REGULAR MEETING OF THE BOARD OF DIRECTORS
Ventura County Schools Business Services Authority
5100 Adolfo Road
Camarillo, CA 93012
805-383-1974

OFFICIAL MINUTES
Friday, April 24, 2026
VCSBSA Conference Room
1:00 PM

1. **OFFICIAL OPENING OF MEETING**

A. Call to Order: 1:10 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 - **PRESENT**

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 5 N 0 A 0

F. Approval of Minutes
The Chief Business Official recommends that the Board of Directors approve the March 24, 2026, minutes as presented.

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

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.

CBO shared BSA is gearing up for budget season. CBO asked the districts to begin to clean up purchase orders and make any purchases for this fiscal year by May 1st.

B. Discussion of the VCSBSA Board Meeting Schedule for the 2026-27 Year

The Board reviewed the proposed VCSBSA Board Meeting calendar for the 2026-27 year. It was proposed to add July 30th as a board meeting with a starting time of 9:00 AM. VCSBSA Board Meeting schedule will be brought back to the next meeting for approval with edits as requested. Dr. Ramirez asked for calendar invites to be created and shared with the Board.

C. Ventura County School Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1) Fire Drill Frequency

D. VCOE Staff Report (s)

1) Misty Key, Deputy Superintendent, will present to provide an update from VCOE Fiscal and Administrative Services.

Misty Key shared that although VCOE, VCSSFA, and VCBSA are located in the same buildings, they are not the same entities. There is confusion with domain email addresses between VCOE and the two JPA's, VCSSFA, and VCSBSA. Down the road in the future, email address will need to be changed to differentiate VCOE, VCSSFA, and VCSBSA.

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

Joaquin Licea asked the districts to complete the summer school survey that was sent out by VCOE Tech Department. Dr. Ramirez and Dr. Vaca will be participating in summer school with VCOE. Dr. Dominguez will look into and get back to Joaquin.

Joaquin shared Technology Conference is on May 8th.

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 March 1, 2026, through March 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 March 1, 2026, through March 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 March 1, 2026, through March 31, 2026, 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 Action 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. Jesus Vaca Second: Dr. Carlos Dominguez Y 5 N 0 A 0

B. New Business

1) **Review, Discussion, and Approval of the SISC Health Benefit Plans and Rates for the October 2026-September 2027 Plan Year**
The Chief Business Official will present the SISC health benefit plans and rates for the October 2026-September 2027 plan year.

Dr. Ramirez asked to place as a discussion item in the July meeting on how to be proactive to educate staff by holding health education events at each site.

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

2) **Review, Discussion, and Approval of the VCSBSA Fee Structure**
The Chief Business Official will present the current VCSBSA fee structure for board review. The Board will discuss options for changes to the fee structure to ensure financial stability of VCSBSA and equity to the Member Districts and Charter customers.

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

3) **Review, Discussion, and Approval of Board Resolution 25-26-02 for the 180-Day Wait Period Exception G.C. Sections 7522.56 & 21224**
The Chief Business Official recommends approval of the Resolution 25-26-02 for 180-Day wait period exception G.C. Sections 7522.56 & 21224.

As discussed at the last board meeting and as planning efforts continue, this resolution allows to move forward with reliance on Tami following her retirement.

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

4) **Review, Discussion, and Approval of the VCSBSA Employment Contract**
The Chief Business Official recommends that the Board of Directors approve the employment contract for Tami Peterson, Extra Help Retired Annuitant, Effective July 5, 2026.

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

5) **Approval of a 2% On-Schedule Salary Increase for BSA Employees Retroactive to July 1, 2025**
Retroactive pay is compliant and reportable to CALPERS to include BSA employees employes as of July 1, 2025. The Chief Business Official recommends that the Board of Directors approve the 2% on-schedule salary increase for BSA employees retroactive to July 1, 2025.

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 the 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 2:08 PM and returned from closed session at 3:01 PM.

The Board of Directors, with a vote of 5-0, decided to make a selection for Chief Business Official position and will be agendized and announced at the May Board Meeting.

5. **Future Agenda Items**
   A. Suggested Agenda Items
   None

   B. Future Board Meetings
   May 29, 2026

6. **Adjournment**: 3:02 PM