



OFFICIAL MINUTES
Friday, February 27, 2026
VCSBSA Conference Room
1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:07 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 - **(1:11 PM)**

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

Member: Dr. Jesus Vaca, Somis Union School District - **(1:09 PM)**

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: Dr. Marlene Batista **Second:** Dr. Carlos Dominguez Y 3 N 0 A 2

F. Approval of Minutes

The Chief Business Official recommends that the Board of Directors approve the September 12, 2025, minutes as presented.

Motion: Dr. Marlene Batista **Second:** Dr. Carlos Dominguez Y 3 N 0 A 2

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) SB 848 School Employee Misconduct Disclosure Requirement

2) Small School Superintendent/Designee Network Meeting: April 24, 2026, 2:30-5:00 PM

The Board asked the Small School Superintendent/Designee Network meeting scheduled for April 24th be cancelled. The Board asked for any available informational forms be sent to the Superintendents.

B. Ventura County School Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1) Required and Recommended Signs

Safety credit money can be used to purchase the required and recommend signs.

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 shared enrollment for Special Ed program is low at VCOE. Phoenix – Los Nogales will be moved to Phoenix – Airport. Changes are underway for the 2026-2027 school year.

VCOE Tech department has had change due to one-time money expiring. The department is trying to provide tech services with a leaner staff.

2026-2027 Service Level Agreements (SLA) will be sent out within a month.

Dr. Vaca asked if the Technology Camp will be funded this summer. Joaquin confirmed camp will run during the summer. He will reach out to Mesa and Somis to plan out the logistics.

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

Joaquin will visit Mupu to discuss with Dr. Batista the doorbell at Mupu.

D. SPED Report

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

SPED base rate is increasing to \$999 per student for the 2026-2027 school year. There is discussion of possibly increasing to \$1,030 per student.

Special Education Annual determination letters for 2026 were released with no districts having any fatal errors.

Briggs and Mesa are at Cycle C monitoring.

Santa Clara and Somis are at Universal monitoring.

Mupu received a disproportionate. Mary will work with Dr. Batista to clear up.

Now is the time to update SIRAS system to make a student file visible to high school 8th grade students will be transferring to or if student is moving to another K-12 school in the fall.

SELPA will be issuing notices to all their current social/emotional services employees. Only on SES position will be held.

Ventura County Behavioral Health will not continue services with schools after this school year.

Dr. Vaca shared ERSES will not be providing services to Somis next school year.

Dr. Ramirez requested a Google Form be created to survey the small school districts on how many Special Ed students are serviced outside their district. Letty will create and send out to the sites to complete. Information will be shared at the next board meeting.

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 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 December 1, 2025, through January 31, 2026, Board Report of Purchase Orders.

Vote for items 3A. 1-3

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 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 Second Interim covers the financial and budgetary status for the period ending January 31, 2026. The Chief Business Official recommends that the Board of Directors approve the 2025-26 Second Interim Report.

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

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

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

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

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: Dr. Carlos Dominguez Second: Kari Skidmore 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

2) Labor Negotiations (Government Code Section 54957.6)

The Board of Directors went into closed session at 2:05 PM and returned from closed session at 2:55 PM.

Report of actions taken during closed session:

The Board of Directors took action to award a 2% on-schedule salary increase retroactive to July 1, 2025 to employees currently employed by BSA as of February 27, 2026.

The Board of Directors gave direction to the CBO for distribution of the Request for Proposal (RFP) of Chief Business Official (CBO).

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

March 27, 2026

April 24, 2026

May 29, 2026

6. Adjournment: 2:56 PM