



REGULAR MEETING OF THE BOARD OF DIRECTORS

Ventura County Schools Business Services Authority

5100 Adolfo Road

Camarillo, CA 93012

Ph: 805.383.1974

OFFICIAL AGENDA

Monday, June 9, 2025

VCSBSA Conference Room

1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order

B. Roll Call

Board:

President: Dr. Raul Ramirez, Mesa Union School District

Vice President: Dr. Marlene Batista, Mupu Elementary School District

Clerk: Kari Skidmore, Santa Clara Elementary School District

Member: Dr. Carlos Dominguez, Briggs Elementary School District

Member: Dr. Jesus Vaca, Somis Union School District

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

VCOE Staff: Misty Key, Associate Superintendent of Fiscal and Administrative Services

VCSBSA Staff: Tami Peterson: Chief Business Official, Rudy Calasin: Director of School Business, Leticia Olmos: Information and Logistics Coordinator

C. Welcome Guests

D. Emergency Additions to the Agenda

E. Approval of Agenda

Motion: _____ Second: _____ Y _____ N _____ A _____

F. Approval of Minutes

The Chief Business Official recommends that the Board of Directors approve the May 2, 2025, minutes as presented.

Motion: _____ Second: _____ Y _____ N _____ A _____

G. 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 the time limits for the speakers and the subject matter.

H. Public Hearing

- 1.) 2025-26 Proposed Adopted Budget

I. Organizational

- 1.) Approval of the Certification of Signatures Effective July 1, 2025, as presented.

Motion:_____ Second:_____Y_____N_____A_____

2. Reports/Information/Discussion

A. Chief Business Official Report

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

1) SUN Bucks Webinar

B. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1) Mandated Reporter and Child Abuse Prevention Training

C. VCOE Staff (Report(s))

- 1) Misty Key, Deputy Superintendent, will be present to provide an update from VCOE Fiscal and Administrative Services.
- 2) Joaquin Licea, Chief Technology Officer, and Colleen Steed, Directors 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.

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 April 1, 2025, through May 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 April 1, 2025, through May 31, 2025, 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 April 1, 2025, through May 31, 2025, Board Reports.

4) Approval of Classified Personnel Report

The Chief Business Official 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.

5) Approval of Board Resolutions

The Chief Business Official recommends approval of the following resolutions:

A.) **Resolution 24-25-02** –Appropriation Transfers Fiscal Year 2025-26

B.) **Resolution 24-25-03** – Authority for the Board of Directors to Improve Compensation and Benefits for Certain Categories for Employees After July 1, 2025

C.) **Resolution 24-25-04** – Authorization to Make Temporary Loans Between Authority Funds for Fiscal Year 2025-26

Vote for items 3A. 1-5

Motion:_____ Second:_____Y_____N_____A_____

B. New Business

- 1) **Review, Discussion, and Adoption of the 2025-2026 VCSBSA Proposed Budget – Under Separate Cover**
Education Code Section 42103 requires the governing board of each agency to hold a public hearing on the proposed budget. The hearing must be held any day on or before July 1, but not less than three working days following availability of the proposed budget for public inspection. The budget has been available for public display and is submitted for board approval at this time.

Motion:_____ Second:_____Y_____N_____A_____

- 2) **Review, Discussion, and Approval of the VCSBSA Fee Structure**
The Chief Business Official will present the current VCSBSA Fee Structure for Board Review. The Board will discuss options for changes to the fee structure to ensure financial stability of VCSBSA and equity to the Member Districts and Charter customers.

Motion:_____ Second:_____Y_____N_____A_____

- 3) **Review, Discussion, and Approval of Employment Contract for the Director of School Business Services**
The Chief Business Official recommends that the Board of Directors approve the employment contract as presented.

Motion:_____ Second:_____Y_____N_____A_____

- 4) **Review, Discussion and Approval of Employment Contract for the Director of Maintenance, Operations, and Transportation**
The Chief Business Official recommends that the Board of Directors approve the employment contract as presented.

Motion:_____ Second:_____Y_____N_____A_____

- 5) **Discussion and Approval of the VCSBSA Board Meeting Schedule for the 2025-26 Year**
The Chief Business Official recommends approval of the VCSBSA Board Meeting for the 2025-26 Year.

Motion:_____ Second:_____Y_____N_____A_____

- 6) **Review, Discussion, and Approval of California IT in Education (CITE) Invoice in the Amount of \$3,450.00**
The Chief Business Official recommends that the Board of Directors approve California IT in Education (CITE) invoice in the amount of \$3,450.00

Motion:_____ Second:_____Y_____N_____A_____

- 7) **Review, Discussion, and Approval of the 2025-2026 CA-ERP Financial & Payroll System Agreement with VCOE**
The Chief Business Official recommends that the Board of Directors approve the 2025-26 CA-ERP Financial & Payroll System Agreement with VCOE

Motion:_____ Second:_____Y_____N_____A_____

- 4. Future Agenda Items**
 - A. Suggested Agenda Items**
 - B. Future Board Meetings**
- 5. Adjournment**