



OFFICIAL MINUTES
Thursday, July 30, 2026
VCSBSA Conference Room
9:00 AM

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 9:05 a.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. Marlene Batista Y 4 N 0 A 1

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:** 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.) 2026-27 State Enacted Budget Overview

2.) Fourteen Weeks of Paid Pregnancy Leave to Employees Starting January 1, 2027

3.) Update on SISC 2026-2027 Plan Year

4.) 2026 SISC Symposium: November 4th-6th, 2026, Hyatt Regency Huntington Beach Resort and Spa

5.) Small School District Network

It was discussed that CBO reach out to Lisa to discuss frequency of meetings throughout the course of the year and if it's possible to meet via Zoom.

B. Ventura County School Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1.) Extracurricular Event or Activity Assumption of Risk Form

2.) Extreme Weather Conditions and Student Physical Activity Protocols

3.) Prevention and Intervention Services Agreement (Interface Children and Family Services)

4.) Recommendations and Requirements Emergency Response Medications

5.) Recommendations and Requirements for Video Surveillance Cameras

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 her gratitude to the Board for serving them the last 13 years and thanked them for everything they do. Misty introduced Lisa Cline who will be replacing her and will be attending all future meetings.

- 2.)** Joaquin Licea, Chief Technology Office was not in attendance.

Dr. Ramirez shared he has purchased refurbished devices, which are cost-saving and good approach for procurement. Mesa has a 4-year timespan to update devices.

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 May 1, 2026, through June 30, 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 May 1, 2026, through June 30, 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 May 1, 2026, through June 30, 2026, Board Report of Purchase Orders.

4) Approval of 2026-2027 Salary Schedules

The Chief Business Official recommends that the Board of Directors approve the 2026-27 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 as listed. Note: This report denotes action to be taken on Positions as well as Personnel changes.

Vote for items 3A. 1-5

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

B. New Business

1) Review, Discussion, and Ratification of Chief Business Official Contract

The Board will review, discuss, and consider to approve the ratification of Chief Business Official contract.

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

2) Discussion of Chief Business Official Strategic Goals for the 2026-2027 Fiscal Year

No action taken. An evaluation process will be discussed at a later time.

3) Review, Discussion, and Ratification of the 2026-2027 CA-ERP Financial & Payroll System Agreement with VCOE

The Chief Business Official recommends that the Board of Directors approve the ratification of the 2026-2027 CA-ERP Financial & Payroll System agreement with VCOE.

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

4) Review, Discussion, and Ratification of the 2026-2027 Document Tracking Services (DTS) Agreement

The Chief Business Official recommends that the Board of Directors approve the ratification of the 2026-2027 Document Tracking Services (DTS) agreement.

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

5) Review, Discussion, and Ratification of COLBI Technologies, Inc. Invoices in the Total Amount of \$15,500.00 for Quality-Bidders Annual Software Service, Quality-Bidders CUPCCAA Review and Secure Bids Annual Software

The Chief Business Official recommends that the Board of Directors approve the ratification of COLBI Technologies, Inc. invoices in the amount of \$15,500.00 for quality-bidders annual software service, quality-bidders CUPCCAA review, and secure software service.

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

6) Review, Discussion, and Approval of Resolution #26-27-01 Authorization to Increase U.S. Bank (CALCARD) Credit Card Limit for Chief Business Official

The Chief Business Official recommends that the Board of Directors approve resolution #26-27-01 authorization to increase U.S. Bank (CALCARD) credit card limit for Chief Business Official.

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

7) Review, Discussion, and Approval of Resolution #26-27-02 Authorization to Increase U.S. Bank (CALCARD) Credit Card Limit for Director of Maintenance, Operations, Transportation

The Chief Business Official recommends that the Board of Directors approve resolution #26-27-02 authorization to increase U.S. Bank (CALCARD) credit card limit for Director of Maintenance, Operations, Transportation.

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

8) Review, Discussion, and Approval of the VCSBSA Employee Handbook Revisions

Review, discuss, and approve the revisions as presented to the longevity pay, holiday schedule, and replacing employee's property section of employee handbook.

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

9) Discussion on Public Records Request

It was discussed that BSA is receiving several public records requests for districts and charters that BSA serves. At a future collaboration meeting, public records requests will be added to the agenda to discuss with the Executive Assistants on how they can respond to some of these requests. No action taken.

10) Discussion on District Benefits Committee

It was discussed on how to be proactive to educate staff at the sites. It was suggested that Baldwin come out to the sites to discuss health plans prior to the end of the school year. Another suggestion was to find district representative at the beginning of the school year to be a part of the benefits committee.

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 10:56 AM and returned from closed session at 11:36 AM. No action to report from closed session.

5. Future Agenda Items

A. Suggested Agenda Items

Please send any suggested agenda items to Rudy and Letty.

B. Future Board Meetings

August 28, 2026
September 25, 2026
October 23, 2026
December 11, 2026
February 26, 2027
April 30, 2027
May 28, 2027

6. Adjournment: 11:37 AM