

# Oxnard Union High School District

## Oxnard, California

### REGULAR BOARD MEETING August 15, 2018

- 1. CALL TO ORDER** The Regular Board Meeting of the Board of Trustees of the Oxnard Union High School District was called to order by President Davis on August 15, 2018 at 4:00 p.m., 220 South K Street, Oxnard, California.
- Trustees present:** Dr. Gary Davis, President  
Dr. Steve Hall, Vice President  
Karen M. Sher, Clerk.  
Beatriz R. Herrera, Member-arrived at 4:10pm  
Wayne Edmonds, Member
- Administration present:** Dr. Penelope A. DeLeon, Superintendent of Schools  
Jeffrey Weinstein, Assistant Superintendent-Business Services  
Dr. Tom McCoy, Assistant Superintendent-Educational Services  
Dr. Rocky Valles, Jr., Assistant Superintendent-Human Resources  
Sylvia M. Diaz, Executive Assistant
- Translators present:** Ana Rangel, David Gala
- Guests present:** Dr. Cynthia Azari, Rogelio Vasquez, Sam Swanson, Dr. Oscar Cobian, Dr. Eliseo Gonzalez, Sheila Taylor, Becky Beuttner, Jeaneen Bellitti and Linda Ayerza.
- 2. PLEDGE OF ALLEGIANCE** President Davis asked Dr. DeLeon to lead the Pledge of Allegiance to the flag.
- 3. ADOPTION OF AGENDA** Motion: Moved by Trustee Edmonds to approve the agenda pulling consent J, ACHS guide dog puppy raising educational program, and consent B, purchase orders, A19-00057 and A19-00243 for discussion. Seconded by Trustee Sher and carried unanimously. Vote 4/0, Trustee Herrera arrived late.
- 4. APPROVAL OF MINUTES** Motion: Moved by Trustee Hall to approve the minutes of the June 6, 2018 Regular Board meeting and the minutes of the July 11, 2018 Special Board meeting, as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 4/0
- 5. PUBLIC COMMENTS ON CLOSED SESSION ITEMS** No comments received.
- 6. CLOSED SESSION** President Davis stated that the Board would adjourn to Closed Session at 4:04p.m. to discuss confidential material relating to the following items noted below.
- A.** Public Employee Discipline/Dismissal/Release/Resignation/Appointment /Reassignment/ Employment [Government Code Section 54957(b)(1)]  
-Public Employee Discipline  
-Recommendation: Principal  
-Recommendation: Director, Instructional Support Services  
-Recommendation: Assistant Principals
- B.** Conference with Labor Negotiator(s) [Government Code Section 54957.6] – Agency Negotiator: Rocky Valles, Ed.D., Assistant Superintendent – Human Resources  
• Employee Organization: Oxnard Federation of Teachers and School Employees (OFTSE) \* Certificated Bargaining Unit
- C.** Principal End-of-Year Evaluations

- D. Student Personnel: [Education Code §35146, 48912, 48919]
- E. Consideration of Confidential Student Issues Other Than Expulsion and Suspension, Pursuant to Education Code §35146
- F. Anticipated Litigation: Quick Claim of Adjusted Property Line for RMHS
- G. Conference with Real Property Negotiator (Govt. Code § 54956.8) PROPERTY: 50-acres of 107.25 acres located at or near 1825 Camino del Sol, Oxnard, CA (southeast corner of N. Rose Ave. and Cesar Chavez Dr.) Ventura County Assessor Parcel No. 214-0-020-595 AGENCY NEGOTIATOR: : Sid Albaugh, Assistant Superintendent Business Services and Dr. Joel Kirschenstein, Consultant Sage Realty Group Inc. NEGOTIATING PARTIES: Brian Edward Maulhardt, as Trustee of the Brian Edward Maulhardt Children's Support Trust UNDER NEGOTIATION: Price and terms of payment
- H. Conference with Real Property Negotiator (Govt. Code § 54956.8) PROPERTY: Multiple District-owned parcels, including: (1) Bell Ranch Property, Assessor Parcel No. ("APN") 156-0-180-385, Camarillo, California; (2) South of Oxnard High School, APN 183-0-030-180; (3) District Office Campus, 220, 309, and 315 South K Street, Oxnard, CA, APNs 202-0-010-630 & -740; (4) Hueneme Road Adult School, 527 W Hueneme Road, Oxnard, CA, APN 222-0-082-625; (5) 280 and 300 Skyway Drive, Camarillo, CA, APN 230-0-130-105; and (6) 15 Stearman Street, Camarillo, CA, APN 230-0-130-115 AGENCY NEGOTIATOR: Sid Albaugh, Assistant Superintendent Business Services and Dr. Joel Kirschenstein, Consultant Sage Realty Group Inc. NEGOTIATING PARTIES: To be determined UNDER NEGOTIATION: Price and terms of payment.
- I. Conference with Real Property Negotiator (Govt. Code § 54956.8) PROPERTY: 7.6 Acres located 1800 Solar Drive, Oxnard, CA, Ventura County Assessor Parcel No. 213-0-070-045 AGENCY NEGOTIATOR: Sid Albaugh, Assistant Superintendent Business Services and Dr. Joel Kirschenstein, Consultant Sage Realty Group Inc. NEGOTIATING PARTIES: NAI Capital UNDER NEGOTIATION: Price and terms of payment.

**7. RECONVENE IN PUBLIC: REPORT ON CLOSED SESSION ACTION**

The Board reconvened at 6:38p.m., President Davis reported out that during Closed Session the Board approved the appointment of: Bryan Martin to the position of Principal. Motion: Trustee Hall moved to approve and seconded by Trustee Davis and carried unanimously. Vote 5/0. Effective date TBA. Blanca Mendieta and Lauren Rodriguez to the positions of Assistant Principals. Motion: Trustee Herrera moved to approve and seconded by Trustee Sher and carried unanimously. Vote 5/0. Effective TBA. Marianne Ramos to the position of Director, Instructional Support Services. Motion: Trustee Hall moved to approve and seconded by Trustee Edmonds and carried unanimously. Vote 5/0. Effective TBA.

**8. PUBLIC COMMENTS TO ADDRESS THE BOARD OF TRUSTEES**

Dr. Cynthia Azari, Oxnard College President, addressed Trustees about Project Acabado and encouraged Trustees to approve it and the CCAP dual enrollment agreement between Oxnard Community College and OUHSD, fully supports the agreement. Dr. Azari thanked Trustees for their support of the partnership and values it. On behalf of the Board and District, President Davis expressed his appreciation to Oxnard College and Dr. Azari for their partnership and collaboration with the OUHSD.

Mr. Sam Swanson, ACHS Ag Teacher, addressed Trustees about the Puppy Guide Dog Educational Program. He gave some background of the program and spoke in support of it.

**9. SUPERINTENDENT'S REPORT**

Dr. Penelope DeLeon welcomed everyone to the 2018-19 school year and stated there are wonderful things planned for students; continuance of the college and career readiness initiatives, site intervention specialists and extra FTE's allocated to provide targeted supports for students in mathematics and ELD.

## 10. STAFF REPORTS

### A. Measure A Projects Timeline

Board Goal #5 establishes the District's determination to maintain facilities and infrastructure that support a safe and a positive learning environment. To fulfill these objectives, the Board of Trustees has committed funds to repair, replace and improve existing capital facilities in the District. In addition, to prepare the District for increased enrollment and to mitigate current overcrowding at existing sites the Board has directed the District to build a comprehensive high school in the City of Oxnard. The timeline presented includes actions between the timeframe of 7/01/2018 to 6/30/2019.

A discussion took place regarding Oxnard HS #8 and the Ed Specs committee, specific DSA design submitting timeline, possibility of architects returning for a refresher presentation relative to the site plan and security, the selection process of vendors for construction projects, and the intent of the process of keeping jobs local, project labor agreements. Also discussed was the installation of HVAC (air conditioning) units and the timeline expected, a plan for HVAC installation to be shared with the community and school sites staff, and the request to have signs displayed on footballs fields notifying the public of the installation of turf fields at OUHSD sites.

## 11. CONSENT CALENDAR

Motion: Trustee Hall moved to approve the Consent Calendar, as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0

### A. Consideration of Approval of Donations, June 1 – August 3, 2018

It is the recommendation of District Administration that the Board of Trustees accept the donations report for the period of June 1, 2018 to August 3, 2018, as presented.

### B. Consideration of Approval of Purchase Orders and Direct Pays, June 11, 2018 to August 3, 2018

Purchase orders totaling \$17,014,215.73 and Direct Pays totaling \$293,962.99 be approved, as presented.

This item was heard after the Staff Report, Measure A Projects Timeline.

President Davis inquired about P.O. A19-00243, and P.O. A19-00057 and expressed his concern for these purchases. Dr. DeLeon explained to Trustees that all school sites are on a four year replacement cycle, and Dr. McCoy added that he is working with Deanna Rantz, Director-Purchasing, to surplus the used 1:1 computers to try and put money back in the general fund to cover the cost to purchase the new computers. Trustees asked Dr. McCoy not to rely alot on consultants for 1:1 training of school site staff, but to use staff that is already familiar in this area. Trustees recommended administrative staff give a Board report about technology and 1:1 devices.

Motion: President Davis moved to approve P.O. A19-00243 and A19-00057, as presented. Seconded by Trustee Herrera and carried unanimously. Vote 5/0

President Davis called for a break at 8:20p.m. The meeting reconvened at 8:30p.m.

### C. Consideration of Approval of Revision of Designation of Representatives to the Board of Directors of the Coastal Schools Employee Benefits Organization (CSEBO)

It is the recommendation of District Administration that the Board of Trustees approve the revision of designation of representatives to the Board of Directors of the Coastal Schools Employee Benefits Organization (CSEBO), as presented.

### D. Consideration of Approval of Revision of Designation of Ventura County Schools Self-Funding Authority (VCSSFA) Representative and Alternate Representative

It is the recommendation of District Administration that the Board of Trustees approve the revision of designation of representatives to the Ventura County Schools Self-Funding Authority (VCSSFA), as presented.

### E. Consideration of Approval of Renewal of Noredink Corp

It is the recommendation of District Administration that the Board of Trustees approve the renewal of Noredink program, as presented.





- F. Consideration of Approval of Agreement between Oxnard Union High School District and The Howard E. Nyhart Company, Inc. for Other Post Employment Benefits Actuarial Study Services
- It is the recommendation of District Administration that the Board of Trustees approve the agreement between Oxnard Union High School District and The Howard E. Nyhart Company Inc., as presented.
- G. Consideration of Approval of Contract Award on Bid #570 to California Electric Company for Pole Vault Relocation at Adolfo Camarillo High School
- It is the recommendation of District Administration that the Board of Trustees approve a contract award to California Electric Company for the Pole Vault Relocation at Adolfo Camarillo High School, as presented.
- H. Consideration of Approval of Rejection of Bid 571 for Grounds Maintenance Services
- It is the recommendation of District Administration that the Board of Trustees reject the bid from The Groundskeeper, as presented.
- I. Consideration of Approval of Award of Contract on Bid 572 Variable Frequency Drive Installations on Pool Pumps to Venco Electric, Inc.
- It is the recommendation of District Administration that the Board of Trustees approve a contract award to Venco Electric, Inc., as presented.
- J. Consideration of Approval of Guide Dog Puppy Raising Educational Program at Adolfo Camarillo High School Agricultural Center
- It is the recommendation of District Administration that the Board Approve the Guide Dog Puppy Raising Educational Program at Adolfo Camarillo High School Agricultural Center, as presented.
- This item was heard after the Superintendents Report.
- Mr. Swanson, ACHS Ag Teacher, informed Trustees that the School Site Council and ACHS staff took part in the decision making. The current plan is to have 1-3 dogs on campus at this time and the estimated \$10,000 cost, as mentioned in the cover memo, is for the cost of feed and veterinary care but he is looking for grants to cover the cost of the feed. Mr. Weinstein added grants are available through Purina, and since these dogs will be guide dogs Purina offers specialty grants as well.
- Motion: Trustee Sher moved to approve the Guide Dog Puppy Raising Educational Program at Adolfo Camarillo High School Agricultural Center, as presented. Seconded by Trustee Herrera and carried unanimously. Vote 5/0
- K. Consideration of Approval of Renewal Agreement between Oxnard Union High School District and Healthcorps. Inc.
- It is the recommendation of the District Administration that the Board of Trustees approve the Renewal Agreement between Oxnard Union High School District and Healthcorps. Inc., as presented.
- L. Consideration of Approval of Agreement between Oxnard Union High School District and Dignity Health for Athletic Trainers
- It is the recommendation of the District Administration that the Board of Trustees approve the Agreement between Oxnard Union High School District and Dignity Health for Athletic Trainers, as presented.
- M. Consideration of Approval of Renewal Memorandum of Understanding between Oxnard Union High School District and Oxnard College for Project Acabado
- It is the recommendation of the District Administration that the Board of Trustees approve the Renewal Memorandum of Understanding between Oxnard Union High School District and Oxnard College for Project Acabado, as presented.
- N. Consideration of Approval of Quarterly Report on Williams Uniform Complaints for 4th Quarter, April 1, 2018-June 30, 2018
- It is the recommendation of the District Administration that the Board of Trustees approve the Quarterly Report on Williams Uniform Complaints for 4th Quarter, April 1, 2018-June 30, 2018, as presented.

- O. Consideration of Approval of 2018 June Graduates  
It is the recommendation of the District Administration that the Board of Trustees approve the 2018 June Graduates, as presented.
- P. Consideration of Approval of Personnel Items  
It is the recommendation of District Administration that the Board of Trustees approve the personnel items, as presented.
- Q. Consideration of Approval of Clinical Practicum Agreement between California State University Northridge and Oxnard Union High School District  
It is the recommendation of District Administration that the Board of Trustees approve the renewal of Clinical Practicum Agreement between California State University, Northridge and Oxnard Union High School District, as presented.
- R. Consideration of Approval of Renewal of Agreement between Oxnard Union High School District and The 20/20 Network for District Communications Consulting  
It is the recommendation of District Administration that the Board approve the renewal of agreement between Oxnard Union High School District and The 20/20 Network for District Communications Consulting, as presented.
- S. Consideration of Revision of Oxnard Union High School District Board Bylaw 9000: Role of the Board [First Reading]  
It is recommended that Trustees approve the revisions to Board Bylaw 9000: Role of the Board for first reading.
- T. Consideration of Approval of Revision to Board Policy 2100: Administrative Staff Organization [First Reading]  
It is the recommendation of District Administration that the Board Approve Board Policy 2100: Administrative Staff Organization [First Reading], as presented.
- U. Consideration of Approval of Revision to Board Policy 2110: District Office Organization Chart 2018-2019 [First Reading]  
It is the recommendation of District Administration that the Board Approve Revision to Board Policy 2110: District Office Organization Chart 2018-2019 [First Reading], as presented.
- V. Consideration of Approval of Revision to Board Policy 2111: Site Organizational Chart 2018-2019 [First Reading]  
It is the recommendation of District Administration that the Board Approve Revision to Board Policy 2111: Site Organizational Chart 2018-2019 [First Reading], as presented.

## 12. ACTION

- A. Consideration of Approval for Renewal of Proposals by Service Pro Fire Protection, Inc. for Annual Services 2018-2019  
Motion: Trustee Hall moved to approve the renewal of proposals by Service Pro Fire Protection, Inc. for annual services 2018-2019. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0

*Approved*

- B. Consideration of Approval for Proposals by KBZ Architects, Inc. on Site Administration Office Lobby Safety  
Motion: Trustee Hall moved to approve the proposals by KBZ Architects, Inc. on site administration office lobby safety, as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0

*Approved*

C. Consideration of Approval of a Change in Funding for the Position of Energy Conservation Specialist

*Approved*

Trustees inquired about the sunseting of this position. Mr. Weinstein affirmed the position will naturally sunset at the end of this year.

Motion: Trustee Edmonds moved to approve the change in funding for the position of Energy Conservation Specialist, as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

D. Consideration of Approval of Revised Job Description: Director of Maintenance, Operations and Transportation, [First Reading]

*Approved*

Trustees requested further revisions to item b in the job description and the addition of “valid” or “current” before contractor’s license in the education area.

Motion: Trustee Herrera moved to approve the revised job description: Director of Maintenance, Operations and Transportation, with revisions, and waive the second reading. Seconded by Trustee Hall and carried unanimously. Vote 5/0

E. Consideration of Approval of New Job Description: Bond Project Manager, [First Reading]

*Approved*

Trustees were informed this job will sunset after five years and will not hold any supervisory responsibilities with OUHSD staff in any capacity. A portion of this position will be funded through Measure H but a majority will be funded through Measure A, and the position will have to have knowledge of California State laws that are embedded in a contractors license. Trustee Herrera clarified this agenda item is only the job description and not the advertising or hiring of the Bond Project Manager. President Davis noted the hiring of the position is to be considered in Action item 12 I.

Motion: Trustee Hall moved to approve the new job description: Bond Project Manager, [First Reading], as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0

F. Consideration of Approval of a Memorandum of Understanding with Ventura County Community College District for Dual Enrollment - CCAP

*Approved*

This item was heard after consent item 11 J, Guide Dog Puppy Raising Educational Program.

Trustees inquired about a formal orientation and training process through OUHSD for teachers from the college that don’t usually deal with certain items at the high school level such as mandatory reporting of students with activities that may cause them to miss class. Dr. Cobian, Oxnard College Vice President Student Development, addressed Trustees about how the college has already begun researching what other colleges are doing that have already developed the CCAP agreements and reviewing their training programs and possibly using that material to train his faculty for this experience. It was also recommended that counseling, high school and college levels, be included in the training.

Motion: Trustee Herrera moved to approve the Memorandum of Understanding with Ventura County Community College District for Dual Enrollment – CCAP, as presented. Seconded by Trustee Hall and carried unanimously. Vote 5/0

G. Consideration of Approval of Request for a Waiver Pursuant to Education Code §44253.3 Certificate or Credential to Provide Instruction to Limited English Proficient (LEP) Students

*Approved*

Trustees were informed that teachers working under a waiver in regard to limited English proficient students have the support of VCOE with the program they are enrolled in.

Motion: Trustee Herrera moved to approve the request for a waiver pursuant to Education Code §44253.3 Certificate or Credential to provide instruction to limited English Proficient (LEP) Students, as presented. Seconded by Trustee Hall and carried unanimously. Vote 5/0



H. Consideration of Approval of Request for a Waiver Pursuant to Title 5 §80021.1 Requirements for Initial Issuance of the Provisional Internship Permit (Single Subject, Multiple Subject, Education Specialist) and EC §44253.3 Certificate or Credential to Provide Instruction to Limited English Proficient (LEP) Students

Motion: Trustee Herrera moved to approve the request for a waiver pursuant to Title 5 §80021.1 requirements for initial issuance of the Provisional Internship Permit (Single Subject, Multiple Subject, Education Specialist) and EC §44253.3 Certificate or Credential to provide instruction to Limited English Proficient (LEP) Students, as presented. Seconded by Trustee Hall and carried unanimously. Vote 5/0

*Approved*

I. Consideration of Approval to Hire Bond Project Manager

Trustee Herrera requested that it be clearly stated this position is subject to funding and will immediately sunset upon the exhaustion of the Measure A funds.

*Approved*

Motion: Trustee Hall moved to approve the hiring of a Bond Project Manager, as presented. Seconded by Trustee Herrera and carried unanimously. Vote 5/0

J. Consideration of Approval of Revision of Job Descriptions: Superintendent, Assistant Superintendent Human Resources and Assistant Superintendent Educational Services [First Reading]

Trustees expressed their concern about administration and teaching experience, addition of “cabinet level experience” to the Superintendent job description, consistency of teaching experience listed for Assistant Superintendents job descriptions, Human Resources training for Assistant Superintendent – Human Resources, further revision to the Assistant Superintendent – Educational Services and addition of bilingual preferred added to all positions.

*Approved*

Motion: Trustee Davis moved to approve the revision of job descriptions: Superintendent, Assistant Superintendent Human Resources and Assistant Superintendent Educational Services [First Reading], as presented. Seconded by Trustee Herrera and carried unanimously. Vote 5/0

## 15. BOARD MEMBERS' REPORTS AND COMMUNICATIONS

- A. President Davis
- B. Vice President Hall
- C. Trustee Sher
- D. Trustee Herrera
- E. Trustee Edmonds

- No report
- No report
- Officially declared her candidacy for the OUHSD Board of Trustees
- No report
- Requested to have Back-to-School nights schedules not take place on the same dates as to allow more attendance by Trustees to the various sites.

## 16. ITEMS FOR FUTURE CONSIDERATION

- Request for August 29<sup>th</sup> Board of Trustees meeting to begin at 4:15pm





**CLOSED SESSION**

President Davis announced that Trustees would adjourn to Closed Session at 9:18p.m.

**RECONVENE IN PUBLIC  
REPORT ON CLOSED SESSION  
ACTION**

The Board of Trustees reconvened in Open Session at 9:22p.m. Board President Davis announced that no action had been taken in Closed Session.

**17. ADJOURNMENT**

President Davis adjourned Open Session at 9:23p.m.

Approved as presented  
August 29, 2018

**BOARD OF TRUSTEES**



Karen M. Sher, Clerk



Dr. Penelope A. DeLeon, Secretary  
and Superintendent of Schools

Board meetings are video recorded and are available at:  
<http://www.oxnardunion.org/board-of-trustees/board-meeting-videos>