP Board of Directors for 2023-24 as authorized users of the Credit Union account. Approve the continuation of the Revolving Cash Fund at Schools First Credit Union, with Executive Director Jonathan Koch as the Custodian of the Revolving Cash Fund, in the amount of \$4,000 for necessary expenditures from July 1, 2023 to June 30, 2024.</p>
10. ACHRO/EEO 2023 Fall Training Institute Sponsorship	<p><b>Information:</b> The Association of Chief Human Resource Officers/EEO for community colleges asked CODESP to sponsor the 2023 Fall Training from October 18-20, 2023. Previously, the sponsorship was \$1,000 and included a display booth, recognition at the luncheon, a quarter page ad in the program and newsletter, and breakfast/lunch for one person.</p> <p><b>RECOMMENDATION:</b> Approve the sponsorship for the ACHRO/EEO 2023 Fall Training Institute at a cost not to exceed \$2,000.</p>
11. Conference / Meeting Attendance	<p><b>Information:</b> The following have been scheduled for 2023:</p> <ul style="list-style-type: none"> <li>• July 23-26, 2023 – IPAC Annual Conference – Washington, D.C.</li> <li>• October 18-20, 2023 – ACHRO Annual Conference – San Diego, CA</li> </ul> <p><b>RECOMMENDATION:</b> Approve travel costs of CODESP staff to the IPAC and ACHRO Annual Conference at an estimated cost of \$5,000.</p>
12. WRIPAC Spring Meeting Attendance	<p><b>Information:</b> WRIPAC held a meeting in Oakland, CA, from May 3-5, 2023.</p> <p><b>RECOMMENDATION:</b> Ratify the travel costs of CODESP staff for the WRIPAC meeting in Oakland, CA at an estimated cost of \$2,000.</p>
13. CPA Contract Attachment 13	<p><b>Information:</b> The annual contract for CPA services with Ryan Ong is up for renewal on July 1, 2023.</p> <p><b>RECOMMENDATION:</b> Approve contract for CPA services with Ryan Ong, at a rate of \$50/hour not to exceed \$4,500, from July 1, 2023 to June 30, 2024.</p>
14. CODESP Budget Attachment 14  Motion: Second:	<p><b>Information:</b> The proposed budget revisions for June 30, 2023 will be presented.</p> <p><b>RECOMMENDATION:</b> Approve the proposed budget revisions through June 30, 2023.</p>
<b><u>SECTION D: INFORMATION ITEMS</u></b>	
15. Revision to Policies &	<p><b>Information:</b> In 2020, Assembly Bill 1353 passed resulting in the shortening of the maximum probationary period for classified school district employees from the current maximum period (not exceeding one year) to a period not exceeding six</p>

Procedures 30.100.1	<p>months, or 130 days of paid service, whichever is longer. The change presented is intended to mirror this change. Text slated for addition in <b>bold and italics</b>; text slated for removal in <del>strikethrough</del>.</p> <p>30.100.1      <u>Duration of Probation</u></p> <p>A new employee shall serve a probationary period of <b><i>six (6) months, or 130 days of paid service, whichever is longer</i></b>, <del>one (1) year</del> in one class before attaining permanency. An employee who has been promoted shall serve a probationary period of <b><i>six (6) months, or 130 days of paid service, whichever is longer</i></b>, <del>one (1) year</del> in the higher class before attaining permanency in that class. <b><i>Employees hired or promoted into classes designated as management shall serve a probationary period of one (1) year prior to attaining permanency in the class and/or classified service.</i></b> [amended 5/12/23 <del>10/06/06</del>]</p>
16. ProctorU Update	<b>Information:</b> An update will be provided on the current status and timeline to launch for our partnership with Meazure Learning/ProctorU.
<b><u>SECTION E: ACTION ITEMS</u></b>	
<b>Business</b>	
17. Election of Board Members	<b>Information:</b> Election Chair Eliana Ceja or a designated individual will report on the Board of Director election results. There were 7 nominees.
Motion: Second:	<b>RECOMMENDATION:</b> Approve the CODESP Board election results and appoint _____, _____, _____, and _____ as CODESP Board Members for three-year terms beginning July 1, 2023.
Roll Call Vote: Arko____, Tietze____, Avalos____, Bautista____, Ceja____, Deines ____, Garcia____, Glover____, Gonzales____, Linke____	
18. Destruction of the Election Ballots	<b>Information:</b> Board of Director election ballots are to be destroyed 30 days following the close of the election.
Motion: Second:	<b>RECOMMENDATION:</b> Approve the destruction of the election ballots 30 days after the close of the election.
Roll Call Vote: Arko____, Tietze____, Avalos____, Bautista____, Ceja____, Deines ____, Garcia____, Glover____, Gonzales____, Linke____	
19. Election of a President of the Board of Directors	<b>Information:</b> The Board needs to elect a President of the CODESP Board of Directors for 2023-24.
Motion: Second:	<p>Nomination(s): _____</p> <p><b>RECOMMENDATION:</b> Approve the election of _____ as President of the CODESP Board for 2023-24, effective July 1, 2023 through June 30, 2024.</p>

Roll Call Vote: Arko____, Tietze____, Avalos____, Bautista____, Ceja____, Deines ____, Garcia____, Glover____, Gonzales____, Linke____	
20. Election of a Vice-President of the Board of Directors	<p><b>Information:</b> The Board needs to elect a Vice-President of the CODESP Board of Directors for 2023-24.</p> <p>Nomination(s):_____</p> <p><b>RECOMMENDATION:</b> Approve the election of _____ as Vice-President of the CODESP Board for 2023-24, effective July 1, 2023 through June 30, 2024.</p>
Motion: Second:	
Roll Call Vote: Arko____, Tietze____, Avalos____, Bautista____, Ceja____, Deines ____, Garcia____, Glover____, Gonzales____, Linke____	
21. Board Meeting Calendar 2023-24	<p><b>Information:</b> The Board meeting calendar for 2023-24 needs to be set. Below are dates that can be chosen for August. A calendar will be sent to the board for the remaining three meetings that will avoid holidays or other known conflicts. The final schedule will be presented for Board approval at the next regular board meeting.</p> <p>Friday, August – 4, 11, and 18, 2023</p> <p><b>RECOMMENDATION:</b> Approve August ____, 2023 as the date of the first meeting in 2023-24.</p>
Motion: Second:	
Roll Call Vote: Arko____, Tietze____, Avalos____, Bautista____, Ceja____, Deines ____, Garcia____, Glover____, Gonzales____, Linke____	
22. Budget Proposal for 2023-24	<p><b>Information:</b> The proposed budget for 2023-24 will be presented. We generally do not receive all customer payments for the year until October, which determines our income. Therefore, the budget amounts included are a projection based on the 2022-23 customer totals.</p> <p><b>RECOMMENDATION:</b> Approve the proposed 2023-24 CODESP budget.</p>
Attachment 22	
Motion: Second:	
Roll Call Vote: Arko____, Tietze____, Avalos____, Bautista____, Ceja____, Deines ____, Garcia____, Glover____, Gonzales____, Linke____	
23. Afterschool Fee Schedule	<p><b>Information:</b> A revision to the Afterschool Subscriber Fee Schedule and Service Agreement that will allow CODESP to appropriately charge all potential afterschool subscriber customers will be presented for the Board's consideration.</p> <p><b>RECOMMENDATION:</b> Approve the revised 2022-23 Afterschool Subscriber Fee Schedule effective upon approval.</p>
Attachment 23a-b	
Motion: Second:	
<b>SECTION F: CONCLUSION</b>	
<b>Announcements</b>	
<b>Next Board Meeting</b>	The next Board meeting will be held on August ____, 2023
<b>24. ADJOURNMENT</b>	



Motion: Second:	
Roll Call Vote: Arko____, Tietze____, Avalos____, Bautista____, Ceja____, Deines ____, Garcia____, Glover____, Gonzales____, Linke____	