



OFFICIAL MINUTES
Monday, June 9, 2025
VCSBSA Conference Room
1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:16 p.m.

B. Roll Call

Board:

President: Dr. Raul Ramirez, Mesa Union School District - **PRESENT**

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

Clerk: Kari Skidmore, Santa Clara Elementary School District - **PRESENT**

Member: Dr. Carlos Dominguez, Briggs Elementary School District - **PRESENT**

Member: Dr. Jesus Vaca, Somis Union School District - **PRESENT**

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

VCSBSA Staff: Tami Peterson: Chief Business Official - **PRESENT**, Rudy Calasin: Director of School Business - **PRESENT**, Leticia Olmos - **PRESENT**

C. Welcome Guests

D. Emergency Additions to the Agenda: None

E. Approval of Agenda

Motion: Kari Skidmore **Second:** Dr. Carlos Dominguez Y 5 N 0 A 0

F. Approval of Minutes

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

Motion: Dr. Carlos Dominguez **Second:** Kari Skidmore Y 5 N 0 A 0

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 time limits for the speakers and the subject matter.

H. Public Hearing

1.) 2025-26 Proposed Adopted Budget

Dr. Ramirez opened the hearing at 1:18 PM for public comments.

There were no public comments.

Dr. Ramirez closed the hearing at 1:19 PM.

I. Organizational

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

Motion: Kari Skidmore Second: Dr. Carlos Dominguez Y 5 N 0 A 0

2. Reports/Information/Discussion

A. Chief Business Official Report

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

CBO shared she has finished all fiscal reports. She extended her gratitude to the Board for their patience these last few weeks while she was dealing with the passing of her mom.

1) Sun Bucks Webinar

Sun Bucks webinar PowerPoint slides were shared with the Board.

B. Ventura County School Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1) Mandated Reporter and Child Abuse Prevention Training

CBO shared with the Board the Mandated Reporter and Child Abuse Prevention Training is an annual mandatory training that must be provided to all employees working on behalf of the LEA. It is a breach of coverage if staff are not trained annually.

CBO confirmed with VCSSFA Executive Director, Elizabeth Atilano-Melvin, that the VCSSFA agreement has been approved to continue Mary Samples services with the small school districts in the 25/26 fiscal year.

C. VCOE Staff Report(s)

1) Misty Key, Deputy Superintendent, will be present to provide an update from VCOE Fiscal and Administrative Services.

Misty Key thanked the Board for all their efforts in working on their LCAP and CBO working on the budgets.

Mist Key shared VCOE Tech department is making a few changes. Contracts will not change this year. Direct costs that should be paid by the districts, not VCOE Tech, will be invoiced to the districts directly. An example is renewing the domain for the district's website will need to be paid by the district.

2) Joaquin Licea, Chief Technology Officer, and Colleen Steed, Director of Data Management & Applications will be present to provide an update from VCOE Technology.

Joaquin Licea shared VCOE Tech is getting ready for the end of the fiscal year. VCOE Tech is working with Briggs to place an order on chromebooks and working with Mesa on adding asset management software. VCOE Tech can help the districts in any we they can, please reach out.

Ricky Leon thanked the Board for their continued support and patience.

D. SPED Report

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

VCOE, in collaboration with Kern County Superintendent of Schools and SIP will host staff development on UDL Trainer of Trainers Series. This training is offered at no cost and is a 4-day series. Registration opens on July 1st.

SELPA will be offering a 2-part virtual training on July 29th and 30th for two hours each day to train as designee through IEP program. In the event Superintendent is unable to attend an IEP, the trained designee can attend on behalf of LEA. If interested, please contact Mary Samples for more information.

SELPA services contracts were shared with the respective districts to sign and return to SELPA.

SELPA Services Agreement estimates for the 2025-26 spreadsheet was shared.

Ventura County Behavioral Health (VCBH) is increasing its services cost to 25%. This will include mental health services through ERSes and COEDS.

SELPA Staff Development trainings may have charges next fiscal year due to funding. Further information will be sent to Superintendents.

Dr. Vaca asked Mary when her services are available. Mary Samples is available, please reach out to her.

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 Commercial 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 Report of Purchase Orders.

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: Kari Skidmore **Second:** Dr. Jesus Vaca Y 5 N 0 A 0

B. New Business

1) Review, Discussion, and Adoption of the 2025-2026 VCSBSA Proposed Budget

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: Dr. Marlene Batista **Second:** Dr. Jesus Vaca Y 5 N 0 A 0

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: Dr. Marlene Batista **Second:** Dr. Carlos Dominguez Y 5 N 0 A 0

3) Review, Discussion, and Approval of Employment of 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: Dr. Jesus Vaca **Second:** Dr. Carlos Dominguez Y 5 N 0 A 0

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: Dr. Marlene Batista **Second:** Kari Skidmore Y 5 N 0 A 0

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.

The Board of Directors have selected to go with Calendar Option #2, which meeting dates align as close as possible with the Monthly District Superintendents monthly meetings.

Motion: Dr. Marlene Batista **Second:** Dr. Carlos Domingues Y 5 N 0 A 0

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: Dr. Marlene Batista **Second:** Dr. Jesus Vaca Y 5 N 0 A 0

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: Kari Skidmore **Second:** Dr. Marlene Batista Y 5 N 0 A 0

4. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

September 12, 2025

5. Adjournment: 1:53 PM