



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

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:13 p.m.

B. Roll Call

Board:

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

Vice President: Dr. Marlene Batista, Mupu Elementary School District - **(1:30 PM)**

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(virtual)**, 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 September 12, 2025, minutes as presented.

Motion: Kari Skidmore **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.

H. Organizational

1.) Election of Officers Effective January 1, 2026

(a) President **Nominated: Dr. Raul Ramirez**
Motion: **Dr. Carlos Dominguez**
Second: **Dr. Raul Ramirez**
Passed: **4-0-1**

(b) Vice-President **Nominated: Dr. Marlene Batista**
Motion: **Kari Skidmore**
With contingent of any objection from Dr. Batista, nomination will hold.
Second: **Dr. Raul Ramirez**
Passed: **4-0-1**

(c) Clerk **Nominated: Kari Skidmore**
Motion: **Dr. Jesus Vaca**
Second: **Kari Skidmore**
Passed: **4-0-1**

2.) Certification of Signatures Effective January 1, 2026

2. Reports/Information/Discussion

A. Chief Business Official Report

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

- 1) **New Remote Meeting Rules Effective January 1, 2026**
- 2) **Special Education Fiscal Collaborative – January 30, 2026**

The Board asked Tami to follow up with Joanna Della Gatta to ask if Superintendents should attend collaboration.

Dr. Raul Ramirez asked Tami to ask SELPA how they determine excess cost? What is the model used for excess cost.

B. Ventura County School Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

- 1) **Compliance Tool for the Comprehensive School Safety Plan (CSSP)**
- 2) **Purple Air Sensors: Mesa Union has their sensors connected. Dr. Ramirez asked if Orlando or Russ Olson can attend future board meeting to explain more information on purple air sensors.**
- 3) **Safety Inspections (Aspen Risk Management Group)**
- 4) **Recommendations and Requirements for Cleaning and Disinfecting During Outbreaks of Infectious Disease**
- 5) **Recommendations and Requirements for Fire Watch**
- 6) **Fire Watch Plan for Construction Projects**
- 7) **Fire Watch Notice**
- 8) **Work Experience Education – Exploratory (Non-Paid Intern) Program Agreement**
- 9) **Work Experience Education – General (Paid Intern) Program Agreement**

C. VCOE Staff Report(s)

No Staff in attendance.

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 September 1, 2025, through November 30, 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 September 1, 2025, through November 30, 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 September 1, 2025, through November 30, 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.

Vote for items 3A. 1-4

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

B. New Business

1) Review, Discussion, and Approval of the 2025-26 VCSBSA First 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 Report covers the financial and budgetary status for the period ending October 31, 2025. The Chief Business Official recommends that the Board of Directors approve the 2025-26 First Interim Report.

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

2) Review, Discussion, and Approval of Resolution #25-26-01 – Authorizing US Bank (CALCARD) to Issue Credit Card

The Chief Business Official recommends that the Board of Directors approve the resolution to issue a credit card to the Director of School Business Services.

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

3) Review, Discussion, and Ratification of Atkinson, Andelson, Loya, Ruud & Romo (AALRR) Agreement for Special Services

The Chief Business Official recommends that the Board of Directors approve the ratification of Atkinson, Andelson, Loya, Ruud & Romo (AALRR) Agreement for special services.

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

- 4) Review, Discussion, and Ratification of the 2025-26 Document Tracking Services (DTS) Agreement**
The Chief Business Official recommends that the Board of Directors approve the ratification of the 2025-26 Document Tracking Services (DTS) Agreement.

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

- 5) Review, Discussion, and Approval of Informed K12 Agreement for Products and Services**
The Chief Business Official recommends that the Board of Directors approved Informed K12 Agreement for products and services.

Motion: Dr. Carlos Dominguez Second: Dr. Jesus Vaca Y 5 N 0 A 0

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 2:15 PM and returned from closed session at 2:38 PM.

The Board of Directors took action to request a Request for Proposals (RFP) to take on search for Chief Business Official.

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

February 27, 2026

March 27, 2026

April 24, 2026

May 29, 2026

6. Adjournment: 2:39 PM