

Oxnard Union High School District

Oxnard, California

REGULAR BOARD MEETING

February 17, 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 3:30 pm, February 17, 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:** Jake Wallace, Doug Campbell, Puneet Sharma, James Koenig, Roger Adams, Wes Davis, Eric Riegert, Bill Dabbs, Ken Goeken, and other interested parties.
- 2. PLEDGE OF ALLEGIANCE** President Hall asked Trustee Edmonds to lead the Pledge of Allegiance to the flag.
- 3. ADOPTION OF AGENDA** Motion: Moved by Trustee Herrera. Seconded by Trustee Davis and carried unanimously. Vote 5/0.
- 4. PUBLIC COMMENTS ON CLOSED SESSION ITEMS** A community member spoke regarding the Retiree Health Benefits Item on the Agenda Action 12F.
A community member spoke on behalf of Officer Tamara McCready/16 year site veteran, who was being reassigned from CIHS to HHS.
- 6. CLOSED SESSION** President Hall stated that the Board would adjourn to Closed Session at 3:42 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)]
- 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 * Employee Organization: California School Employee Association (CSEA) o Campus Supervisor Bargaining Unit
- C.** Student Personnel: [Education Code §35146, 48912, 48919]

- D.** Consideration of Confidential Student Issues Other Than Expulsion and Suspension, Pursuant to Education Code §35146
- E.** 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
- F.** 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
- G.** **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION** Initiation of litigation pursuant to Govt. Code § 54956.9(d)(4): 1 case

6. RECONVENE IN PUBLIC: REPORT ON CLOSED SESSION ACTION

The Board reconvened at 5:07 p.m. President Hall reported that the Board of Trustees of the Oxnard Union High School District approved the settlement for Student ID #16389. The motion was made by Trustee Herrera, seconded by Trustee Edmonds and carried unanimously. Vote 5/0. He noted that the Board would resume Closed Session after the Open session meeting to complete their business.

7. PUBLIC COMMENTS TO ADDRESS THE BOARD OF TRUSTEES

- Several individuals spoke regarding their desire to have representation on the Health Benefits board.
- Several individuals spoke on behalf of Officer Tamara McCreedy and her involuntary transfer from CIHS to HHS. It was noted she has been with the site for 16 years, which has promoted continuity, trust, and respect amongst faculty/administration/students and parents. President Hall thanked all speakers and students for their comments this evening as it provides confidence of the great leaders to come, noting these would be addressed as part of the Superintendent’s report.
- Some students representing the Future leaders of America discussed a service project to increase the number of counselors at the schools, indicating they feel the current climate provides for (1) unwelcoming counselors at some sites; (2) an inadequate number of counselors; (3) asked that three counselors be hired for each school who are culturally proficient; (4) provide for more communication and better graduation rates.

8. BOARD RECOGNITION – Academic Decathlon

- Trustee Davis and Dr. Tom McCoy presented certificates to students at CIHS, RMHS, OHS and PHS. Special thanks was given to Daisy Tatum who founded the team at OHS, and to Dr. Riegert for his extraordinary support.
- At the conclusion of the recognition the board took a 5 minute break and resumed Open Session at 5:46 p.m.

NAME	SCHOOL	AWARD	BOARD DATE
Kate Anne	Channel Islands High School	2016 Academic Decathlon Medal Winner- Commitment to Excellence & Highest Individual Team Score	February 17, 2016
Liliana Galvan	Channel Islands High School	2016 Academic Decathlon Medal Winner - 1st Place Art 1st Place Essay 2nd Place Literature 2nd Place Economics	February 17, 2016
Lexli Jasso	Channel Islands High School	2016 Academic Decathlon Medal Winner - 2nd Place Essay	February 17, 2016
Brian Lopez	Channel Islands High School	2016 Academic Decathlon Medal Winner - 2nd Place Literature	February 17, 2016
Diamond Michel	Channel Islands High School	2016 Academic Decathlon Medal Winner - Most Spirited	February 17, 2016
Eduardo Ramos	Channel Islands High School	2016 Academic Decathlon- Advisor	February 17, 2016
Samuel Simons	Rio Mesa High School	2016 Academic Decathlon Medal Winner - 2nd Place Social Science 2nd Place Top Team Score 3rd Place Team Spirit Award	February 17, 2016
Emily Acosta	Pacifica High School	2016 Academic Decathlon Medal Winner- Bronze Art	February 17, 2016
Amber Baez	Pacifica High School	2016 Academic Decathlon Medal Winner- Commitment to Excellence Bronze Langue & Literature, Economics, Silver Science and Social Science, Gold in Music	February 17, 2016
Alyssa Colorado	Pacifica High School	2016 Academic Decathlon Medal Winner – Commitment to Excellence, Bronze Essay	February 17, 2016
Ulises Garcia	Pacifica High School	2016 Academic Decathlon Medal Winner – Bronze Mathematics	February 17, 2016
Liliana Gomez	Pacifica High School	2016 Academic Decathlon Medal Winner- Bronze Science	February 17, 2016
Sergio Gonzalez	Pacifica High School	2016 Academic Decathlon Medal Winner- Gold Economics	February 17, 2016
Jessalin Kaur	Pacifica High School	2016 Academic Decathlon Medal Winner- Commitment to Excellence	February 17, 2016
Andy Luna	Pacifica High School	2016 Academic Decathlon Medal Winner- Commitment to Excellence Bronze Music, Economics, Silver Science, Gold Language & Literature and Art	February 17, 2016
James Ngo	Pacifica High School	2016 Academic Decathlon Medal Winner – Bronze Speech & Art, Silver Interview, Economics, Science, Gold Music	February 17, 2016
Esteban Salazar	Pacifica High School	2016 Academic Decathlon Medal Winner – Commitment to Excellence	February 17, 2016
Daniel Tagulao	Pacifica High School	2016 Academic Decathlon Medal Winner- Commitment to Excellence	February 17, 2016
Louise Tolentino	Pacifica High School	2016 Academic Decathlon Medal Winner- Bronze Language & Literature and Art, Silver Music	February 17, 2016
Gabriel Valdez	Pacifica High School	2016 Academic Decathlon – Advisor	February 17, 2016
Jade Chongsatha-Purnpong	Oxnard High School	2016 Academic Decathlon Medal Winner	February 17, 2016
Marlene Cruz	Oxnard High School	2016 Academic Decathlon Medal Winner	February 17, 2016
Christian Hernandez	Oxnard High School	2016 Academic Decathlon Medal Winner	February 17, 2016

Leo Hernandez	Oxnard High School	<i>2016 Academic Decathlon Medal Winner</i>	February 17, 2016
Nina Lansangan	Oxnard High School	<i>2016 Academic Decathlon Medal Winner</i>	February 17, 2016
Grace Nguyen	Oxnard High School	<i>2016 Academic Decathlon Medal Winner</i>	February 17, 2016
Hannah Quiroz	Oxnard High School	<i>2016 Academic Decathlon Medal Winner</i>	February 17, 2016
Jorge Sandoval	Oxnard High School	<i>2016 Academic Decathlon Medal Winner</i>	February 17, 2016
Robert Borneman	Oxnard High School	<i>2016 Academic Decathlon Medal Winner</i>	February 17, 2016

9. SUPERINTENDENT'S REPORT –

- Fraise commended the students for coming forward to speak on behalf of Officer McCready/CIHS. He stated that there exist jurisdictional matters, the City of Oxnard places the officers, and we can take this information forward to them, however, have no authority to take action.
- Provided an announcement regarding a spotlight on excellence the following evening: EL Conference PHS Performing Arts Center 4-6. It was noted that 3400 children in this program receive great instruction from our teachers and faculty. He stated that experts from Ventura County will present, to include Dr. Arriaga.

10. STUDENT REPRESENTATIVE TO THE BOARD - Celina Espinoza

Espinoza reported on information pertaining to our sites and their respective events that have taken place since our last board meeting on February 3, 2016.

11. CONSENT CALENDAR

Motion: Moved by Trustee Herrera and seconded by Trustee Edmonds as amended, moving up Retiree Benefits Action Item 12F. Carried unanimously. Vote 5/0.

A. Consideration of Approval of the Oxnard Union High School District 2016-2017 Budget Calendar

It is the recommendation of District Administration that the Board of Trustees approve the Oxnard Union High School District 2016-2017 Budget Calendar, as presented.

B. Consideration of Approval of Purchase Orders and Direct Pays, January 25 - February 5, 2016

Purchase Orders totaling \$870,204.07 and Direct Pays totaling \$1,405,984.03 be approved, as presented.

C. Consideration of Approval of Donations, January 12 - February 9, 2016

It is the recommendation of District Administration that the Board of Trustees accept the donations for the reporting period January 12 - February 9, 2016, as presented.

D. Consideration of Approval of Non-Public School Placement for Student Case #27 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 Directors approve the Non-Public School Placement for Student Case #27 according to the Recommendation of the Student's IEP Team and the Director of Special Education, as presented.

E. Consideration of Approval of First Amendment to Agreement for Services between Oxnard Union High School District and Plaza Stadium 14 - WorkAbility Program

It is the recommendation of the Administrative Staff that the Board of Trustees approve the First Amendment to Agreement for Services between Oxnard Union High School District and Plaza Stadium 14 - WorkAbility Program, as presented.

F. Consideration of Approval of the New Course Proposal: Digital Marketing (MBA) [Second Reading] It is the recommendation of the Administrative Staff that the Board of Trustees approve the New Course Proposal: Digital Marketing (MBA) [Second Reading], as presented.

G. 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 the Administrative Staff 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, as presented.

H. Consideration of Hearing Panel's Recommendation to Expel a Student as per Board Policy 5144, and Education Code 48918 It is the recommendation of the Administrative Staff that the Board of Trustees approve the Hearing Panel's Recommendation to Expel a Student as per Board Policy 5144, and Education Code 48918, as presented.

I. Consideration of Approval of Certificated and Classified Personnel It is the recommendation of District Administration that the Board of Trustees approve the personnel items, as presented.

12. ACTION

A. Consideration of Acceptance of 2015 Measure H Annual Report from the Measure H Citizen's Bond Oversight Committee Fred Farrell, committee president recommended that the board use the remaining amount Measure H toward the acquisition of a new campus site. Trustee Davis thanked Mr. Fred Farrell, Chairperson of the committee, on behalf of the board, for his years of service to the district and the community.

Approved

Motion: Trustee Edmonds moved that the Board of Trustees accept the 2015 Measure H Annual Report from the Measure H Citizen's Bond Oversight Committee, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

B. Consideration of Approval of S. C. Anderson's Request for Schedule Modification - Rancho Campana High School Steve Dickinson clarified that this is a 'no cost' change order.

Approved

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

C. Consideration of Approval to Reject Civil Claim by Southern California Edison (SCE File No. 201509907) Rancho Campana High School - S.C. Anderson/McGuire Contracting Motion: Trustee Herrera moved that the Board of Trustees reject Southern California Edison's claim and timely notify SCE of such rejection. District Administration further recommends that S. C. Anderson be formally notified regarding its obligation to indemnify the District, and, in the event of a lawsuit, formerly tender its defense to S.C. Anderson, as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

Approved

D. Consideration of Adoption of Resolution No. 16-04 of the Oxnard Union High School District Emergency Resolution to Approve Entering into a Contract for Services Related to Electrical Repairs for Rio Mesa High School

Approved

E. Consideration of Adoption of Resolution No. 16-05 of the Oxnard Union High School District Emergency Resolution to Approve Entering into a Contract for Services Related to Earth Erosion and Electrical Repairs for Adolfo Camarillo High School

Approved

F. Consideration of Approval to Appoint New Retiree Health Benefits Trust Board Member and Alternate

Approved

Motion: Trustee Herrera moved that the Board of Trustees adopt Resolution No. 16-04 of the Oxnard Union High School District Emergency Resolution to approve entering into a contract for services related to electrical repairs for Rio Mesa High School, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

Motion: Moved by Trustee Davis that the Board of Trustees adopt Resolution No. 16-05 of the Oxnard Union High School District emergency resolution to approve entering into a contract for services related to earth erosion and electrical repairs for Adolfo Camarillo High School, as presented. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

Dickinson stated that currently trustees are *named by name*, with an alternate vacancy that requires appointment. He stated that the district recommended effective July 2016 the RHBT District Trustees shall be named by active position, rather than name. He also stated that currently the other named are the Assistant Superintendents of Administrative and Educational Services, one principal be designated, and three others plus an alternate. This framework does align with our current bylaws.

Trustee Davis stated that he is not sure it is appropriate for this school board to make substantial changes to the foundation documents, from 2002, noting that our predecessor school board did not sign off on those documents. He stated those were signed off on by the prior members of the Trust Board at that time. Davis thanked Mr. Dabbs for his years of service on the Trust Board. He mentioned that Mr. Eric Ortega, District teacher, prior AP/CIHS and retired as Assistant Superintendent-Business Services, has expressed an interest in continuing his service to the district, adding the proposal staff have provided would terminate Mr. Ortega's service. He expressed his concern that staff recommend three of the four positions. Trustee Edmonds stated he was in favor of the individuals all appointed by the board, however, he felt strongly that the beneficiary of the trust should have representation and other alternates should also be fully vested.

There was much additional discussion by the trustees regarding the new composition of the committee. It was agreed there exists merit behind the Assistant Superintendent Administrative Services, by position and not name, as this individual is responsible for fiscal oversight. All were in agreement the Assistant Superintendent Educational Services, as well as principals and A/Ps, should not be placed on the Trust Board and that the Assistant Superintendent Human Resources should replace the former noted, as this individual is at the bargaining table and would be a well informed of the committee. It was also noted that the founding documents do not suggest that any individual may (5.12) be appointed by the Superintendent. Rather, the documents stipulate they are to be appointed by the governing board, or by a designee of the board.

Motion: Trustee Herrera: moved that the Board of Trustees effective July 1, 2016, approve the appointment of the Retiree Health Benefits Trust Board members and alternate with the following amendments: that the individuals should be (1) listed by positions and they follow in this order: a) Assistant Superintendent, Administrative Services; b) Assistant Superintendent Human Resources; c) Active vested employee, classified management preferred; d) 3 district trustees shall appoint an alternate in accordance with policy 5.1.3 "as is". Seconded by Trustee Sher. *Roll Call Vote:* Ayes: Trustees Herrera, Sher, Hall. Nays: Trustees Davis, Edmonds. Motion Passes: 3/2.

classified management preferred; d) 3 district trustees shall appoint an alternate in accordance with policy 5.1.3 "as is". Seconded by Trustee Sher. *Roll Call Vote:* Ayes: Trustees Herrera, Sher, Hall. Nays: Trustees Davis, Edmonds. Motion Passes: 3/2.

G. Consideration of Approval of Process for Memorandum of Understandings between Oxnard Union High School District (Student Services) and Outside Counseling Agencies

Approved

Dr. Tom McCoy stated that this is a new process for vetting outside counseling agencies/update, and to provide monitoring and evaluation prior to board approval. Providers already approved through an RFP in last 12 months would receive a three year placement on an approved providers list. Every three years providers would go through an annual requalification process with Student Services and Purchasing. Either way those on the 3 year process would provide a yearly check in. New agencies would be retained for one successful year, and at that point, and the district would maintain an option to extend for three years. In terms of fiscal implication it was stated that some of these are contracted and such information would be designated in the individual MOUs.

Motion: Moved by Trustee Edmonds, with second by Trustee Sher *for discussion.*

McCoy further clarified that this model is from the VCOE, and provides a fair opportunity for existing agencies. Each agency has four years of time before they must reapply, and the district will go through an annual process to invite new agencies to apply, with a 1 year trial basis, and a renewal of 3 years. Steve Dickinson stated that professional services do not require an RFP, however, we are trying to be sensitive to the board's request to be transparent. It was noted that there will be a termination clause on the MOU and we want to ensure this clause is detailed and very specific; i.e. not 'upon mutual agreement', or with any buyout clause. McCoy added that we have dozens of providers the sites bring forward all the time, from one-time items, to recurring items on a variety of matters. We are trying to develop a coherence of who all of the agencies are, what sites they work on and that they have liability insurance and that everyone knows who 'these agencies are'. Student Services would keep a validated provider list, that the sites have as well, and any new ones must be vetted through them. McCoy noted that if approved, he would provide a rubric, timeline and use the VOCE as a model to provide the board with further information on this MOU implementation. President Hall stated he did not believe an RFP is necessary every year for our long term providers, however, such an MOU does provide for additional quality control if one has significant personnel changes at a site(s), does not meet our expectations, and/or if services are no longer necessary we can terminate services.

Motion: Trustee Edmonds moved that the Board of Trustees approve the Memorandum of Understandings between Oxnard Union High School District (Student Services) and Outside Counseling Agencies, as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

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

Each job description was then considered and passed individually; All Approved as Amended

Coordinator-Education Technology –

Motion: Trustee Davis moved that the job description be approved, as amended with the following changes: Other: Bilingual/Spanish preferred, but not required.

The second line referencing 'other world languages', should be dropped. It was added that 'extensive experienced working with diverse student populations' be part of the criteria to be consistent, and strike 'preferred'. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

*Notation: For all Director positions it was requested that all job descriptions be revised to include, as applicable, car and doctoral stipends. *Coordinator and Program Specialist positions do not receive these stipends.*

Director - Career Education

Motion: Trustee Edmonds moved that the job description be approved, as amended with the following changes: Other: Bilingual/Spanish preferred/not required. Maintain the 2nd line regarding knowledge of Mixteco and other world languages, 'preferred'. It was added that 'extensive experience working with diverse student populations' be part of the criteria to be consistent, and to strike 'preferred'. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

Director - Learning Support Services

Motion: Trustee Sher moved that the job description be approved, as amended with the following changes: Other: Other: Bilingual/Spanish preferred/not required, '. Maintain the 2nd line regarding knowledge of Mixteco and other world languages, 'preferred'. It was added that 'extensive experience working with diverse student populations' be moved to 'Experience', and to strike 'preferred'. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

Trustee Sher asked that the 'Diverse Student Populations' be moved in front of the Bilingual/Spanish preferred for all job descriptions as this is required. It was noted that Dr. Rocky Valles could make such changes when job descriptions are flown.

Director - Categorical Programs –

There was much discussion regarding what bi-lingual means, and what the district does to determine this, and if a legal definition exist to determine what bi-lingual means. What does the district do to determine this? Dr. Valles and Dr. McCoy clarified the only legal way to certify that someone is bilingual is the BClad. Trustees agreed there needs to be some type of site based plan to determine if someone is bi-lingual. At the county they have a test they provide individuals to determine if individuals are qualified. *It was noted to put this matter on Items for Future Consideration to determine such a procedure.*

Trustee Herrera requested that in the absence of further information regarding how to classify someone as Bilingual, that language be amended for the following positions to read 'Bilingual/ Spanish 'strongly preferred': Director Categorical Programs, Student Support Services, Program Specialist. Valles commented that legally we can specify this, or however detailed a job flyer needs to be for a specific position.

Motion: Trustee Herrera moved for approval of this job description, as amended. Other: Bilingual/Spanish 'strongly preferred'. Maintain the 2nd line regarding knowledge of Mixteco and other world languages, 'preferred'. It was added that 'extensive experience working with diverse student populations' be moved up under 'Experience', and to strike 'preferred'. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

Director Instructional Support Services

Motion: Trustee Davis moved for approval of this job description, as amended. Other: Other: Bilingual/Spanish 'strongly preferred'. Maintain the 2nd line regarding knowledge of Mixteco and other world languages, 'preferred'. It was added that 'extensive experience working with diverse student populations' be moved up under 'Experience', and to strike 'preferred'. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

Director - Special Education

Motion: Trustee Edmonds moved for approval of this job description, as amended. Other: Bilingual/Spanish preferred/not required. Maintain the 2nd line regarding knowledge of Mixteco and other world languages, 'preferred', but not required. It was added that 'extensive experience working with diverse student populations' be part of the criteria to be consistent, and to strike 'preferred'. Seconded by Trustee Sher.

Much discussion ensued and Trustees Edmonds and Sher subsequently withdrew their motions.

Motion: Trustee Hall moved for approval of this job description as amended: Other: Bilingual/Spanish 'preferred'/ not required. Maintain the 2nd line regarding knowledge of Mixteco and other world languages, 'preferred'/not required, and that 'extensive experience working with diverse student populations' be moved up under 'Experience', and to strike 'preferred'. Seconded by Trustee Edmonds and carried unanimously. *Roll call Ayes:* Trustees Davis, Sher, Herrera, Edmonds and President Hall. Vote 5/0. Motion passes.

Director - Student Support Services

Motion: Trustee Herrera moved for approval of this job description, as amended. Other: Bilingual/Spanish 'strongly preferred'. Maintain the 2nd line regarding knowledge of Mixteco and other world languages, 'preferred'. It was added that 'extensive experience working with diverse student populations' be moved up under 'Experience', and to strike the word 'preferred'. Seconded by Trustee Sher carried unanimously. Vote 5/0.

Program Specialist-Categorical Programs

Motion - Trustee Herrera moved for approval of this job description, as amended. Other: Bilingual/Spanish 'strongly preferred'. Maintain the 2nd line regarding knowledge of Mixteco and other world languages, and strike the word 'preferred'. It was added that 'extensive experience working with diverse student populations' be moved up under 'Experience'. It was noted that under Education, wording be corrected to read Bachelor's degree from an accredited college or university read 'required' and strike 'preferred' as per the recommendation in First Reading. Seconded by Trustee Edmonds carried unanimously. Vote 5/0.

I. Consideration of Approval of Job Description Revisions * Principal * Associate Principal/Assistant Principal

*Principal:
Approved*

*A/P:
Approved*

Principal:

Several trustees expressed strong opinions on this job description, and in particular, the fact that they would like to see someone with only teaching experience occupy new principal positions. It was not felt this was critical for the A/P position. It was further stated that we are in the process of defining a career ladder in our district. It was also expressed that 'strongly preferred' be noted under 'Other' Bilingual/Spanish rather than 'preferred'. A trustee further requested that 'Extensive experience working with diverse student populations' be moved up to 'Experience', and that 'preferred' be dropped. Trustee Davis expressed that under Option 1, 'doctorate' restricts our pool and is unnecessary. All trustees were in agreement this be deleted. President Hall stated that he would like the minimum qualifications specified by Ed Code to ensure for the broadest pool possible, and individuals can be further screened once the district receives resumes.

It was clarified that Option 1 was *more* restrictive than Option 2, and that Option 2 is the minimum as specified in Ed Code. Dr. Fraisse noted a correction to the language in Option 2, and stated the language should read '5 years working *under any credential* (PPS or teacher); i.e. certificated teacher or counselor. Option 1 is clearly 5 years working only as a teacher per Ed Code.

Trustee Davis noted that in the job descriptions a car allowance and doctoral stipend were noted, along with medical/benefits information, however, this information was not stipulated in the Ed Services positions passed earlier in the evening. In order to have consistency he suggested adding this information to those. Trustees were in agreement, and President Hall asked that Dr. McCoy incorporate all benefit information into each Ed Services job description and bring these back to the March 2 meeting as a Consent Agenda Item.

Motion: Trustee Sher moved that Option 1 be adopted, with the following changes: 'strongly' being inserted after the words Bilingual/Spanish, under 'extensive experience working with diverse student populations', drop the word 'preferred', and move to Experience, and remove the Doctoral reference entirely. *Roll Call:* Ayes: Trustees Davis, Sher and Edmonds. Nays: President Hall, Trustee Herrera. Vote 3/2. Motion passes.

Assistant Principal

Trustee Sher expressed that the decision must be made whether the board wants someone in this role to have teaching experience, and to be able to evaluate teachers, throughout the job description/duties. President Hall stated that he feels it is important to provide for the broadest pool possible. In teaching there are even different disciplines that may potentially prepare one better for a principal, over another type of teaching. So, even within the role of teachers and their experience, who is to discern what type of teacher may be a better candidate over another for principal. He further expressed his concern that with our approval of Option 1 of the Principal, we have really stopped people with a counseling background from moving on to be a principal, and in his opinion, we will lose people from other districts without this background.

Motion: Trustee Herrera moved that the job description for Assistant Principal be approved, with the following changes: Under Other: Bilingual in Spanish *strongly preferred*, extensive experience working with diverse student populations be moved to 'Experience', with the deletion of the word 'preferred'. Seconded by Trustee Edmonds. *Roll Call:* Vote 4/1. Ayes: President Hall, and Trustees Davis, Herrera, Edmonds. Nay: Trustee Sher.

J. Consideration of Approval of Provisional Internship Permit

Motion: Trustee Herrera moved that the Provisional Internship Permit for Michael Keddington be approved by the Board of Trustees, as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

K. Consideration of Adoption of Revisions to Board Policy 4315 Evaluation/Supervision of Certificated and Classified Administrative and Supervisory Personnel, [First Reading]

There was lengthy discussion regarding this item. Trustee Herrera inquired whether the purpose of this item was: (1) to address the procedure of this or something else. She added that she did not see a time frame involved when evaluation will take place; (2) asked if there was any language to be included, depending on what type of evaluation one received; (3) what criteria would be used to evaluate different personnel at varying levels of administration and our teachers. Further, she stated she would like to see individuals evaluated on such things as, for example, fostering a positive collaborative environment at the school site, rather than a base skill set that dealt with one's respective field.

Dr. Rocky Valles said that we have such a process in place, and the specifics mentioned are outlined in the AR. He further stated that each of three prior superintendents he has worked under have brought their own forms of evaluations, which can be amended by the board to include any information they would like.

President Hall commented on Item #9, asking how the district evaluates principals. Dr. Fraisse commented that we need to have a legal involvement if the board changes much language, as some of the criteria must follow Ed Code. It was clarified that Item #9 specified some annual survey, customer climate, and direct supervision, feedback from staff and community members. This kind of subjective evaluation should provide best practices and we must bring back a strong AR with 360 degree evaluation format.

Motion: Trustee Davis moved for adoption as a First Reading, with the understanding that this Item be brought back with a Draft AR. Seconded by Trustee Herrera.

Trustee Sher again expressed her concerns that #4 and #6 go to comments regarding job descriptions, that she had referenced in the earlier A/P discussion, and she noted that the wording, she felt, under #8 should be changed. She stated that she does not feel an Administrator is necessarily a Professional Educator (i.e. teacher or related). How can such individuals evaluate employees based upon the criteria provided us, and further, she requested information regarding who this applies to. Sher also made reference to Resolution #15-18 for Dr. McCoy in gathering data/testing measures.

Trustee Herrera then recommended this item be tabled, and requested the board be provided a schematic based on who is doing the evaluation. Depending on who is doing the evaluation, there could be different areas here to be included. It was stated there are possibly 2-3 tiers or subsection of the same evaluation. Dr. Valles noted the current information was taken from CSBA language and vetted by their attorneys. He stated that we will take this to our attorney and make sure it falls within Ed Code. There will be 3-4 tiers of the AR as well, for Superintendent, Asst. Superintendent, Principal, A/P and Directors to further address the question of 'who evaluates who'. Trustee Davis retracted his motion and the item was tabled.

President Hall requested a 5 minute break from 8:25 pm – 8:30 pm.

L. Review of Board Policy 2120 Superintendent Recruitment/Selection

Discussion and Review only. Edward Velasquez and Ben Johnson presented on information received to four questions asked of our focus groups and via our online survey regarding (1) our community; (2) good things about our district; (3) issues the incoming superintendent needs to be aware of; (4) skills, qualities and characteristics that were expressed by those groups.

Stakeholder comments/Feedback

McPherson shared that they conducted meetings with stakeholders representing 9 groups, and 2 public forums. The consultants received input from about 56 individuals in these groups. It was noted that the stakeholder groups across the board feel positive about the communities in which they live. It was expressed that stakeholders feel that the superintendent's office needs better communication with parents, community, feeder schools, there exists a perception of lack of transparency, and trust must be built between district administration and teachers. It is felt there is a big socio economic disparity within the district, and there exist issues unification and air conditioning.

Important characteristics in our next leader: approachable, humble, visible, team builder, honest, communicator, transparent, cares about all groups, student focused, high school experience.

Process and timelines:

McPherson stated that to date his firm has 31 candidates who have applied. After much discussion and input from each trustee the following process/next steps were agreed upon in terms of screening:

Three step process:

- 1) Consultants review list of applications via criteria.
- 2) Closed session whereby board would review that list.
- 3) That would lead to an interview pool whereby the committee group would interview. Have not determined if all candidates would go to the finals.
- 4) Will we be identifying by board regulation which community members; how they will be selected?
 - a) Later determined that each outside group will determine their own process to identify their respective member.

Jacobson stated that McPherson will summarize feedback for the individuals the committee interviews. This way no one is ranked. They will be responsible for facilitating information on candidates from the group and provide this information to the board. Board members agreed that they would like to see a summary document that reflected strengths/weaknesses of each candidate interviewed as per the committee evaluation. Per President Halls, request, they will let candidates know this will be a 2-step process, regardless of the number of names that go to the committee, so they can plan accordingly. It was noted that the application period ends on March 2. Jacobson indicated McPherson would require two weeks for the vetting process and background checks. President Hall suggested changing the interview dates for the committee and pushing the timeframe out. Velasquez stated he would put together a new timeline and send it in writing. President Hall requested this then be forwarded to the rest of the board, and if this matter needed to put on the March 2 agenda we could do that.

Trustees agreed that selection of committee members must reflect full diversity: work sites, job functions, gender, age, ethnicity, etc. We must assure this in the top six committee members. It was acknowledged that the make-up of some groups is already pre-determined by those individuals currently in them, and cannot be changed. However, half of the committee, 7 of the 14 seats are up to the board and district. Trustee Sher added that we must provide accommodation for any committee member(s) who is/are non-English speaking, and utilize that as a disqualifier.

Salary Discussion

Jacobson advised the board that based on McPherson's research (and salary information on a large number of districts provided the board), \$198,506, and with a 7% increase the salary would be \$214K should be the District mean, based upon the last superintendent salary, with a suggested range for the search of \$200-\$235K. He further stated that the average salary of nearby districts is \$175K, which is skewed by nearby elementary school districts, and with just union high school districts in the state that are comparable, this figure rises to a mean of \$243, 038.08. Jacobson clarified that the board was fine with McPherson discussing a range for the position, and/or what the prior superintendent had been making.

Interview Questions

McPherson provided Board members with thirty questions to be narrowed down to 12-15 for Interview purposes. It was discussed that these would be covered in Closed Session at the next meeting on March 2. Trustees requested a revised timeline from McPherson as soon as possible, particularly so all constituents and applicants have sufficient time to make plans and participate. It was reiterated that no one should be disqualified and this message must come from the board in making contacts to specific groups, as designated to the principals and district administration. It was clarified that if the questions were discussed in Open Session a number/criteria must be assigned to each, however, in Closed Session these could be discussed as a group in detail.

Board Direction regarding Committee Member Contact

Dr. Fraise requested direction from the board regarding who, specifically, would be responsible for communicating information to group members on the committee. President Hall instructed staff to contact the following individuals and make them aware of district interview committee dates, once an updated timeline was received from McPherson and Jacobson: (1) OFTSE, (1) CSEA, (2) Parent Group, (1) Oxnard College, (1) Principal, (1) Sup Search firm representative (1) Student Board representative (1) District Administration as designated. It was noted that staff would ask Wes Davis for his help in assisting the following groups to put out their own notices (3) Certificated and (3) Classified staff. This group would provide for a total of 15 committee members per AR2120. It was noted that staff would request the Parent Group to appoint one parent from differing areas to get geographic mix reflective of the district community.

M. Consideration of Planning Steps to Implement the Superintendent's Search

To approve consensus planning steps to effectively implement the next steps of the search process.

No motion necessary

Board took no action, and gave direction as to next steps.

N. Consideration of Election of a Representative to the CSBA Delegate Assembly for the term April 1, 2016 - March 31, 2018

Motion: Trustee Sher moved that Vianey Lopez be nominated as part of the 2016 CSBA Delegate Assembly Election, as presented. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

Approved

O. Consideration of Review and Reaffirmation of Oxnard Union High School District Board Bylaw 9312: Board Bylaws [First Reading]

It is recommended that the Oxnard Union High School District Governing Board reaffirm Board Bylaw 9312: Board Bylaws.

Tabled for March 2 meeting

Tabled

13. REPORTS TO THE BOARD

13A and 13B tabled for March 2 meeting

A. Foster Youth - Tom McCoy

Information only.

B. Task Force on Hot Weather Update - William Dabbs

Information only.

14. BOARD MEMBERS' REPORTS AND COMMUNICATIONS

- A. Trustee Hall • No report
- B. Trustee Edmonds • No report
- C. Trustee Sher • No report
- D. Trustee Herrera • No report
- E. Trustee Davis • No report

15. ITEMS FOR FUTURE CONSIDERATION

- Trustee Sher requested detailed information that deals with the evaluation process that specifies which employees specifically evaluate others.
- Trustee Sher commented that for RCHS, she would like an update on data regarding the numbers of students who have left, and why, if any, and our prospects on plans for Performing Arts Academy and how it will be structured. President Hall suggested this in early April.
- Trustee Sher also asked for more information on our contract with Dell in the form of a Board Report. Trustee Davis requested a Friday update with more information and background on Officer Tamara McCready at CIHS.
- President Hall requested information on objective criteria to assess the bilingual capabilities of candidates.

16. ADJOURNMENT

At 9:50 p.m. President Hall reported the meeting was adjourned. Board members went back to Closed Session at 9:50 pm. The Board moved back to Open Session at 10:45 p.m. and the meeting adjourned at 10:46 p.m.

BOARD OF TRUSTEES


Karen M. Sher, Clerk


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

Approved as presented
March 3, 2016

Board meetings are video recorded and are available at:
<http://www.ouhdsd.k12.ca.us/about/schoolboard/datesagendas.htm>