



OFFICIAL MINUTES
Friday, September 12, 2025
VCSBSA Conference Room
1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:09 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 - **ABSENT**

- 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** 4 **N** 0 **A** 1

F. Approval of Minutes

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

Motion: Dr. Marlene Batista **Second:** Dr. Carlos Dominguez **Y** 4 **N** 0 **A** 1

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.

2. Reports/Information/Discussion

A. Chief Business Official Report

The CBO will provide a report on 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

The Board suggested the following on the proposed dates:

Tuesday, September 30th will work to hold Small School Superintendent/Designee Network Meeting.

Tuesday, December 2nd will not work as this is a travel day for the Superintendents who will be attending the CSBA Annual Education Conference. No meeting to be held in December.

Wednesday, January 28th will not work as Superintendents will be at the ACSA Superintendents' Symposium. The Superintendents proposed to change the date to the week before or week after January 28th.

Friday, April 24th will work if we can start the meeting a bit later as this date is our BSA board meeting.

Friday, May 22nd will not work. No meeting to be held in May.

The Board asked if textbook curriculum adoption and math programs be added as a topic.

B. Discussion of Attendance Recovery Program Tracking

Director of School Business Services, Rudy Calasin, shared with the Board a PowerPoint presentation on Attendance Recovery Program Tracking.

C. Ventura County School 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.

Misty Key shared a lot of changes made to VCOE Tech department due to budget and one-time money no longer available. VCOE needs to scale back due to declining enrollment and support services will be trimmed back. \$150 million in operating expenditures down to \$120 million operating expenditures.

Misty Key introduced Christina Gonzalez, Director of Data Mgmt. and Apps. Colleen Steed is retiring, and Christina was brought on board.

- 2) Joaquin Licea, Chief Technology Officer will be present to provide an update from VCOE Technology.

Joaquin Licea shared new E-Rate cycle this fiscal year. Category 1 is covered.

E. SPED Report

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

Small School Districts continue to have issues placing students.

Census Day is coming up, make sure data is clean.

A reminder to start DRP now.

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 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 June 1, 2025, through August 31, 2025, Board Report of Purchase Orders.

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

Vote for items 3A. 1-5

Motion: Dr. Marlene Batista Second: Kari Skidmore Y 4 N 0 A 1

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: Dr. Carlos Dominguez Second: Dr. Marlene Batista Y 4 N 0 A 1

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: Dr. Marlene Batista Second: Kari Skidmore Y 4 N 0 A 1

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: Dr. Marlene Batista Second: Dr. Carlos Dominguez Y 4 N 0 A 1

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

The Board of Directors went into closed session at 2:36 PM and returned from closed session at 2:50 PM.

The Board of Directors took action to approve the Account Assistant III position to be posted and filled.

Motion: Kari Skidmore Second: Dr. Carlos Dominguez Y 4 N 0 A 1

5. Future Agenda Items

A. Suggested Agenda Items

If a board member would like to suggest an agenda item be added to the agenda, it was asked by Dr. Ramirez to let him and Tami know.

B. Future Board Meetings

October 24, 2025

6. Adjournment: 2:55 PM