REGULAR MEETING OF THE BOARD OF DIRECTORS
Ventura County Schools Business Services Authority
5100 Adolfo Road
Camarillo, CA 93012
Ph: 805.383.1974

OFFICIAL AGENDA
Friday, October 23, 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: Lisa Cline, Associate Superintendent Fiscal & Administrative Services
VCSBSA Staff: Rudy: Chief Business Official, 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 – Pgs. 4-7

The Chief Business Official recommends that the Board of Directors approve the September 25, 2026, 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 on current activities of the VCSBSA office.

1) Small School District Facilities Grant

2) Office Collaboration Meeting: Wednesday, October 28, 2026

B. Ventura County Schools Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1) CHP E-Bike Training – **Pg. 8**

C. VCOE Staff Report(s)

1) Colleen Steed, Consultant, 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 – Pgs. 9-13

The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the September 1, 2026, through September 30, 2026, Financial Statements.

2) Approval of Board Report of Commercial Checks – Pg. 14

The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the September 1, 2026, through September 30, 2026, Board Report of Checks.

3) Approval of Board Report of Purchase Orders – Pg. 15

The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the September 1, 2026, through September 30, 2026, Board Reports.

4) Approval of Obsolete Furniture and Equipment Disposal – Pgs. 16-26

The Chief Business Official recommends that the Board of Directors declare the items listed as obsolete and authorize the CBO to dispose of property in a cost-effective manner.

5) Approval of Classified Personnel Report – Pgs. 27-29

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:_____ Second:_____Y_____N_____A_____

B. New Business

1) Review, Discussion, and Approval of Budget & Accounting Supervisor Job Description – Pgs. 30-32

The Chief Business Official recommends that the Board of Directors approve Budget & Accounting Supervisor job description.

Motion:_____ Second:_____Y_____N_____A_____

2) **Review, Discussion, and Approval of 2026-2027 Management Salary Schedule Adding Budget & Accounting Supervisor Position – Pgs. 33-34**
The Chief Business Official recommends that the Board of Directors approve the revised 2026-2027 Salary Schedule adding Budget & Accounting Supervisor position.

Motion:_____ Second:_____Y_____N_____A_____

3) **Review, Discussion, and Approval of Records Classification – Pg. 35**
The documents on the attached list items #1-30 are not permanent records originating in various fiscal years from 2022-2025. These records require a retention period longer than four (4) years and the Chief Business Official requests that these records be classified as Class 2 records.

The documents on the attached list items #31-43 are permanent records originating in the fiscal year of 1987-2015. 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 – Pgs. 36-37**
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_____

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

5. Future Agenda Items

A. Suggested Agenda Items

B. Future Board Meetings

December 11, 2026
February 26, 2027
April 30, 2027
May 28, 2027

6. Adjournment

Fiscal solutions through collaboration, innovation, and communication

DRAFT

OFFICIAL MINUTES
Friday, September 25, 2026
VCSBSA Conference Room
1:00 PM

1. OFFICIAL OPENING OF MEETING

A. Call to Order: 1:01 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 - **ABSENT**
Member: Dr. Carlos Dominguez, Briggs Elementary School District - **ABSENT**
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: Rudy Calasin: Chief Business Official – **PRESENT,** Leticia Olmos - **PRESENT**

C. Welcome Guests

D. Emergency Additions to the Agenda: None

E. Approval of Agenda

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 3 N 0 A 2

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. Jesus Vaca 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.

H. Organizational

1.) Briggs Elementary School District Representative

a. Designation of District Representative: Rudy Calasin

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 3 N 0 A 2

2.) Mesa Union School District Representative

a. Designation of District Representative: Rudy Calasin

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 3 N 0 A 2

3.) Mupu Elementary School District Representative

a. Designation of District Representative: Rudy Calasin

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 3 N 0 A 2

4.) Santa Clara Elementary School District Representative

a. Designation of District Representative: Rudy Calasin

Motion: Dr. Marlene Batista Second: Dr. Jesus Vaca Y 3 N 0 A 2

5.) Somis Union School District Representative

a. Designation of District Representative: Dr. Jesus Vaca
b. Designation of District Alternate: Rudy Calasin

Motion: Dr. Jesus Vaca Second: Dr. Marlene Batista Y 3 N 0 A 2

2. Reports/Information/Discussion

A. Chief Business Official Report

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

The CBO informed the Board the 2025-26 books are officially closed. The auditors were on site this week. Rudy and Letty had an exit meeting with the auditors on Thursday, the auditors reported all looks good so far.

1.) Small School District Facilities Grant

2.) Small School District Network

The Board has decided to Opt-Out to Small School District Network meetings. They thanked Lisa for putting this together in the past. The Superintendents will reach out individually to Lisa and her team for specific questions in the future.

3.) Office Collaboration Meeting: Wednesday, October 28, 2026 (tentatively)

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

B. Ventura County School Self-Funding Authority Update

The CBO will provide an update from VCSSFA.

1.) Belfor Property Restoration

2.) 2026/2027 School Safety, Security and Target Threat Prevention Seminar Series

C. VCOE Staff Report (s)

1.) Lisa Cline, Associate Superintendent Fiscal & Administrative Services will be present to provide an update from VCOE Fiscal and Administrative Services.

Lisa Cline shared with the Board a Fiscal and Special Ed Meeting will be held on October 16th. This meeting will focus on Special Ed money.

2.) Colleen Steed, Interim shared with the Board the following:

- Data Sharing Agreements went to the districts this week. Please sign and return back to Technology Services
- CALPADS code 12 (teacher assignment) will change to code 13. A few teachers will need to be code 14 (teachers that don't students). These codes have not been updated in Escape but will be done soon.
- Director of Data interviews will be held next week.
- Technology is working into moving BSA domain email address from @vcoe to @vcsbsa email address. More information to follow.
- Census Day is October 7th.

Dr. Ramirez asked Colleen how Q Analytics is coming along? Colleen will look into and will get back to him.

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.

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2) Approval of Board Report of Commercial Checks

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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 July 1, 2026, through August 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 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. Jesus Vaca Second: Dr. Marlene Batista Y 3 N 0 A 2

B. New Business

1) Review, Discussion, and Approval of the 2025-26 VCSBSA Unaudited Actuals Financial Report

The Chief Business Official recommends that the Board of Directors approve the 2025-26 VCSBSA Unaudited Actuals Financial report as presented (pursuant to Education Codes 41023 and 42100).

Motion: Dr. Jesus Vaca Second: Dr. Marlene Batista Y 3 N 0 A 2

2) Review, Discussion, and Approval of the 2026 Conflict of Interest Biennial Review

The Chief Business Official recommends that the Board of Directors approve the 2026 Conflict of Interest Code Biennial Review as presented.

Motion: Dr. Jesus Vaca Second: Dr. Marlene Batista Y 3 N 0 A 2

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 2:10 PM and returned from closed session at 2:50 PM.

Report of action taken during closed session:

The Board of Directors took action to approve with a 3-0 vote, the reclassification of Leesander Almaraz, and Li Chen, Accountants to the position of Budget & Accounting Supervisors retroactive to July 1st with the placement on Step 1.

5. Future Agenda Items

A. Suggested Agenda Items

Please send any suggested agenda items to Rudy.

B. Future Board Meetings

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

6. Adjournment: 2:52 PM

From: Amy Lopez
Subject: CHP E-Bike Training
Date: Wednesday, October 14, 2026 3:37:02 PM
Attachments: image001.png

Good afternoon,

As discussed during the October 7, Risk Management Committee meeting, the California Highway Patrol (CHP) Electric Bicycle Safety Training can be found here:

https://www.chp.ca.gov/Programs-Services/Services-Information/Bike-and-Ped-Safety



If you have any questions, please reach out to Russ Olsen, rolsen@vcoe.org or Michelle Kelly, mkelly@vcoe.org.

Thank you,

Amy Lopez

Executive Assistant
Ventura County Schools Self-Funding Authority (VCSSFA) |
California Schools Employee Benefits Organization (CSEBO)
Main | (805) 383-1969
AmLopez@vcoe.org
www.vcssfa.org
www.csebo.net

Fund 010 - General Fund — Fiscal Year 2026/27 Through September 2026

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	54,300.00	54,300.00		54,300.00	
8677	Interagency Services Between L	1,743,927.00	1,743,927.00		1,743,927.00	
8699	All Other Local Revenue	17,035.00	17,035.00	17,671.16	636.16-	103.73
	Total Other Local Revenue	**1,815,262.00**	**1,815,262.00**	**17,671.16**	**1,797,590.84**	**0.97**
	Total Year To Date Revenues	**1,815,262.00**	**1,815,262.00**	**17,671.16**	**1,797,590.84**	**0.97**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2300	Class Supervisors & Administra	598,102.00	598,102.00		145,277.40	452,824.60	24.29
2310	Substitute - Mgmt	50,000.00	50,000.00		8,790.11	41,209.89	17.58
2400	Clerical and Office Salaries	563,195.00	563,195.00		139,935.90	423,259.10	24.85
2450	Clerical and Office OverTime	5,000.00	5,000.00			5,000.00	
	Total Classified Salaries	**1,216,297.00**	**1,216,297.00**	**.00**	**294,003.41**	**922,293.59**	**24.17**
Employee Benefits							
3202	PERS, classified positions	273,267.00	273,267.00		181,347.14	91,919.86	66.36
3301	OASDI/Medicare/Alternative, ce	17.00	17.00			17.00	
3302	OASDI/Medicare/Alternative, cl	20,480.00	20,480.00		4,141.72	16,338.28	20.22
3402	Health & Welfare Benefits, cla	192,308.00	192,308.00		19,230.82	173,077.18	10.00
3501	SUI, certificated positions	1.00	1.00			1.00	
3502	SUI, classified positions	584.00	584.00		142.80	441.20	24.45
3601	Work Comp Ins, certificated po	21.00	21.00			21.00	
3602	Work Comp Ins, classified posi	21,492.00	21,492.00		5,195.07	16,296.93	24.17
3902	Other Benefits, classified pos	68,455.00	68,455.00		67,671.73	783.27	98.86
	Total Employee Benefits	**576,625.00**	**576,625.00**	**.00**	**277,729.28**	**298,895.72**	**48.16**
Books and Supplies							
4300	Materials and Supplies	17,500.00	17,500.00	5,390.61	1,712.44	10,396.95	9.79
4310	Fuel	3,000.00	3,000.00	240.53	812.28	1,947.19	27.08
4400	Non-Capitalized Equipment	10,000.00	10,000.00	2,412.05		7,587.95	
	Total Books and Supplies	**30,500.00**	**30,500.00**	**8,043.19**	**2,524.72**	**19,932.09**	**8.28**
Services and Other Operating Expenditures							
5200	Travel and Conferences	5,000.00	5,000.00			5,000.00	
5220	Travel and Conference	20,000.00	20,000.00	125.00	2,647.00	17,228.00	13.24

Fund 010 - General Fund							Fiscal Year 2026/27 Through September 2026
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5300	Dues and Memberships	1,000.00	1,000.00		988.35	11.65	98.83
5450	Other Insurance	16,440.00	16,440.00		16,440.00		100.00
5600	Rentals,Leases,Repairs & Nonca	37,750.00	37,750.00	5,321.59	28,499.36	3,929.05	75.49
5800	Professnl/Consult Serv & Opera	54,100.00	54,100.00	3,081.12	49,019.92	1,998.96	90.61
5801	Audit	12,000.00	12,000.00	1,155.00	3,465.00	7,380.00	28.88
5804	Employment Fees	250.00	250.00			250.00	
5899	Legal Fees	2,500.00	2,500.00			2,500.00	
5901	Phone Services	1,825.00	1,825.00	407.34	77.66	1,340.00	4.26
5903	Postage	7,250.00	7,250.00	4,683.08	2,206.82	360.10	30.44
	Total Services and Other Operating Expenditures	**158,115.00**	**158,115.00**	**14,773.13**	**103,344.11**	**39,997.76**	**65.36**
	Total Year To Date Expenditures	**1,981,537.00**	**1,981,537.00**	**22,816.32**	**677,601.52**	**1,281,119.16**	**34.20**

Fund 010 - General Fund						Fiscal Year 2026/27 Through September 2026
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,815,262.00	1,815,262.00		17,671.16	1,797,590.84	0.97
B. Expenditures	1,981,537.00	1,981,537.00	22,816.32	677,601.52	1,281,119.16	34.20
C. Subtotal (Revenue LESS Expense)	166,275.00-	166,275.00-		659,930.36-	516,471.68	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	166,275.00-	166,275.00-		659,930.36-	516,471.68	
F. Fund Balance:						
Beginning Balance (9791)	2,149,398.00	2,149,398.00		2,171,818.52		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,149,398.00	2,149,398.00		2,171,818.52		
G. Calculated Ending Balance	1,983,123.00	1,983,123.00		1,511,888.16		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	1,803,123.00	1,803,123.00				
Other	180,000.00	180,000.00		22,816.32		

Fund 401 - Special Reserve Capital Outlay						Fiscal Year 2026/27 Through September 2026
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	1,285.00	1,285.00		1,285.00	
	Total Other Local Revenue	**1,285.00**	**1,285.00**	**.00**	**1,285.00**	
	Total Year To Date Revenues	**1,285.00**	**1,285.00**	**.00**	**1,285.00**	

Fund 401 - Special Reserve Capital Outlay						Fiscal Year 2026/27 Through September 2026
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,285.00	1,285.00			1,285.00	
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	1,285.00	1,285.00		.00	1,285.00	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	1,285.00	1,285.00		.00	1,285.00	
F. Fund Balance:						
Beginning Balance (9791)	42,614.00	42,614.00		42,792.67		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	42,614.00	42,614.00		42,792.67		
G. Calculated Ending Balance	43,899.00	43,899.00		42,792.67		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	43,899.00	43,899.00				
Other						

Checks Dated 09/01/2026 through 09/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5080803582	09/10/2026	COMPUWAVE	010-4300		519.09
5080803583	09/10/2026	CliftonLarsonAllen LLP	010-5801		3,465.00
5080803584	09/14/2026	U.S. POSTAL SERVICE (CMRS-FP)	010-5903		2,000.00
5080803585	09/15/2026	STREAMLINE OFFICE SOLUTIONS	010-5600		157.03
5080803586	09/15/2026	U.S. BANK	010-4300	10.71	
			010-4310	416.14	
			010-5220	205.00	
			010-5800	1,920.04	2,551.89
5080803587	09/21/2026	CORODATA	010-5800		241.90
5080803588	09/21/2026	LEAF	010-5600		486.21
5080803589	09/24/2026	Vta Co Bus Services Authority	010-5800		6.50
VCH800000144	09/18/2026	SELF-INSURED SCHOOLS OF CALIF	010-9534	20,028.50	
			010-9537	4,141.60	
			010-9539	136.00	24,306.10
VCH800000145	09/30/2026	TAX DEFERRED SERVICES	010-9539		3,200.00
VCH800000146	09/30/2026	Olmos, Leticia	010-4300		35.75
		Total Number of Checks	**11**		**36,969.47**

Fund Recap

Fund	Description	Check Count	Expensed Amount
010	General Fund	11	36,969.47
	Total Number of Checks	**11**	36,969.47
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		**36,969.47**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Includes Purchase Orders dated 09/01/2026 - 09/30/2026

PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
B8027-00018	CMRS-FP	BUSINESS SER	Postage	Unrestrict	6,000.00
P8027-00009	COMPUWAVE	BUSINESS SER	NonCapEqui	Unrestrict	2,412.05
		Total Number of POs	**2**	**Total**	**8,412.05**

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	2	8,412.05

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ERP for California

Page 1 of 1

5100 Adolfo Road
Camarillo, CA 93012
(805) 383-1974
www.vcsbsa.org

Board Agenda Item

To: VCSBSA Board of Directors
From: Rudy Calasin, Chief Business Official
Date: October 23, 2026
Re: Disposal of Obsolete Furniture & Equipment

BACKGROUND:
Inventory has been taken and a list of obsolete furniture and/or equipment has been recorded below.

DESCRIPTION/DETAILS:
The Chief Business Official recommends that the Board declare the following items as obsolete and authorize the CBO to dispose of property in a cost-effective manner.

Qty	Item	Brand	BSA#	Model #	Serial #/Description
1	Business Machine	Microsoft	0092	Surface	045649731553/Surface
1	Business Machine	Microsoft	0093	Surface	002631231353/Surface
1	Business Machine	HP	00121	Elite 800 G3	2UA7102FX1/Desktop
1	Business Machine	HP	00138	Elite 850 G5	5CG9241DG7/Laptop
1	Business Machine	HP	00140	M607DN	CNBCLCC1R0/Laser Printer
1	Business Machine	HP	00160	Elite 800 G5	MXL0082TW4/Desktop
1	Business Machine	HP	00161	Elite 800 G5	MXL0082TV2/Desktop
1	Business Machine	HP	00166	Elite 800 G5	MXL0082TV0/Desktop
1	Business Machine	HP	00174	Elite 850 G7	5CG051CDL1/Laptop
1	Business Machine	HP	00253	Workstation Z2 G5	MXL2133SKQ/Desktop

ITEM PROPOSED FOR: Approval

Asset Tag #0092, Site BSA {VCS BUSINESS SERVICES}

Summary

Asset #	47	Asset Dept	
Description	MS SURFACE 128G (2), MS TOUCH COVER, SURFACE CASE VGA ADAPTER (2),		
Asset Group	COMPUTER	Status	Active
Asset Category	COMPUTER	Campus	
Asset Type	Inventory Item	Room	RECEPTION
Model #	SURFACE	Responsibility	
Serial #	045649731553	Category	
Created by	800AGRAY 8/21/2013 12:58:48PM		
Edited by	800TRODRIGUEZ 7/26/2021 12:49:15PM		

Purchase

Vendor	000048 - VTA CNTY OFFICE OF EDUCATION		
PO#	C8014-00003	Received Date	08/21/2013
Req#	C8014-00003	Acquisition Cost	1,203.61

Service/Warranty

Contract Amount		Warranty Start Date	
Contract PO#		Warranty End Date	
Contract Vendor #		Warranty Days	
Contract End Date			

Accounts

Account #	Fiscal Year	%	Amount
010- 4400- 0000- 0- 7110- 7200- 000- 000- 0000- 0	2014	100.00	1,203.61

History

09/03/2013	800RSCHANIEL	Tag Number changed from "" to "00092"
09/03/2013	800RSCHANIEL	Serial Number changed from "" to "045649731553"
09/03/2013	800RSCHANIEL	Room changed from "" to "C Hansen"
09/03/2013	800RSCHANIEL	Purchase Order # changed from "" to "C8014-00003"
09/03/2013	800RSCHANIEL	Acquisition Cost changed from "2,199.93" to "1,200.61"
09/03/2013	800RSCHANIEL	Status changed from "P {Active}" to "A {Active}"
09/12/2013	800MELOPEZ	Acquisition Cost changed from "1,200.61" to "1,203.61"
12/04/2013	800RSCHANIEL	Tag Number changed from "00092" to "92"
01/27/2020	800TRODRIGUEZ	Tag Number changed from "92" to "0092"
01/27/2020	800TRODRIGUEZ	Description changed from "VGA ADAPTER (2), MS SURFACE 128G (2), MS TOUCH COVER, SURFACE CASE" to "MS SURFACE 128G (2), MS TOUCH COVER, SURFACE CASE VGA ADAPTER (2),"
01/27/2020	800TRODRIGUEZ	Room changed from "C Hansen" to "Reception"
07/26/2021	800TRODRIGUEZ	Model Number changed from "" to "SURFACE"
07/26/2021	800TRODRIGUEZ	Room changed from "Reception" to "RECEPTION"

Asset Tag #0093, Site BSA {VCS BUSINESS SERVICES}

Summary

Asset #	48	Asset Dept	
Description	MS SURFACE 128G (2), MS TOUCH COVER, SURFACE CASE		
Asset Group	COMPUTER	Status	Active
Asset Category	COMPUTER	Campus	
Asset Type	Inventory Item	Room	RECEPTION
Model #	SURFACE	Responsibility	
Serial #	002631231353	Category	
Created by	800RSCHANIEL 9/3/2013 9:08:49AM		
Edited by	800TRODRIGUEZ 7/26/2021 12:56:03PM		

Purchase

Vendor	000048 - VTA CNTY OFFICE OF EDUCATION		
PO#	C8014-00003	Received Date	08/21/2013
Req#	C8014-00003	Acquisition Cost	1,203.61

Service/Warranty

Contract Amount		Warranty Start Date	
Contract PO#		Warranty End Date	
Contract Vendor #		Warranty Days	
Contract End Date			

Accounts

Account #	Fiscal Year	%	Amount
010- 4400- 0000- 0- 7110- 7200- 000- 000- 0000- 0	2014	100.00	1,203.61

History

09/03/2013	800RSCHANIEL	Asset copied from 47
09/12/2013	800MELOPEZ	Acquisition Cost changed from "1,200.61" to "1,203.61"
12/04/2013	800RSCHANIEL	Tag Number changed from "00093" to "93"
10/25/2016	800TRODRIGUEZ	Tag Number changed from "93" to "0093"
10/25/2016	800TRODRIGUEZ	Description changed from "VGA ADAPTER (2), MS SURFACE 128G (2), MS TOUCH COVER, SURFACE CASE" to "MS SURFACE 128G (2), MS TOUCH COVER, SURFACE CASE"
10/25/2016	800TRODRIGUEZ	Room changed from "B Martinez" to "BENNY"
12/16/2020	800TRODRIGUEZ	Room changed from "BENNY" to ""
07/26/2021	800TRODRIGUEZ	Model Number changed from "" to "SURFACE"
07/26/2021	800TRODRIGUEZ	Room changed from "" to "RECEPTION"

Asset Tag #00121, Site BSA {VCS BUSINESS SERVICES}

Summary

Asset #	92	Asset Dept	
Description	HP EliteDesk 800 G3 PART # 1FZ01UT#ABA		
Asset Group	COMPUTER	Status	Active
Asset Category	COMPUTER	Campus	
Asset Type	Inventory Item	Room	RECEPTION
Model #	ELITE DESK 800G3	Responsibility	
Serial #	2UA7102FX1	Category	
Created by	800TRODRIGUEZ 5/23/2017 3:01:42PM		
Edited by	800TRODRIGUEZ 3/7/2022 1:19:21PM		

Purchase

Vendor	710054 - COMPUWAVE		
PO#	P8017-00037	Received Date	05/23/2017
Req#	VR17-00051	Acquisition Cost	1,342.90

Service/Warranty

Contract Amount		Warranty Start Date	
Contract PO#		Warranty End Date	
Contract Vendor #		Warranty Days	
Contract End Date			

Accounts

Account #	Fiscal Year	%	Amount
010- 4400- 0000- 0- 7110- 7200- 000- 000- 0000- 0	2017	100.00	1,342.90

History

05/23/2017	800TRODRIGUEZ	Tag Number changed from "" to "00121"
05/23/2017	800TRODRIGUEZ	Model Number changed from "" to "ELITE DESK 800G3"
05/23/2017	800TRODRIGUEZ	Serial Number changed from "" to "2UA7102FX1"
05/23/2017	800TRODRIGUEZ	Room changed from "" to "TBD"
05/31/2017	800CGARNICA	Acquisition Cost changed from "1,034.96" to "1,342.90"
05/31/2017	800CGARNICA	Status changed from "P {Pending}" to "A {Active}"
01/21/2020	800TRODRIGUEZ	Room changed from "TBD" to "Benny"
01/21/2020	800TRODRIGUEZ	Employee Id Assigned changed from "" to "000025 {Martinez, Benny}"
10/13/2020	800TRODRIGUEZ	Room changed from "Benny" to "BENNY"
07/26/2021	800TRODRIGUEZ	Room changed from "BENNY" to "229 OFFICE"
03/07/2022	800TRODRIGUEZ	Employee Id Assigned changed from "000025 {Martinez, Benny R}" to ""
03/07/2022	800TRODRIGUEZ	Room changed from "229 OFFICE" to "RECEPTION"

Asset Tag #00138, Site BSA {VCS BUSINESS SERVICES}

Summary

Asset #	103	Asset Dept	
Description	HP ELITEBOOK 850 G5		
Asset Group	COMPUTER	Status	Active
Asset Category	LAPTOP COMPU	Campus	
Asset Type	Inventory Item	Room	
Model #	Elitebook 850 G5	Responsibility	
Serial #	5CG9241DG7	Category	
Created by	800TRODRIGUEZ 7/15/2019 8:31:02AM		
Edited by	800TRODRIGUEZ 7/26/2021 12:49:59PM		

Purchase

Vendor	710054 - COMPUWAVE		
PO#	P8019-00040	Received Date	07/12/2019
Req#	VR19-00056	Acquisition Cost	1,406.69

Service/Warranty

Contract Amount		Warranty Start Date	
Contract PO#		Warranty End Date	
Contract Vendor #		Warranty Days	
Contract End Date			

Accounts

Account #	Fiscal Year	%	Amount
010- 4400- 0000- 0- 7110- 7200- 000- 000- 0000- 0	2019	100.00	1,406.69

History

07/15/2019	800CGARNICA	Serial Number changed from "" to "5CG9241DG7"
08/22/2019	800CGARNICA	Acquisition Cost changed from "1,269.84" to "1,406.69"
08/22/2019	800CGARNICA	Status changed from "P {Pending}" to "A {Active}"
01/30/2020	800TRODRIGUEZ	Room changed from "" to "D. Norris"
07/26/2021	800TRODRIGUEZ	Room changed from "D. Norris" to ""

Selection Grouped by Asset

Asset Tag #00140, Site BSA {VCS BUSINESS SERVICES}

Summary

Asset #	102	Asset Dept	
Description	HP M607DN LASER PRINTER DUPLEX/55P		
Asset Group	COMPUTER	Status	Active
Asset Category	PRINTER	Campus	
Asset Type	Inventory Item	Room	WS-2
Model #	M607DN	Responsibility	
Serial #	CNBCLCC1R0	Category	
Created by	800CGARNICA 1/29/2019 11:53:01AM		
Edited by	800TRODRIGUEZ 7/26/2021 11:58:05AM		

Purchase

Vendor	710054 - COMPUWAVE		
PO#	P8019-00030	Received Date	01/17/2019
Req#	vr19-00043	Acquisition Cost	781.85

Service/Warranty

Contract Amount		Warranty Start Date	
Contract PO#		Warranty End Date	
Contract Vendor #		Warranty Days	
Contract End Date			

Accounts

Account #	Fiscal Year	%	Amount
010- 4400- 0000- 0- 7110- 7200- 000- 000- 0000- 0	2019		

History

01/29/2019	800CGARNICA	Line Item# has been manually set to 1.
01/21/2020	800TRODRIGUEZ	Tag Number changed from "" to "00140"
01/21/2020	800TRODRIGUEZ	Room changed from "" to "L.DUARTE"
01/21/2020	800TRODRIGUEZ	Employee Id Assigned changed from "" to "000035 {Duarte, Leticia J}"
07/26/2021	800TRODRIGUEZ	Model Number changed from "" to "M607DN"
07/26/2021	800TRODRIGUEZ	Room changed from "L.DUARTE" to "WS-2"
07/26/2021	800TRODRIGUEZ	Employee Id Assigned changed from "000035 {Duarte, Leticia J}" to ""

Asset Tag #00160, Site BSA {VCS BUSINESS SERVICES}

Summary

Asset #	228	Asset Dept	
Description	HP EliteDesk 800 G5 PART# 7LL87UT#ABA		
Asset Group	COMPUTER	Status	Active
Asset Category	COMPUTER	Campus	
Asset Type	Inventory Item	Room	WS-3
Model #	ELITEDESK 800 G5	Responsibility	
Serial #	MXL0082TW4	Category	
Created by	800TRODRIGUEZ 9/2/2020 1:37:27PM		
Edited by	800LOLMOS 7/11/2023 12:21:17PM		

Purchase

Vendor	710054 - COMPUWAVE		
PO#	P8021-00006	Received Date	08/31/2020
Req#	VR21-00014	Acquisition Cost	932.02

Service/Warranty

Contract Amount		Warranty Start Date	
Contract PO#		Warranty End Date	
Contract Vendor #		Warranty Days	
Contract End Date			

Accounts

Account #	Fiscal Year	%	Amount
010- 4400- 0000- 0- 7110- 7200- 000- 000- 0000- 0	2021	100.00	932.02

Notes

08/29/2022	800TRODRIGUEZ	24 GB Ram added to PC.	Units now has 32 GB total

History

10/09/2020	800TRODRIGUEZ	Tag Number changed from "" to "00160"
10/09/2020	800TRODRIGUEZ	Serial Number changed from "" to "MXL0082TW4"
10/09/2020	800TRODRIGUEZ	Status changed from "P {Pending}" to "A {Active}"
10/13/2020	800TRODRIGUEZ	Employee Id Assigned changed from "" to "000038 {Rhode, Isabelle}"
02/03/2021	800MELOPEZ	Acquisition Cost changed from "939.91" to "932.02"
07/26/2021	800TRODRIGUEZ	Model Number changed from "" to "ELITEDESK 800 G5"
07/26/2021	800TRODRIGUEZ	Room changed from "" to "WS-5"
07/11/2023	800LOLMOS	Room changed from "WS-5" to "WS-3"

Asset Tag #00161, Site BSA {VCS BUSINESS SERVICES}

Summary

Asset #	225	Asset Dept	
Description	HP EliteDesk 800 G5 PART# 7LL87UT#ABA		
Asset Group	COMPUTER	Status	Active
Asset Category	COMPUTER	Campus	
Asset Type	Inventory Item	Room	WS-1
Model #	ELITEDESK 800 G5	Responsibility	
Serial #	MXL0082TV2	Category	
Created by	800TRODRIGUEZ 9/2/2020 1:37:27PM		
Edited by	800TRODRIGUEZ 7/26/2021 12:54:14PM		

Purchase

Vendor	710054 - COMPUWAVE		
PO#	P8021-00006	Received Date	08/31/2020
Req#	VR21-00014	Acquisition Cost	932.00

Service/Warranty

Contract Amount		Warranty Start Date	
Contract PO#		Warranty End Date	
Contract Vendor #		Warranty Days	
Contract End Date			

Accounts

Account #	Fiscal Year	%	Amount
010- 4400- 0000- 0- 7110- 7200- 000- 000- 0000- 0	2021	100.00	932.00

History

10/09/2020	800TRODRIGUEZ	Tag Number changed from "" to "00161"
10/09/2020	800TRODRIGUEZ	Serial Number changed from "" to "MXL0082TV2"
10/09/2020	800TRODRIGUEZ	Status changed from "P {Pending}" to "A {Active}"
10/13/2020	800TRODRIGUEZ	Employee Id Assigned changed from "" to "000004 {Gray, Amy G}"
10/13/2020	800TRODRIGUEZ	Asset Id 233 {HP ELITEDISPLAY E233 PART # 1FH46A8#ABA LED monitor - 23" (23" viewable) - 1920 x 1080 Full HD (1080p) - IPS - 250 cd/m² -1000:1 - 5 ms - HDMI, VGA, DisplayPort - black, silver - Smart Buy} was related to this asset.
10/13/2020	800TRODRIGUEZ	Asset Id 234 {HP ELITEDISPLAY E233 PART # 1FH46A8#ABA LED monitor - 23" (23" viewable) - 1920 x 1080 Full HD (1080p) - IPS - 250 cd/m² -1000:1 - 5 ms - HDMI, VGA, DisplayPort - black, silver - Smart Buy} was related to this asset.
10/13/2020	800TRODRIGUEZ	Related to Asset Id changed from "234 {HP ELITEDISPLAY E233 PART # 1FH46A8#ABA LED monitor - 23" (23" viewable) - 1920 x 1080 Full HD (1080p) - IPS - 250 cd/m² -1000:1 - 5 ms - HDMI, VGA, DisplayPort - black, silver - Smart Buy}" to "232 {HP ELITEDISPLAY E233 PART # 1FH46A8#ABA LED monitor - 23" (23" viewable) - 1920 x 1080 Full HD (1080p) - IPS - 250 cd/m² -1000:1 - 5 ms - HDMI, VGA, DisplayPort - black, silver - Smart Buy}"
10/13/2020	800TRODRIGUEZ	Room changed from "" to "AMY"
01/20/2021	800TRODRIGUEZ	Room changed from "AMY" to ""
02/03/2021	800MELOPEZ	Acquisition Cost changed from "939.91" to "932.00"
07/26/2021	800TRODRIGUEZ	Model Number changed from "" to "ELITEDESK 800 G5"
07/26/2021	800TRODRIGUEZ	Room changed from "" to "WS-1"

Selection Grouped by Asset

ERP for California

Asset Tag #00166, Site BSA {VCS BUSINESS SERVICES}

Summary

Asset #	224	Asset Dept	
Description	HP EliteDesk 800 G5 PART# 7LL87UT#ABA		
Asset Group	COMPUTER	Status	Active
Asset Category	COMPUTER	Campus	
Asset Type	Inventory Item	Room	WS-8
Model #	ELITEDESK 800 G5	Responsibility	
Serial #	MXL0082TV0	Category	
Created by	800TRODRIGUEZ 9/2/2020 1:37:27PM		
Edited by	800TRODRIGUEZ 7/26/2021 12:53:46PM		

Purchase

Vendor	710054 - COMPUWAVE		
PO#	P8021-00006	Received Date	08/31/2020
Req#	VR21-00014	Acquisition Cost	932.00

Service/Warranty

Contract Amount		Warranty Start Date	
Contract PO#		Warranty End Date	
Contract Vendor #		Warranty Days	
Contract End Date			

Accounts

Account #	Fiscal Year	%	Amount
010- 4400- 0000- 0- 7110- 7200- 000- 000- 0000- 0	2021	100.00	932.00

History

10/09/2020	800TRODRIGUEZ	Tag Number changed from "" to "00166"
10/09/2020	800TRODRIGUEZ	Serial Number changed from "" to "MXL0082TV0"
10/09/2020	800TRODRIGUEZ	Status changed from "P {Pending}" to "A {Active}"
10/13/2020	800TRODRIGUEZ	Employee Id Assigned changed from "" to "000023 {Lopez, Maria E}"
10/13/2020	800TRODRIGUEZ	Asset Id 230 {HP ELITEDISPLAY E233 PART # 1FH46A8#ABA LED monitor - 23" (23" viewable) - 1920 x 1080 Full HD (1080p) - IPS - 250 cd/m² -1000:1 - 5 ms - HDMI, VGA, DisplayPort - black, silver - Smart Buy} was related to this asset.
10/13/2020	800TRODRIGUEZ	Asset Id 231 {HP ELITEDISPLAY E233 PART # 1FH46A8#ABA LED monitor - 23" (23" viewable) - 1920 x 1080 Full HD (1080p) - IPS - 250 cd/m² -1000:1 - 5 ms - HDMI, VGA, DisplayPort - black, silver - Smart Buy} was related to this asset.
02/03/2021	800MELOPEZ	Acquisition Cost changed from "939.91" to "932.00"
07/26/2021	800TRODRIGUEZ	Model Number changed from "" to "ELITEDESK 800 G5"
07/26/2021	800TRODRIGUEZ	Room changed from "" to "WS-8"

Asset Tag #00174, Site BSA {VCS BUSINESS SERVICES}

Summary

Asset #	239	Asset Dept	
Description	HP ELITEBOOK 850 G7 PART 1C9H6UT#ABA		
Asset Group	COMPUTER	Status	Active
Asset Category	LAPTOP COMPU	Campus	
Asset Type	Inventory Item	Room	
Model #	ELITEBOOK 850 G7	Responsibility	
Serial #	5CG051CDL1	Category	
Created by	800TRODRIGUEZ 1/21/2021 8:16:05AM		
Edited by	800LOLMOS 2/24/2026 3:37:55PM		

Purchase

Vendor	710054 - COMPUWAVE		
PO#	P8021-00060	Received Date	01/20/2021
Req#	VR21-00081	Acquisition Cost	1,145.78

Service/Warranty

Contract Amount		Warranty Start Date	
Contract PO#		Warranty End Date	
Contract Vendor #		Warranty Days	
Contract End Date			

Accounts

Account #	Fiscal Year	%	Amount
010- 4400- 0000- 0- 7110- 7200- 000- 000- 0000- 0	2021	100.00	1,145.78

History

01/25/2021	800CGARNICA	Tag Number changed from "" to "00174"
01/25/2021	800CGARNICA	Serial Number changed from "" to "5CG051CDL1"
01/25/2021	800CGARNICA	Room changed from "" to "Chrissy"
01/25/2021	800CGARNICA	Acquisition Cost changed from "1,085.33" to "1,145.78"
01/25/2021	800CGARNICA	Status changed from "P {Pending}" to "A {Active}"
07/26/2021	800TRODRIGUEZ	Model Number changed from "" to "ELITEBOOK 850 G7"
07/26/2021	800TRODRIGUEZ	Room changed from "Chrissy" to ""
07/26/2021	800TRODRIGUEZ	Employee Id Assigned changed from "" to "000014 {Garnica, Christina G}"
02/24/2026	800LOLMOS	Employee Id Assigned changed from "000014 {Garnica, Christina G}" to ""

Asset Tag #00253, Site BSA {VCS BUSINESS SERVICES}

Summary

Asset #	363	Asset Dept	
Description	HP Workstation Z2 G5 PART # 644B3UT#ABA		
Asset Group	COMPUTER	Status	Active
Asset Category	COMPUTER	Campus	
Asset Type	Inventory Item	Room	229 OFFICE
Model #	Workstation Z2 G5	Responsibility	
Serial #	MXL2133SKQ	Category	
Created by	800TRODRIGUEZ 8/2/2022 7:18:55AM		
Edited by	800LOLMOS 10/13/2026 1:49:40PM		

Purchase

Vendor	710054 - COMPUWAVE		
PO#	P8023-00003	Received Date	08/02/2022
Req#	VR23-00015	Acquisition Cost	1,324.46

Service/Warranty

Contract Amount		Warranty Start Date	
Contract PO#		Warranty End Date	
Contract Vendor #		Warranty Days	
Contract End Date			

Accounts

Account #	Fiscal Year	%	Amount
010- 4400- 0000- 0- 7110- 7200- 000- 000- 0000- 0	2023	100.00	1,324.46

Notes

08/29/2022	800TRODRIGUEZ	added 16 GB of ram. total ram is now 32 GB

History

08/02/2022	800TRODRIGUEZ	Tag Number changed from "" to "00253"
08/02/2022	800TRODRIGUEZ	Serial Number changed from "" to "MXL2133SKQ"
08/29/2022	800TRODRIGUEZ	Employee Id Assigned changed from "" to "000035 {Duarte, Leticia J}"
08/29/2022	800TRODRIGUEZ	Room changed from "" to "WS-3"
11/15/2022	800CGARNICA	Acquisition Cost changed from "1,323.47" to "1,328.46"
11/15/2022	800CGARNICA	Acquisition Cost changed from "1,328.46" to "1,324.46"
11/16/2022	800CGARNICA	Status changed from "P {Pending}" to "A {Active}"
07/11/2023	800LOLMOS	Room changed from "WS-3" to "OFFICE 229"
07/11/2023	800LOLMOS	Room changed from "OFFICE 229" to "229 OFFICE"
10/13/2026	800LOLMOS	Employee Id Assigned changed from "000035 {Duarte, Leticia J}" to ""

5100 Adolfo Road
Camarillo, CA 93012
805.383.1974
www.vcsbsa.org

BOARD AGENDA ITEM

To: VCSBSA Board of Directors

From: Rudy Calasin, Chief Business Official

Date: October 23, 2026

Re: **CLASSIFIED PERSONNEL REPORT**

DESCRIPTION/DETAILS:

Chief Business Official recommends the Board approve the following personnel actions as presented:

Employee Personnel Action:

Employee	Action	Salary Schedule	Effective Date
Leesander Almaraz	Ratification of reclassification from Accountant Position to Budget & Accounting Supervisor	MGMT-137/1	07/01/2026
Li Chen	Ratification of reclassification from Accountant Position to Budget & Accounting Supervisor	MGMT-137/1	07/01/2026

ITEM PROPOSED FOR: Approval

VCSBSA
CLASSIFIED POSITION
Position Authorization Request Form (PAR)



District/Charter: VCSBSA

BSA Office Use
H&W:_____

1. Employee Name: Leesander Almaraz
2. Board Action: ☐ Add ☒ Change ☐ Delete
3. Reason for Action: ☐ New Hire ☐ Termination ☐ Retired ☐ LOA ☐ Return LOA
   ☐ Reassigned ☐ Step Change ☒ Other: Reclassified

Position: Use this section for all requests for positions

1. Position Title: Budget & Accounting Supervisor
   (If new position title, attach a copy of Board approved job description)
2. Position #: 49 Authorized FTE: 1.00
3. Position Effective Date: 07/01/2026 Ending Date:_____
4. Pay Status: ☒ Equalized or ☐ Hourly
5. ☒ Calendar: M260 Number of contract days: 260
   ☐ Hourly: Number of hours per day _____ Number of hours per year:_____
6. Salary Schedule: MGMT-137/1 Hourly/ Monthly Rate: $ $ 8,490.36
   (Schedule/Step)
7. Budget Amount:$_____
8. Funding Accounts: 010-2400-0000-0-7110-7200-000-000-0000-0
9. Comments/LCAP Goal/Action:_____

Superintendent/Director's Signature: _____ Date: 9/28/26

Date of Board Approved:_____

VCSBSA
CLASSIFIED POSITION
Position Authorization Request Form (PAR)



District/Charter: VCSBSA

BSA Office Use
H&W:_____

1. Employee Name: Li Chen
2. Board Action: ☐ Add ☒ Change ☐ Delete
3. Reason for Action: ☐ New Hire ☐ Termination ☐ Retired ☐ LOA ☐ Return LOA
   ☐ Reassigned ☐ Step Change ☒ Other: Reclassified

Position: Use this section for all requests for positions

1. Position Title: Budget & Accounting Supervisor
   (If new position title, attach a copy of Board approved job description)
2. Position #: 12 Authorized FTE: 1.00
3. Position Effective Date: 07/01/2026 Ending Date:_____
4. Pay Status: ☒ Equalized or ☐ Hourly
5. ☒ Calendar: M260 Number of contract days: 260
   ☐ Hourly: Number of hours per day _____ Number of hours per year:_____
6. Salary Schedule: MGMT-137/1 Hourly/ Monthly Rate: $ $ 8,490.36
   (Schedule/Step)
7. Budget Amount:$_____
8. Funding Accounts: 010-2400-0000-0-7110-7200-000-000-0000-0
9. Comments/LCAP Goal/Action:_____

Superintendent/Director's Signature: _____ Date: 9/28/26

Date of Board Approved:_____

CLASS TITLE: BUDGET AND ACCOUNTING SUPERVISOR

BASIC FUNCTION:

Under general direction develop, compile, and control the Ventura County Schools Business Services Authority (VCSBSA) and the Joint Powers Agreement (JPA) Districts' budgets; exercise discretion and independent judgment in researching, compiling, analyzing, and reviewing technical accounting data and reports; assure the preparation and maintenance of comprehensive financial and statistical records and reports; provide technical expertise and guidance to VCSBSA staff regarding accounting procedures, systems and requirements; train, supervise and assist in the evaluation of assigned Accounting Assistants and Accountants.

REPRESENTATIVE DUTIES:

Develop, compile, and control the Ventura County Schools Business Services Authority (VCSBSA) and Member Districts' budgets.

Monitor and report annual financial budget information; prepare and distribute budget forms to administrators; analyze and compile returned data and enter into the computerized financial system. ***E***

Research, compile, analyze and review technical financial accounting data and reports; independently analyze budget data and recommend appropriate modifications to department heads; assist in implementing budget modifications as appropriate; participate in the development and completion of State budget reports. ***E***

Compile and prepare the five-year budget forecast.

Gather data from department heads and transfer to financial software to develop and modify budgets; model and analyze budget data. ***E***

Prepares comprehensive financial records and reports, including the preparation of a variety of year-end State reports; prepares year-end accruals and journal entries; prepare and maintain a variety of reports, records, files, and logs related to assigned activities. ***E***

Coordinates and performs a variety of projects relative to the organization-wide accounting and financial functions including research, analysis of needs and adaptation/implementation of software. ***E***

Trains, supervises, and assists in the evaluation of the performance of assigned Accounting Assistants and Accountants; establishes work priorities; assigns and reviews work; provides technical direction; coordinates and assures a smooth and efficient workflow for the department. ***E***

Organizes, coordinates and participates in the technical accounting duties for the assigned area; directs the processing of vendor payments, expense transfers, deposits, accounts receivable, and the monitoring and reporting of special projects; reviews work completed by Accounting Assistants and Accountants for accuracy and compliance and resolves nonroutine discrepancies within established procedures. ***E***

Audits daily, weekly, and monthly expense and revenue printouts to assure accurate postings and to assure the legality of expenses. ***E***

Develops processes, calculates impact and prepares all required public disclosure documents. ***E***

Develops complex spreadsheets and macros for accounting functions. ***E***

Reviews purchase requisitions to assure accurate account coding and to assure adequate budget to cover expenses; discusses issues and concerns with department heads; performs budget and expenditure classification changes as required. ***E***

Provides technical expertise and guidance to VCSBSA staff regarding accounting procedures, policies, systems and requirements; interprets requirements and recommends accounting procedure and workflow improvements; assists internal, independent, State, and federal auditors. ***E***

Reconciles State Apportionment's, including recertification for prior years. ***E***

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Accounting, budgeting and auditing principles, practices and procedures.
Financial and statistical record-keeping techniques.
Preparation of comprehensive accounting reports.
Applicable sections of the State Education Code and other applicable laws, rules and regulations related to assigned activities.
Fund accounting and related State laws and regulations.
Policies and objectives of assigned program and activities.
Principles and practices of supervision and training.
Coordination of work assignments and workflow for office efficiency.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer terminal, spreadsheet and other financial software.
Organization, operations, policies and objectives.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Develop, compile, and control the VCSBSA and Member District budgets.
Research, compile, analyze, and review technical accounting data and reports.
Assure the preparation and maintenance of comprehensive financial and statistical records and reports.
Provide technical expertise and guidance to VCSBSA staff regarding accounting procedures, systems and requirements.
Train, supervise and assist in the evaluation of assigned personnel.
Plan, organize, supervise and participate in financial and statistical record-keeping activities.
Develop complex spreadsheets and macros.
Maintain and audit fiscal records and accounts for VCSBSA and members.
Perform difficult and complex accounting work in the preparation, maintenance and review of financial records, accounts and reports.
Interpret, apply and explain rules, regulations, policies, procedures and governmental regulations.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and evaluate non-routine accounting issues and adopt an effective course of action within established policies.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Exercise discretion and independent judgment and work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or closely related field and two years professional accounting experience, including advanced techniques in the use of computerized spreadsheets and some experience with government accounting.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and use of an automobile; proof of automobile insurance equal to or greater than that required by the Ventura County Schools Self-Funding Authority.

WORKING CONDITIONS:

ENVIRONMENT:
Is subject to inside environmental conditions.

PHYSICAL ABILITIES:
Seeing to inspect financial records, hearing and speaking to communicate with staff, sitting for extended periods of time, bending, walking to other departments, lifting boxes weighing up to 30 pounds, kneeling and reaching to retrieve and file records, and dexterity of hands and fingers to operate office equipment. Should an applicant require reasonable accommodation, the Ventura County Schools Business Services Authority will consider that upon request.

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
MANAGEMENT SALARY SCHEDULE
2026-2027

	Annual # of Work Days	Range	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Budget & Accounting Supv.	**223 workdays, 15 holidays, 22 vacation days = 260 total days**	137	Annual	$101,884.32	$106,907.40	$112,241.16	$117,859.44	$123,711.12	$129,896.64
			Monthly	$8,490.36	$8,908.95	$9,353.43	$9,821.62	$10,309.26	$10,824.72
Payroll Manager, Budget Manager	**223 workdays, 15 holidays, 22 vacation days = 260 total days**	190	Annual	$112,449.12	$118,067.04	$123,970.44	$130,172.16	$136,685.28	$143,519.54
			Monthly	$9,370.76	$9,838.92	$10,330.87	$10,847.68	$11,390.44	$11,959.96
Fiscal Services Manager	**223 workdays, 15 holidays, 22 vacation days = 260 total days**	191	Annual	$115,264.56	$121,025.16	$127,071.24	$133,428.72	$140,097.60	$147,102.48
			Monthly	$9,605.38	$10,085.43	$10,589.27	$11,119.06	$11,674.80	$12,258.54
Assistant Fiscal Director	**223 workdays, 15 holidays, 22 vacation days = 260 total days**	200	Annual	$133,919.05	$140,614.99	$147,645.78	$155,028.04	$162,779.42	$170,918.41
			Monthly	$11,159.92	$11,717.92	$12,303.82	$12,919.00	$13,564.95	$14,243.20
Director of Maintenance Operations & Transportation	**223 workdays, 15 holidays, 22 vacation days = 260 total days**	205	Annual	$151,517.12	$159,092.98	$167,047.61	$175,400.01	$184,170.01	$193,378.51
			Monthly	$12,626.43	$13,257.75	$13,920.63	$14,616.67	$15,347.50	$16,114.88
Director of School Business Services	**223 workdays, 15 holidays, 22 vacation days = 260 total days**	206	Annual	$155,305.03	$163,070.27	$171,223.81	$179,785.01	$188,774.25	$198,212.98
			Monthly	$12,942.09	$13,589.19	$14,268.65	$14,982.08	$15,731.19	$16,517.75
CBO	**223 workdays, 15 holidays, 22 vacation days = 260 total days**	214	Annual	$253,719.90	$261,331.50	$269,171.44	$277,246.59	$285,563.98	$294,130.90
			Monthly	$21,143.33	$21,777.63	$22,430.95	$23,103.88	$23,797.00	$24,510.91

**223 Workdays, 15 Holidays, 22 Vacation Days (Up to 5 vacation days can be accrued) = 260 Total Paid Days

HEALTH AND WELFARE ANNUAL CAP:

Single:	$ 9,785.40
2-Party:	$ 18,456.80
Family:	$ 24,268.20

OTHER COMPENSATION:

LONGEVITY PAY INCREMENTS:
Paid monthly based on monthly salary

1% of monthly salary	After 5 years of service
2% of monthly salary	After 10 years of service
3% of monthly salary	After 15 years of service
4% of monthly salary	After 20 years of service
5% of monthly salary	After 25 years of service
6% of monthly salary	After 30 years of service

Longevity pay is referenced in the VCSBSA employee handbook.

CELL PHONE STIPEND:
$100 per month provided upon need

Substitutes and/or extra help positions will be paid on the first step.

EFFECTIVE: July 1, 2026
BOARD APPROVED:
REVISED: September 23, 2026

VENTURA COUNTY SCHOOLS BUSINESS SERVICES AUTHORITY
CLASSIFIED SALARY SCHEDULE
2026-2027

POSITION	RANGE	RATE	1	2	3	4	5
Clerical Assistant I	101	Hourly	20.13	21.12	22.18	23.29	24.46
		Monthly	3,488.93	3,661.53	3,844.94	4,036.98	4,239.77
	102	Hourly	20.64	21.66	22.74	23.88	25.06
		Monthly	3,577.37	3,754.31	3,942.03	4,138.36	4,343.35
	103	Hourly	21.15	22.21	23.32	24.47	25.68
		Monthly	3,665.85	3,849.26	4,041.28	4,241.95	4,451.24
	104	Hourly	21.68	22.77	23.90	25.08	26.33
		Monthly	3,758.63	3,946.36	4,142.69	4,347.67	4,563.44
	105	Hourly	22.23	23.34	24.50	25.69	27.00
		Monthly	3,853.56	4,045.61	4,246.26	4,453.39	4,679.94
	106	Hourly	22.79	23.93	25.11	26.35	27.67
		Monthly	3,950.65	4,147.00	4,351.98	4,567.74	4,796.46
	107	Hourly	23.37	24.52	25.73	27.01	28.36
		Monthly	4,049.91	4,250.56	4,459.87	4,682.11	4,915.14
	108	Hourly	23.95	25.13	26.38	27.68	29.07
		Monthly	4,151.32	4,356.29	4,572.06	4,798.61	5,038.13
	109	Hourly	24.55	25.76	27.04	28.38	29.79
		Monthly	4,254.89	4,464.19	4,686.43	4,919.45	5,163.26
Account Assistant I	110	Hourly	25.16	26.40	27.71	29.09	30.54
		Monthly	4,360.62	4,576.37	4,802.93	5,042.43	5,292.71
	111	Hourly	25.79	27.06	28.41	29.81	31.29
		Monthly	4,470.65	4,690.74	4,923.75	5,167.58	5,424.34
Payroll Technician	112	Hourly	26.44	27.73	29.12	30.56	32.09
		Monthly	4,582.85	4,807.24	5,046.75	5,297.02	5,562.44
	113	Hourly	27.10	28.43	29.84	31.32	32.89
		Monthly	4,697.20	4,928.08	5,171.89	5,428.64	5,700.51
Account Assistant II	114	Hourly	27.77	29.14	30.59	32.12	33.71
		Monthly	4,813.71	5,051.06	5,301.35	5,566.73	5,842.92
Office Assistant	115	Hourly	28.47	29.86	31.34	32.91	34.54
		Monthly	4,934.55	5,176.21	5,432.98	5,704.83	5,987.49
	116	Hourly	29.18	30.61	32.14	33.73	35.42
		Monthly	5,057.54	5,305.66	5,571.06	5,847.23	6,138.51
	117	Hourly	29.90	31.37	32.94	34.57	36.30
		Monthly	5,182.68	5,437.28	5,709.13	5,991.80	6,291.71
	118	Hourly	30.65	32.17	33.76	35.44	37.21
		Monthly	5,312.13	5,575.37	5,851.56	6,142.83	6,449.21
Account Assistant III	119	Hourly	31.41	32.96	34.61	36.32	38.13
		Monthly	5,443.77	5,713.45	5,998.27	6,296.02	6,608.89
	120	Hourly	32.20	33.78	35.47	37.25	39.09
		Monthly	5,581.85	5,855.86	6,147.15	6,455.69	6,775.01
Administrative Asst.	121	Hourly	33.00	34.64	36.35	38.17	40.06
		Monthly	5,719.93	6,004.74	6,300.34	6,615.35	6,943.31
	122	Hourly	33.82	35.50	37.27	39.12	41.07
		Monthly	5,862.35	6,153.62	6,460.00	6,781.49	7,118.10
	123	Hourly	34.68	36.39	38.19	40.10	42.09
		Monthly	6,011.21	6,306.82	6,619.67	6,949.79	7,295.02
	124	Hourly	35.54	37.31	39.15	41.10	43.15
		Monthly	6,160.09	6,466.47	6,785.81	7,124.57	7,478.43
Administrative Asst. II	125	Hourly	36.42	38.23	40.12	42.12	44.23
		Monthly	6,313.29	6,626.13	6,954.12	7,301.49	7,666.12
	126	Hourly	37.34	39.19	41.13	43.18	45.32
		Monthly	6,472.96	6,792.29	7,128.88	7,484.90	7,856.00
Accountant	127	Hourly	38.28	40.16	42.15	44.27	46.46
		Monthly	6,634.78	6,960.59	7,305.80	7,672.60	8,052.35
	128	Hourly	39.24	41.17	43.21	45.36	47.61
		Monthly	6,800.92	7,135.35	7,489.21	7,862.50	8,253.01
	129	Hourly	40.21	42.19	44.29	46.49	48.81
		Monthly	6,969.22	7,312.28	7,676.92	8,058.84	8,460.15
Payroll Specialist	130	Hourly	41.22	43.25	45.40	47.66	50.03
		Monthly	7,143.98	7,495.67	7,868.96	8,261.64	8,671.59
Budget Analyst	131	Hourly	42.25	44.33	46.52	48.86	51.29
		Monthly	7,323.07	7,683.39	8,063.13	8,468.77	8,889.51
	132	Hourly	43.29	45.44	47.69	50.08	52.57
		Monthly	7,504.30	7,875.43	8,265.96	8,680.23	9,111.77
	133	Hourly	44.38	46.56	48.88	51.34	53.89
		Monthly	7,692.01	8,069.61	8,473.10	8,898.14	9,340.47
Sr. Accountant/Information & Logistics Coordinator	134	Hourly	45.49	47.73	50.10	52.62	55.23
		Monthly	7,884.05	8,272.42	8,684.55	9,120.39	9,573.49
	135	Hourly	46.62	48.92	51.36	53.94	56.61
		Monthly	8,080.40	8,479.57	8,902.48	9,349.11	9,813.00
	136	Hourly	47.79	50.14	52.64	55.28	58.02
		Monthly	8,283.22	8,691.01	9,124.71	9,582.14	10,056.80

*Hourly Rate is based on 173.3333 hours per month**

HEALTH AND WELFARE ANNUAL CAP:

Single:	$ 9,785.40
2-Party:	$ 18,456.80
Family:	$ 24,268.20

OTHER COMPENSATION:

LONGEVITY PAY INCREMENTS: Paid monthly based on monthly salary.

1% of monthly salary	After 5 years of service
2% of monthly salary	After 10 years of service
3% of monthly salary	After 15 years of service
4% of monthly salary	After 20 years of service
5% of monthly salary	After 25 years of service
6% of monthly salary	After 30 years of service

Longevity pay is referenced in the VCSBSA employee handbook.

Substitutes and/or extra help positions will be paid on the first step.
Credit for work experience not to exceed three years.

EFFECTIVE: July 1, 2026
BOARD APPROVED:
REVISED: September 23, 2026

Item #	Box #	District/Charter	Record Type	Classification 1, 2, 3, or Perm	Contents	Record Fiscal Year	Year to Destroy
1	61942666	Ventura Charter	Accounts Payable	2	Accounts Payable: A-H	2024-2025	7/1/2029
2	61240295	Ventura Charter	Accounts Payable	2	Accounts Payable: I-Z	2024-2025	7/1/2029
3	61942664	River Oaks	Accounts Payable	2	Accounts Payable: A-G	2024-2025	7/1/2029
4	61942665	River Oaks	Accounts Payable	2	Accounts Payable: H-Z	2024-2025	7/1/2029
5	61942663	MATES Charter	Accounts Payable	2	Accounts Payable: I-Z	2024-2025	7/1/2029
6	61942644	Briggs/Mesa/Mupu/Santa Clara/Somis/BSA/Ventura Charter/MATES/ACE/ River Oaks	Financials	2	Bank Reconciliation	2024-2025	7/1/2030
7	61240296	ACE Charter	Accounts Payable	2	Accounts Payable: A-Z	2024-2025	7/1/2030
8	61942662	MATES Charter	Accounts Payable	2	Accounts Payable: A-Z	2024-2025	7/1/2030
9	61942649	Bridges Charter	Annual Files	2	Attendance, Deposits, Fund Transfers, Interest, Journal Entries	2023-2024	7/1/2028
10	61942648	Bridges Charter	Annual Files	2	Attendance, Deposits, Fund Transfers, Interest, Journal Entries	2024-2025	7/1/2029
11	61942647	Valley Oak Charter	Annual Files	2	Attendance, Deposits, Fund Transfers, Interest, Journal Entries	2022-2023 & 2024-2025	7/1/2029
12	61942646	PEAK Prep	Annual Files	2	Attendance, Deposits, Fund Transfers, Interest, Journal Entries	2023-2024	7/1/2028
13	61942645	Ventura Charter	Annual Files	2	Attendance, Deposits, Fund Transfers, Interest, Journal Entries	2024-2025	7/1/2029
14	61942643	River Oaks	Annual Files	2	Attendance, Deposits, Fund Transfers, Interest, Journal Entries	2024-2025	7/1/2029
15	61942650	MATES Charter	Annual Files	2	Attendance, Deposits, Fund Transfers, Interest, Journal Entries	2024-2025	7/1/2029
16	61942642	ACE Charter	Annual Files	2	Attendance, Deposits, Fund Transfers, Interest, Journal Entries	2024-2025	7/1/2029
17	61942661	VCSBSA	Annual Files	2	Attendance, Deposits, Fund Transfers, Interest, Journal Entries	2024-2025	7/1/2029
18	61942660	Somis	Annual Files	2	Attendance, Cash Clearing, Deposits, Fund Transfers, Interest, Journal Entries, Transportation	2024-2025	7/1/2029
19	61942658	Santa Clara	Annual Files	2	Attendance, Cash Clearing, Deposits, Fund Transfers, Interest, Journal Entries, Transportation	2024-2025	7/1/2029
20	61942659	Mupu	Annual Files	2	Attendance, Cash Clearing, Deposits, Fund Transfers, Interest, Journal Entries, Transportation	2024-2025	7/1/2029
21	61942657	Mesa	Annual Files	2	Attendance, Cash Clearing, Deposits, Fund Transfers, Interest, Journal Entries, Transportation	2024-2025	7/1/2029
22	61942656	Briggs	Annual Files	2	eposits, Fund Transfers, Interest, J	2024-2025	7/1/2029
23	61942655	Briggs	Accounts Payable	2	Accounts Payable: A-L	2024-2025	7/1/2030
24	61942654	Briggs	Accounts Payable	2	Accounts Payable: M-Z	2024-2025	7/1/2030
25	61942653	Mesa	Accounts Payable	2	Accounts Payable: A-ME	2024-2025	7/1/2030
26	61942652	Mesa	Accounts Payable	2	Accounts Payable: MI-Z	2024-2025	7/1/2030
27	61942651	Somis	Accounts Payable	2	Accounts Payable: A-M	2024-2025	7/1/2030
28		Somis	Accounts Payable	2	Accounts Payable: N-Z	2024-2025	7/1/2030
29		Santa Clara/VCSBSA	Accounts Payable	2	Accounts Payable: A-Z	2024-2025	7/1/2030
30		Mupu	Accounts Payable	2	Accounts Payable: A-Z	2024-2025	7/1/2030
31		Mesa	Construction	1	Construction	1991-2001	Permanent
32		Mesa	Construction	1	Mesa Reconstruction	1987	Permanent
33		Mesa	Construction	1	Constrution Project Info. SB01#1	2003	Permanent
34		Mesa	Construction	1	Project Info. SB01-#2	2003	Permanent
35		Mesa	Construction	1	SB01, P031, P032	2003	Permanent
36		Mesa	Construction	1	Modernization	2003	Permanent
37		Briggs	Construction	1	Construction	2005	Permanent
38		Briggs	Construction	1	SB01-Part 1	2003	Permanent
39		Briggs	Construction	1	SB02-Part 2, DB01, P0011,P005, H001, 00039		Permanent
40		Briggs	Construction	1	DB01-P041-Project Information		Permanent
41		MATES Charter	Taxes	1	2009-2015	2009-2015	Permanent
42		Mesa	Taxes	1	2009-2015	2009-2015	Permanent
43		VCSBSA	Taxes	1	2009-2015 Taxes and Employee Term Files 2011-2024	2009-2015	Permanent

October 23, 2026

Governing Board of Directors
Ventura County Schools Business Services Authority
Camarillo, CA 93012

Dear Board of Directors:

The attached list contains Class 2 documents that the Chief Business Official is requesting to 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 district.

There is no further need to retain these records for use in the district. The Chief Business Official requests permission to destroy the documents listed.

Sincerely,

Leticia Olmos
Information & Logistics Coordinator

Governing Board Disposition:

Y_____ N_____ A_____

_____ _____
Board President Signature Date

Item #	Box #	District/Charter	Record Type	Classification 1, 2, 3, or Perm	Contents	Record Fiscal Year	Year to Destroy
1		All Districts	Annual Files	3	1991 Mandated Cost Binders/Folders	1991	2026
2		All Districts	Annual Files	3	Mandated Costs	1999-2003	2026
3		All Districts	Annual Files	3	Assets Physical Inventory	2012-2013 & 2013-2014	2026
4		Briggs/Mesa/Somis	Workers Comp	3	Closed Workers Comp Files	2001-2006	2026