



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
Friday, September 12, 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 June 9, 2025, minutes as presented.

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

G. Recognition of BSA Retirees

H. 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.

2. Reports/Information/Discussion

A. Chief Business Official Report

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

1) 2024-25 UPK Program Report Due September 30, 2025

2) UDL Trainer of Trainers Series

3) Small School District Network Proposed Dates:

Tuesday, September 30, 2025

Tuesday, December 2, 2025

Wednesday, January 28, 2026

Thursday, April 23, 2026 or Friday, April 24, 2026

Friday, May 22, 2026

Proposed Times: 2:00 – 4:30 PM

B. Discussion of Attendance Recovery Program Tracking

C. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1) AB 1913 Training

2) Mutual Aid During Emergencies/Disasters Between Covered Parties MOU

3) Professional Services Agreement – Independent Educational Evaluations (IEE's)

4) Recommendations and Requirements for Wildfire

5) Recommendations and Requirements for Student Activity Transportation

D. 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 will be present to provide an update from VCOE Technology Services.

E. 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 June 1, 2025, through August 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 June 1, 2025, through August 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 June 1, 2025, through August 31, 2025, Board Reports.

4) Approval of 2025-26 Salary Schedules

The Chief Business Official recommends that the Board of Directors approve the 2025-26 Salary Schedules as presented.

5) 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.

Vote for items 3A. 1-5

Motion:_____ Second:_____Y_____N_____A_____

B. New Business

1) Review, Discussion, and Approval of the 2024-25 VCSBSA Unaudited Actuals Financial Report

The Chief Business Official recommends that the Board of Directors approve the 2024-25 Unaudited Actuals Financial report as presented (pursuant to Education Codes 41023 and 42100).

Motion:_____ Second:_____Y_____N_____A_____

2) Review, Discussion, and Approval of the VCSBSA Employee Handbook Revisions

Review, discuss, and approve the revisions as presented to the Client Agencies in Ventura County section of the employee handbook.

Motion:_____ Second:_____Y_____N_____A_____

C. Old Business

1) 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 as presented.

Motion:_____ Second:_____Y_____N_____A_____

4. Closed Session

A. During this meeting the Board may adjourn to Executive Session to review and consider the topics below:

1) Personnel (Government Code Section 54957)

(a) Classified Personnel

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

October 24, 2025

December 12, 2025

February 27, 2026

March 27, 2026

April 24, 2026

May 29, 2026

6. Adjournment