



**OFFICIAL AGENDA**  
Friday, February 27, 2026  
**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 December 12, 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.

**2. Reports/Information/Discussion**

**A. Chief Business Official Report**

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

- 1) SB 848 School Employee Misconduct Disclosure Requirement
- 2) Small School Superintendent/Designee Network Meeting: April 24, 2026 2:30 – 5:00 PM

**B. Ventura County Schools Self-Funding Authority Update**

The CBO will provide an update from VCSSFA.

- 1) Required and Recommended Signs

**C. VCOE Staff Report(s)**

- 1) Misty Key, Deputy Superintendent will 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.

**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 December 1, 2025, through January 31, 2026, 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 December 1, 2025, through January 31, 2026, 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 December 1, 2025, through January 31, 2026, Board Reports.

**Vote for items 3A. 1-3**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**B. New Business**

**1) Review, Discussion, and Approval of the 2025-26 VCSBSA Second Interim Report**

Local agency governing boards are required to certify twice a year regarding their ability to meet their financial obligations for the remainder of the current fiscal year and the subsequent two fiscal years, in accordance with Education Code Section 42131. The First Interim covers the financial and budgetary status for the period ending January 31, 2026. The Chief Business Official recommends approval.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**2) Review, Discussion, and Approval of the VCSBSA Annual Financial Audit for the Fiscal Year Ending June 30, 2025**

The Chief Business Official recommends that the Board of Directors approve the VCSBSA Annual Financial Audit for the year ending June 30, 2025. The attached VCSBSA audit has been performed in accordance with the generally accepted auditing standards and the State Controller’s Minimum Audit Requirement for California Special District.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**3) Review, Discussion, and Approval of Records Classification**

The documents on the attached list Item #1-33 are not permanent records originating in various fiscal years from 2021-2024. These records require a retention period longer than three (3) years and the Chief Business Official requests that these records be classified as Class 2 records.

The documents on the attached list Item #34-41 are permanent records originating in fiscal year from 2006-2024. These records require a permanent retention period and the Chief Business Official requests that these records be classified as Class 1 permanent records.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**4) Review, Discussion, and Approval of Destruction Records**

The documents on the attached list have been previously classified as Class 2 records. The Chief Business Official requests that these records be classified as Class 3 records. These records have met the retention period requirements of Article 2, Sections 16023-16028 of Title 5, California Code of Regulations and are of no further use to the JPA. The Chief Business Official request permission to destroy the documents listed on the attached list.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ A \_\_\_\_\_

**5) Approval of the 2026-2027 VCSBSA Holiday Schedule**

The Chief Business Official recommends that the Board of Directors approve the 2026-2027 VCSBSA holiday schedule 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

**2) Labor Negotiations (Government Code Section 54957.6)**

**5. Future Agenda Items**

**A. Suggested Agenda Items**

**B. Future Board Meetings**

March 27, 2026

April 24, 2026

May 29, 2026

**6. Adjournment**