

# Oxnard Union High School District

## Oxnard, California

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### REGULAR BOARD MEETING

February 3, 2016

- 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 Hall at 4:06 p.m., February 3, 2016, in the District Office Board Room, 220 South K Street, Oxnard, California.
- Trustees present:** Steve Hall, Ed.D., President  
Beatriz R. Herrera, Vice President  
Karen M. Sher, Clerk  
Gary Davis, Ed.D., Member  
Wayne Edmonds, Member
- Administration present:** Robert Fraise, Ph.D., Interim Superintendent  
Stephen Dickinson, Assistant Superintendent-Administrative Services  
Tom McCoy, Ed.D., Assistant Superintendent-Educational Services  
Rocky Valles, Jr., Ed.D., Assistant Superintendent-Human Resources  
Maureen Sheldon, Executive Assistant
- Translators present:** Ana Rangel and Moira Gallo.
- Guests present:** Wil Brogdon, Jake Wallace, Doug Campbell, Ray Gonzalez, James Koenig, Roger Adams, Ken Goeken, and other interested parties.
- 2. PLEDGE OF ALLEGIANCE** President Hall asked Trustee Davis to lead the Pledge of Allegiance to the flag.
- 3. ADOPTION OF AGENDA** Motion: Moved by Trustee Herrera to pull Item Consent N/Classification of Dean to Associate Principal. Consent Items I, J, and N were requested to become Action Items. All other Consent Items would be voted upon and those, as noted above, would be considered immediately for discussion/vote after in that in the order shown. Seconded by Trustee Davis and carried unanimously. Vote 5/0.
- 4. ADOPTION OF MINUTES** Board Minutes dated November 18, 2015 and January 20, 2016.  
Motion: Moved by Trustee Herrera to approve both minutes. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.
- 5. PUBLIC COMMENTS ON CLOSED SESSION ITEMS** No public comment cards
- 6. CLOSED SESSION** President Hall stated that the Board would adjourn to Closed Session at 4:10 p.m. to discuss confidential material relating to the following items noted below.
- A.** Public Employee Discipline/Dismissal/Release/Resignation/Appointment/Reassignment [Government Code Section 54957(b)(1)] > Appointment: Interim Superintendent.

- 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) o Certificated Bargaining Unit o Employee Organization: California School Employee Association (CSEA) o Campus Supervisor Bargaining Unit
- C.** Student Personnel: [Education Code §35146, 48912, 48919]
- D.** 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 Chaves Dr.) Ventura County Assessor Parcel No. 214-0-020-595 AGENCY NEGOTIATOR: Steve Dickinson, Asst. Superintendent Admin. Services NEGOTIATING PARTIES: Brian Edward Maulhardt, as Trustee of the Brian Edward Maulhardt Children's Support Trust UNDER NEGOTIATION: Price and terms of payment
- E.** Conference with Real Property Negotiator (Govt. Code § 54956.8) PROPERTY: An approximate 5-acre portion of 49.36-acre Bell Ranch Property (agricultural property adjacent to Rancho Campana High School); Ventura County Assessor Parcel No. 156-0-180-385 AGENCY NEGOTIATOR: Steve Dickinson, Asst. Superintendent Admin. Services NEGOTIATING PARTIES: City of Camarillo UNDER NEGOTIATION: Price and terms of payment

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

The Board reconvened at 5:37 p.m. President Hall reported that the Board of Trustees of the Oxnard Union High School District had no actions to report.

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

- No comments.

**9. REPORT TO THE BOARD**  
**A. Cultural Sensitivity/Proficiency Training – Rocky Valles**

- Valles stated that cultural proficiency refers to the ability of those working with students to successfully serve students of all cultural background represented within student populations. This extends to our students, parents and community as well. He added that OUHSD's goal is to ensure that all employees understand what it is to be culturally proficient in order to accomplish this. Dangers in this area are stereotypes, prejudices, and ethno-centric perspectives.
- Purpose of training: to promote cultural sensitivity/proficiency awareness and to be sensitive to and appreciate and respect cultural differences.
- In October all front office staff were trained, and all new hires are trained, as well as all long term temp staff and coaches. There is also a component of this in our annual new Teacher Orientation, which will be coupled these policies and training with our district policies.
- Next phase of training we will have Dr. Trudy Arriaga who is nationally recognized for her work in Cultural Awareness/Proficiency training.
- Trustee Davis expressed concerns regarding customer service, and how well we know how our community members feel. He requested a brief online sampling and questionnaire from our parents who visit the front office.
- Trustee Herrera had the following questions for staff: (1) what were staff takeaways from those trainings; (2) how meaningful to staff was this training, and how have they benefitted from this in dealing with co-workers. She noted she would like to revisit this topic again in 6-9 months.
- Trustee Sher stated that she concurred with Trustee Davis' and Herrera's comments and also indicated that she wants feedback from staff regarding whether they feel changes are being made, and do they feel better about their working dynamic.
- Trustee Hall indicated these trainings are important as they help identify gaps where we may need to pay special attention, as do the community surveys.

**B. Plant-Based Food Services –  
Steve Dickinson**

- Stephanie Gillenberg and Jason Corona providing info on Meatless Mondays, as compared to revenue costs and students served on all other days, as well as priorities (nutrition, water conservation, finances and other).
- Financial impact with a fully plant based menu – would there be any cost savings every day. Meatless Monday/vegan items are a little higher cost across the board. Numbers reflect January Labor and just the recipe cost. Milk, bread and fruits were excluded from the costs shown as those are constants. Students served stays relatively constant.
- Costs of produce, dairy and bread combined, cost more than Meat Products.
- Serve 5-6 entrée items daily plus a salad bar at our sites.
- Steve: does the time of production affect the numbers of sales on any given day (i.e. based on specific items being sold). Stephanie – no. Finals week and collaboration days affect numbers, as well as activities taking place.
- President Hall requested a monthly total, by the day, and more information on what is being served on those days. Revisit this item in Friday update. He also asked if we have considered increasing the time allowed for lunch. Gillenberg stated that if there is a line, regardless, students will not get in line. It was felt any additional time would provide students more time to eat.
- Trustee Herrera commended the department for all of their hard work, and for their nutritional meals at affordable prices. Trustee Sher thanked them for answering her questions.
- Steve Dickinson – advocating for the Wellness Committee, and noted he was looking for a board representative to serve on this. President Hall stated this was not on the agenda so the board could not discuss the matter further.

**10. SUPERINTENDENT'S  
REPORT –**

- Dr. Trudy Arriaga was selected by La Habra School District/cultural proficiency training for all teachers.
- “Book Signing”/Opening Doors, to explore with our principals. Will deeply embed this in our Professional Develop.
- Upcoming: Top 10 Items: Invigorated efforts to articulate with partner/feeder districts. Keep hearing about curriculum, foreshadowing and communications. In Oxnard El we went from 4 schools to feed and now have 9 schools as they have gone K-8. We need to take those worries away through articulation. Need to communicate further information regarding our academies and opportunities for their students.
- Technology 3 year plan importance – teacher access to a PC/Project Team Approach. This must be aligned with input from our feeder districts. Although every teacher in the district has a computer/laptop, many of those are 6+ years old. We need to take a look at what this means for us moving forward. This topic will be brought to the board for a discussion framework in the future.
- Foreshadowing of upcoming goals process –district linkage of LCAP goals with District goals.
- Superintendent search update and clarification of final interview protocols. Thanked Maureen Sheldon for her hard work, and for going online tomorrow with an ‘all call’ at all schools. Fraisse stated that we recently put information on our website regarding the search. Our consultant will be bringing information to us unfiltered as a result of these 17 meetings with our stakeholders. We are moving into Phase III, and then Phase IV w/interviews with the board of education.
- The Board of Education has always wanted to be transparent and community based and in accordance with the Brown Act. Any final interviews conducted by the Board, will be reported out in Public. Fraisse thanked the board for their opportunity to be their Interim Superintendent.
- Tom McCoy discussed National Counselors Week, February 1-5, 2016. He reported that James Koenig went out and distributed individual certificates to counselors throughout the district and he thanked all counselors.

**11. STUDENT REPRESENTATIVE TO THE BOARD - Celina Espinoza**

This item was moved up on the Agenda to 5:55 p.m. Espinoza reported on information pertaining to our sites and their respective events that have taken place since our last board meeting on January 20, 2016. She noted that students have had an opportunity to provide input on our next Superintendent this evening at 5:00 p.m. with the search firm.

**12. CONSENT CALENDAR**

It is the recommendation of District Administration that the Board of Trustees approve the Consent Calendar, as presented. Items I, J and N were pulled, and Item L was stricken.

Motion: Moved by Trustee Edmonds, as amended, that the above mentioned items be moved to the Action Agenda. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

**A. Consideration of Approval of Purchase Orders and Direct Pays, January 11 - 22, 2016**

Purchase Orders totaling \$289,472.80 and Direct Pays totaling \$1,417,902.07 be approved, as presented.

**B. Consideration of Approval of Disposal of Surplus Property, December 1, 2015 - January 25, 2016**

It is the recommendation of District Administration that the items listed above be declared surplus and/or obsolete and that staff be authorized to dispose of all items through recycling, sale or other means, in the most expeditious manner, as presented.

**C. Consideration of Approval of Non-Public School Placement for Student Cases #24-26 according to the Recommendation of the Student's IEP Team and the Director of Special Education.**

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Non-Public School Placement for Student Cases #24-26 according to the Recommendation of the Student's IEP Team and the Director of Special Education, as presented.

**D. Consideration of Approval of Agreement between Oxnard Union High School District and Baskin Robbins - WorkAbility Program**

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Agreement between Oxnard Union High School District and Baskin Robbins - WorkAbility Program, as presented.

**E. Consideration of Approval of Agreement between Oxnard Union High School District and Warehouse Shoe Sale (WSS) - WorkAbility Program**

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Agreement between Oxnard Union High School District and Warehouse Shoe Sale (WSS) - WorkAbility Program, as presented.

**F. Consideration of Approval of Agreement between Oxnard Union High School District and Morgan's Shoe Repair - WorkAbility Program**

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Agreement between Oxnard Union High School District and Morgan's Shoe Repair - WorkAbility Program, as presented.

**G. Consideration of Approval of Agreement between Oxnard Union High School District and Tresieras Supermarket - WorkAbility Program**

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Agreement between Oxnard Union High School District and Tresieras Supermarket - WorkAbility Program, as presented.

**H. Consideration of Approval of Agreement between Oxnard Union High School District and Party City - WorkAbility Program**

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Agreement between Oxnard Union High School District and Party City - WorkAbility Program, as presented.

I. Consideration of Approval of Agreement between Oxnard Union High School District and Maggie Mahoney, BSBE ATP - IEP services

*Approved*

Dr. McCoy noted that the Consent Item language was incorrect in that it stated 240 hours per week, rather than per month. He stated he would amend that information as well as correct the travel rate in the paperwork to \$.54/mile. It was also clarified that prep time is an additional fee of \$150/hour.

Motion: Trustee Herrera moved to approve the Agreement between Oxnard Union High School District and Maggie Mahoney, BSBE ATP - IEP services as amended, authorizing up to 240 hours total through February 2016 and the extended summer program (through August 31) total and mileage at \$.54/mile. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

J. Consideration of Approval of Agreement between Oxnard Union High School District and Toni Klain - IEP services

*Approved*

Tom McCoy noted that at ACHS, one Special Education teacher went on medical leave in semester one, and that a second Special Education teacher resigned in September. He stated that until these positions are filled, ACHS has to use additional staff to cover IEPs. These individuals cannot write the IEPs as they are not credentialed to handle these, whereas Toni Klain is credentialed/retired, and she can do this work, however, she cannot be hired as a substitute teacher. This position is currently being flown, and interviews were held to fill this opening, but those who were interviewed were not suitable to be hired by the district. It was stated that this is unit work – has this been brought up in consultation, and also, that in special education a site can only keep a substitute in such an assignment for 20 days. It was noted that of the three remaining candidates at ACHS, one did not respond, one was not qualified (i.e. background check) and one did not come to their interview.

Trustee Sher expressed a concern about how are parents notified about a turnover in teacher(s) who handle their student's IEP, and Goeken stated that this is left to each site. Goeken stated he would follow up/survey this information with site administrators, Aps, and principals. Sher stated that she has asked these questions before, and indicated we need a consistent process for SPED at all sites. Trustees also had concerns about the terms of the contract and the wording concerning the separation/termination clause that states 'with the mutually agreed upon language'. It was felt to be too open ended and contain inconsistent language. Trustees further expressed (1) concerns about the process; (2) how we got to where we are at; (3) when someone goes on leave, we should know the active activities being resolved to take care of this problem for the rest of the term; (4) if contractually by our collective bargaining agreement, there are faculty who could do the work, but are given the choice of saying they don't want to, we need a solution presented about how we work through this in the futures. Trustee Herrera and President Hall inquired about compliance issues. Goeken clarified that this work is above the contract and we would have to traditionally apply to the state for a waiver. Goeken stated that this person is doing unit work, so this is in accordance with our contract and bargaining. The unit contract requires it to do this, because it is not covered under the collective bargaining agreement. Upon consultation, Dr. Rocky Valles stated that the way the district was bringing this to the board was in compliance.

Motion: Trustee Sher moved that the District approve the Agreement between OUHSD and Toni Klain for IEP services, as amended, that the termination clause of the contract be changed to read that 'it may be terminated at any time by the District or the Employee', in writing. Seconded by Trustee Davis. *Roll Call:* Ayes: Trustees Sher, Davis, President Hall. Nays: Trustees Herrera and Edmonds. Motion passes 3/2.

K. Consideration of Approval of Memorandum of Understanding between Oxnard Union High School District and Tobacco Use Prevention Education (TUPE)

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Memorandum of Understanding between Oxnard Union High School District and Tobacco Use Prevention Education (TUPE), as presented.

L. ~~Consideration of Approval of New Course Proposal~~

No motion. Moved to Action. See Educational Services Action Item D for recommendation and all supporting documentation.

M. Consideration of Approval of Stipulated Student Expulsions by Agreement of the School Principal, the Student, and the Students' Parent/Guardian, as per Board Policy 5144, Section 22

It is the recommendation of District Administration that the Board of Trustees approve the Stipulated Student Expulsions by Agreement of the School Principal, the Student, and the Students' Parent/Guardian, as per Board Policy 5144, Section 22.

N. Consideration of Approval of Certificated and Classified Personnel

Motion: Trustee Herrera moved to approve all Personnel Items with the exception of the reclassification to be brought back in the future, along with the item concerning Tiffany Israel. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

*Approved*

## 12. ACTION

President Hall requested a 5 minute recess at 7:11 p.m. The Board resumed Open Session at 7:16 p.m. and Action Item 13D was considered first, and then items were taken in the order in which they appear.

A. Consideration of Approval of Revision of Oxnard High School Agricultural Lease

Steve Dickinson stated that we are in middle of 5 year lease with Tanaka Ranch (tree request). Wish to provide them a discounted monthly rate as a compensation for that part of the land. They feel the trees both shade and take nutrients from the soil, and had initially asked for \$10K on their lease. Dickinson stated that he ½ price on that 1/3 of the acreage or \$5320. Trustee Davis asked how long we have had this contract and Dickinson indicated he would have to check and report back.

*Approved*

Motion: Trustee Herrera moved that the Board of Trustees approve the revision of the Oxnard High School agricultural lease, as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

B. Consideration of Approval of SC Anderson's Request for 50% Retention on Rancho Campana High

Motion: Trustee Davis moved that the Board of Trustees approve S. C. Anderson's request for reduction in retention on Rancho Campana High School project, as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

*Approved*

C. Consideration of Restructuring of Educational Services, Second Reading

Motion: Trustee Edmonds moved that the Board of Trustees approve the Restructuring of Educational Services, Second Reading, as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

*Approved*

D. Consideration of Approval of the New Course Proposal: Digital Marketing (MBA) [First Reading]

Motion: Trustee Herrera moved that the Board of Trustees approve the New Course Proposal: Digital Marketing (MBA) [First Reading], as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

*Approved*

E. Consideration of Approval of Job Description Revisions, [First Reading] Coordinator-Technology Education, Director-Career Education, Director-Learning Support Services, Director-Categorical Programs, Director-Instructional Support Service, Director-Special Education, Director-Student Support Services, Program Specialist-Categorical Programs

There was much discussion amongst trustees for numerous changes for each job description.

Motion: Trustee Davis moved that the Board of Trustees approve the job description revisions, First Reading, as presented. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

*Approved*

F. Consideration of Approval of Job Description Revisions, First Reading, Associate Principal, Principal, Principal-Adult & Continuing Education

Rocky Valles stated that some of our current district administrators feel that their current job descriptions preclude them from applying for other positions. There was much discussion regarding each of the types of jobs by the trustees. Principal description – it was stated that the only change was adding the language “preferred administrative credential” and “Master’s degree or equivalent”. Trustees inquired who determines what ‘equivalent’ means and do we have an objective to evaluate this or number of units required to meet this equivalent standard. Valles also stated that the type of ‘experience’ was made broader to allow current administrators or Aps from a counseling background to interview. This was also changed from public education experience, to include any combination or training with knowledge, skills and abilities.

*No Motion*

Trustees Edmonds, Hall, Davis, Herrera, Sher stated they preferred *only a Master’s degree*, and the discussion arose whether one could supervise other teachers and evaluate them, if one had not also been a teacher during their career. On the flip side, President Hall raised the point of someone with teaching experience who has the responsibility for evaluating counselors. These are similar situations, and it was noted there are some counselors, over time, who can successfully be taught to fill a principal position. Dr. Valles stated that we currently have several individuals in these types of positions who were prior counselors throughout the district. Without this type of opportunity and upward mobility, counselors feel as though they are in dead-end positions. There was also much discussion regarding the consistency of the years needed to be an AP versus a principal (3/5). Question also arose regarding whether even an A/P could give appropriate feedback to teachers and staff, if they have never been worked as a teacher in the classroom themselves. President Hall noted his concerns that we don’t want people to get stuck as they are working within administration, or those in A/P positions who will possibly leave our district if no pathway exists for them to become a principal.

It was discussed that the list of qualifications for the Adult Ed Principal was very short, as compared to that of a Principal, and that an imbalance of qualifications/responsibilities exists. In addition, in the current job description nothing exists regarding teacher evaluation. McCoy stated this would be added. It was agreed that a valid teaching credential be required and to strike ‘preferred’, as well as to stipulate Master’s degree, and strike ‘equivalent so that all job descriptions for this level are consistent.

President Hall asked, on behalf of the board, that staff take the notes from the discussion, and bring back options to the next meeting. This would include Option A and B for each position with the: (1) changes as requested for each position; (2) minimum qualifications, as an option, by Ed Code for each.

### 13. REPORTS TO THE BOARD

#### 14. BOARD MEMBERS' REPORTS AND COMMUNICATIONS

- A. Trustee Hall
- No report
- B. Trustee Edmonds
- Edmonds commented that there are seven different input groups to provide the community and public with information in Superintendent's Search. He said that he heard Celina Espinoza say efforts were being made to gather student input. Trustee Edmonds commented that some individuals had complained that they did not know about the 1:00 p.m. meeting the prior day. He indicated that some individuals had stated that they just learned about this on Friday, January 29. Edmonds stated that he is aware that not everyone can attend. However, he asked staff to try and put something in the school PTA letter or newspaper to ensure the community is aware of our efforts to involve them in this process.
- C. Trustee Sher
- Opportunity to meet with members of CAUSE last week. Had a great meeting and discussed goals for the future and collaboration with OUHSD.
- D. Trustee Herrera
- Herrera stated that she received information from an organization trying to begin a partnership with different schools in the area. Asked that this be submitted to our superintendent. This would utilize film making to communicate concepts of Domestic Violence in our different communities. Using media and film to teach this concept. This would fall under the Director of Support Services. Without knowing what the needs of the students are, we need to determine what their needs actually are, other than as an educational institution. (hunger, clothing, etc.) Should we do a survey to this effect, not saying we would provide them with these items, but so we could connect them to services as the need arises. Dr. McCoy noted that we participate in the California Healthy Kids Survey. This provides trend data, however, he stated that we do not have a good system to poll kids individually about specific kinds of needs such as this support provider. He stated we do have annual trends we receive each year as a starting place to discuss support services in general, and via each site. Try to determine physical and emotional safety of our students on well, at our sites, and to staff accordingly, and to connect kids to the applicable support agencies.
- E. Trustee Davis
- On January 27 he served as many judges for RCHS Project based learning.. Students came in groups of four and had a hypotheses: question regarding the culture of the school, and whether it was determined to be positive or not. He stated it was a great experience for them and for him as one of the judges.
  - Last Monday – VCSB Association Dinner. He stated that three attorneys were present covering the following topics: (1) new aspects of Every Student Succeeds Act; (2) court case Frederick vs. CTA, and the Bacara decision. He provided handouts on all information for all board members and both interim superintendents.

#### 15. ITEMS FOR FUTURE CONSIDERATION

- Special Education – review of the department before the school year is over. Relates well to the 8<sup>th</sup> board goal. President Hall indicated this would be discussed in Agenda Review.
- Trustee Edmonds - February Assistant Superintendent Job Descriptions /Salary Schedules. Would like to review the individual contracts for these employees.
- President Hall stated that we have received a question regarding our BP and AR 2120 regarding procedures for screening. Hall stated he received a question from the Search Consultant regarding possibly modifying this. He said he believes the



board should stay with what is currently in the AR, and board members were in agreement. Trustee Davis commented that the committee composition wasn't his question, rather the board had spent a lot of time on the committee, and felt the board should stick with their newly revised board policy. He felt perhaps the consultant was not fully informed on this policy.

## 16. ADJOURNMENT

At 8:59 p.m. President Hall reported the meeting was adjourned.

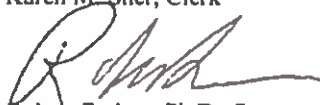
### BOARD OF TRUSTEES



Karen M. Sher, Clerk

Approved as presented

March 2, 2016



Robert Fraisse, Ph.D., Secretary  
and Interim Superintendent

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<http://www.ouhsd.k12.ca.us/about/schoolboard/datesagendas.htm>