

Oxnard Union High School District

Oxnard, California

REGULAR BOARD MEETING

March 16, 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, March 16, 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:

Trudy T. Arriaga, Ed.D., Interim Superintendent
Stephen Dickinson, Assistant Superintendent-Administrative Services (not present)
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, James Koenig, Wes Davis, Bill Dabbs, Kathy Greaves, Edward Velasquez, Ken Goeken, Lupe Reyes, Patsy Thomas, Ray Senesac, Gary Mayeda, Puneet Sharma, Kim Stephenson Maryann Larrieu, and other interested parties.

2. PLEDGE OF ALLEGIANCE

President Hall asked Kathy Greaves/Principal/Condor High School, to lead the Pledge of Allegiance to the flag.

3. ADOPTION OF AGENDA

Motion: Moved by Trustee Herrera, and seconded by Trustee Davis as amended to move up Action F and G to be considered at the top of Action due to the fact that teachers were present in the audience. It was also agreed that Action I and H would be taken in reverse order so the Administrator position could be considered prior to the Summer School Plan. Carried unanimously. Vote 5/0.

4. ADOPTION OF MINUTES

Motion: Trustee Herrera moved that the Board of Trustees approve the Regular Board Minutes dated March 2, 2016 as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

5. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Wes Davis/President OFTSE thanked the district for a: (1) productive bargaining session (2) he stated the team is closer to receiving an agreement for certificated employees; (3) thanked the team for mutual respect at the table; (4) expressed gratitude to the board for having OUHSD employees part of the committee panel to interview the new superintendent, to include three classified and three certificated individuals which reflected a diverse make up.

6. CLOSED SESSION

President Hall stated that the Board would adjourn to Closed Session at 3:36 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
- 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 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
- F. Superintendent Search: Screening of Applicant Resumes

7. RECONVENE IN PUBLIC: REPORT ON CLOSED SESSION ACTION

The Board reconvened at 6:06 p.m. President Hall noted there was nothing to report.

8. RECOGNITION

In 2010, OUHSD entered into a partnership with Cenergistic to implement a district wide behavior based energy conservation program. Although the fee portion of the agreement concluded in 2014, Cenergistic provides ongoing training and support as long as the District continues to provide strong support for the program and employ an Energy Conservation Specialist. Energy consumption and cost data from utility bills for each school was submitted to the U.S. Environmental Protection Agency (EPA). When this data was analyzed, they determined that the schools perform in the top 25 percent of similar schools nationwide for energy efficiency and meet strict energy efficiency performance levels set by the EPA. If you receive a score of 75% or over you are eligible. All of our sites received scores of 95% or higher. This provides 3rd party verification of our energy program. The ENERGY STAR awards are a result of coordinated efforts of our dedicated teachers, administrative staff, custodians, and maintenance staff working to save energy and money and demonstrating our commitment to environmental stewardship.

Francisco Domez of the EPA and Rebecca Wright of Cenergistic was on hand to present 2015 ENERGY STAR recognition awards to site principals for Adolfo Camarillo High School, Channel Islands High School, Hueneme High School, Oxnard High School, Pacifica High School and Rio Mesa High School who were present. Johnny Garcia Vasquez from Jacqui Irwin’s office presented certificates and Hannabeth Jackson’s office sent their congratulations. President Hall assisted Mary Ann Larrieu and Rebecca Wright with presentations to all principals, with the exception of Dr. Riegert who could not be present.

9. PUBLIC COMMENTS TO ADDRESS THE BOARD OF TRUSTEES

- No public comment.

10. STUDENT REPRESENTATIVE TO THE BOARD - Celina Espinoza

Information was provided pertaining to our sites and their respective events that have taken place since our last board meeting on March 2, 2016. Student representative Celina Espinoza was not present.

11. SUPERINTENDENT'S REPORT

Highlights:

- Career Fair: congratulated Jim Rose and Teresa Telles for coordinating the 150 community agencies meeting who greeted our high school students.
- Watched with a source of great pride and gratitude for the collaboration within the community and giving students a vision for the future.
- Optimist club ceremony – huge crowd of community members came out to support and acknowledge our students and honor them. This is collaboration at its finest with our community.
- P21 council – Jim Rose – presented on behalf of the OUHSD and the career pathways in our district.
- Holocaust Survivor/Maria Segal presenting at PHS: Arriaga congratulated student Noah Hernandez and Jaimene Nichols, English Teacher who brought her to the school to speak. Arriaga noted that there were lives in the audience forever changed by listening to this history.
- PHS: Conducted Cultural proficiency training. Appreciated everyone's professionalism and dedication and increased equity and access to all.
- WASC – affirmed the greatness going on, and areas for continued growth. Self-reviews and self-analysis.
- Updates: Voter registration: HHS students are not here in the audience. Contacted the student speaker who came to prior meeting, as well as the CAUSE representative who accompanied the students. Conducted a survey of what is happening with voter registration at all sites. It was noted that at most sites we are providing voter information and opportunities for registration as well.
- Arriaga stated that some classroom teachers are integrating this information into their classes on a regular basis, some have the League of Women Voters visit and speak to their classes, etc. She noted that we want to standardize these opportunities throughout our sites.
- Spoke with Tina Rios, colleague in Santa Paula, and subsequently, spoke with Alex Padilla/Secretary of State. It was noted that he would visit HHS in the beginning of April and having an assembly. Selecting just a few schools where he will go. Very excited to tell the students. Great opportunity and lesson in civics that they expressed themselves and look what happened.
- Update: school resource officer matter. CIHS invited the SRO to meet at 1:00 p.m. on Friday to discuss Officer McCready. Arriaga stated that she assured students, parents, faculty, administration and the community that they were heard by the board, and that she had met with Sergeant Mancha. She noted that she appreciated and recognized his responsibility on behalf of his department. She stated that she advocated strongly on behalf of the CIHS community and encouraged him to come and meet with the staff.
- Translation services: Met with Assistant Superintendents and Director of Technology regarding this matter. The following were discussed: (1) current practices is the translators were not be heard simultaneously in a timely manner, and the quality of the audio was not what how the board would like to be represented. (2) We have some different systems in place so tomorrow, those who speak Spanish will hear it tomorrow. This is a short term fix. (3) Long term for a simultaneous live feed has been explored with other districts; (4) budget item for board consideration in the near future if the board feels this is of value to the community. The Director of Technology has provided the figures on this matter and it is costly, but possible.
- Thanked the board for this tremendous opportunity and serving for next couple months.

12. CONSENT CALENDAR

Motion: Trustee Herrera moved that the Board of Trustees approve the Consent Calendar, as amended, moving Action 13F and G to the front of the Action items due to teachers being present in the audience. It was also stated by Dr. Arriaga that Action Item B be pulled due to Steve Dickinson not being present. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

A. Consideration of Approval of Revision of Authorization of Signatures

It is the recommendation of District Administration that the Board of Trustees approve the revision of certification of signatures, as presented.

B. Consideration of Approval of Approval of Donations, February 10 - March 7, 2016

It is the recommendation of District Administration that the Board of Trustees accept the donations for the reporting period February 10 - March 7, 2016, as presented

C. Consideration of Approval of Approval of Purchase Orders and Direct Pays, February 23 - March 4, 2016

Purchase Orders totaling \$981,810.77 and Direct Pays totaling \$213,578.00 be approved, as presented.

D. Consideration of Approval of Agreement between Oxnard Union High School District and Round Table Pizza (Central Plaza Shopping Center) - 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 Round Table Pizza (Central Plaza Shopping Center) - WorkAbility Program, as presented.

E. Consideration of Approval of Reapplication for the Workforce Innovation and Opportunity Act Grant (Transition Year 2016-2017)

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Reapplication for the Workforce Innovation and Opportunity Act Grant (Transition Year 2016-2017), as presented.

F. Consideration of Approval of Agreement between Rio Mesa High School and Ransom Educational Consulting for Student Tutoring in IB Chemistry

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Agreement between Rio Mesa High School and Ransom Educational Consulting for Student Tutoring in IB Chemistry, 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 Approval of Certificated and Classified Personnel

It is the recommendation of District Administration that the Board of Trustees approve the personnel items, as presented.

13. ACTION

A. Consideration of Approval of Second Interim Report, Fiscal Year 2015-2016

Approved

In Steve Dickinson's absence, Patsy Thomas reported as follows:

Original budget adoption required by July 1st
First Interim Report – December 2015
Second Interim Report – March 2016
Unaudited Actuals – September 2016
Final Annual Audit – December 2016/January 2017
Adopted budget: \$159,594,962

There have been minimal changes between the First and Second interim (under \$264K difference). It is estimated that as of June 230, 2016 the Reserve for Economic Uncertainty is increased by \$200,800 from \$7.16M at First Interim to \$7.36 million with 2nd Interim. This is in accordance with BP 3100 which requires a range of 3-5%, with 5% being the upper end of the minimum range. We can always increase this amount per board direction. Total reserve percentage: 6.29% (\$11,338,339) with a multi-year projection of 5.99% for 16/17 (\$10,657,659) and 5.16% for 17/18 (9,370,772).

Patsy Thomas indicated that we anticipate a budget study session in the coming months. She indicated the district recommendation is not to use the TRANS as it costs us more money. In addition, having a higher fund balance, in ratings with S&P, provides us with a higher rating in that we can better meet our obligations. She stated that we would like to use some one time funding to build our Fund Balance. Thomas added that we have received \$3.7M received, and estimate 16/17 \$3M in one time money per the Governor's proposal for a total of \$6.7M. She added that the unit share and negotiations are taken into account when projecting estimates and expenditures. It was indicated that the TRANS cost to the district depends on how much is borrowed, and at present the amount would be about \$300K. President Hall stated that the 16/17 budget would come before the board at the April 27th Board Study Session.

Motion: Trustee Edmonds moved that the Board of Trustees approve the 2015-2016 Second Interim Financial Report and authorize the Superintendent or designee to sign the Second Interim Financial Report School District Certification, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

~~B. Consideration of Approval of HMC Architects' Add Services for Construction Administration – Rancho Campana High School~~

~~Pulled.~~

C. Consideration of Approval to Accept Nutrition Services Frank McHugh-O'Donovan Foundation, Inc. Grant for Assistance in the Farm to School Program

Approved

Motion: Trustee Herrera moved that the Board of Trustees approve the acceptance of the Frank McHugh-O'Donovan Foundation, Inc. grant for assistance in the farm to school program, as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

D. Consideration of Adoption of Resolution 16-07 Proclaiming March 31, 2016 as Cesar Chavez Day

Approved

Motion: Trustee Herrera moved that the Board of Trustees adopt the Resolution 16-07 Proclaiming March 31, 2016 as Cesar Chavez Day, as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

E. Consideration of Approval for Adoption of Resolution No. 16-08 Proclaiming April 4-8, 2016 as National Adult Education Week

Motion: Trustee Edmonds moved that the Board of Trustees adopt the Resolution No. 16-08 Proclaiming April 4-8, 2016 as National Adult Education Week, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

Approved

F. Consideration of Approval of New Course Proposal: Hospitality Marketing [First Reading]

Motion: Trustee Davis moved that the Board of Trustees approve the New Course Proposal: Hospitality Marketing [First Reading], as presented, waiving the second reading. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

Approved

G. Consideration of Approval of New Course Proposal: Introduction to Environmental Ethics and Green Entrepreneurship [First Reading]

Motion: Trustee Sher moved that the Board of Trustees approve the New Course Proposal: Introduction to Environmental Ethics and Green Entrepreneurship [First Reading], as presented, waiving the second reading. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

Approved

H. Consideration of Approval of 2016 Summer School Plan

Tom McCoy stated that summer school classes begin June 27 – July 28, and noted they would take only Monday-Thursday. Students will be provided two options: An online program would be offered for two hours per day in two different shifts at each school including Condor and Frontier. Each site will be offering three new enrichment classes, and are determining which classes to offer and then will give to Ed Services to approve. All will also be available in remediation. He stated that he is working with Migrant/EL to provide an extended school year for those students and SPED students.

Approved

McCoy provided a detailed budget for each school site, and a summary for fiscal considerations that encompasses all backup for those considerations. McCoy stated that for the online program we have 35 seats allocated for each teaching position. There are up to 280 seats online for any courses or selected classes that sites open for enrichment. Students may complete from 5 credits or up to 20 credits of remediation. Two hours per day at the site must be attended, and they can work on their own through the evening. McCoy noted that the number of weeks for summer school this year has increased, and sites will plan on having room access with online capability for those students who do not have internet access at home. The estimated cost is \$308K for the summer school budget, which is in keeping with that of last year. There is \$200K set aside in the general fund, with \$110K from

Title I. These numbers do not include Migrant Ed/EL or SPED.

Trustee Davis noted that if Frontier students can only attend school onsite, without the option to attend elsewhere, that would be unfair and too restrictive. He added that we want to encourage attendance and reengagement at a comprehensive site.

Trustee Herrera clarified that: (1) our current Youth Service Officers are our current school RSOs employed by the district; (2) summer school provides opportunities for our current clerical staff to work extra over the summer, if they have less than a twelve month assignment; (3) coordinator is the same position as 'Summer School administrator' noted under #1 that was tabled; (4) projection of 400-500 students per site times nine sites or 4-6K students to be served; (5) hourly wage for summer school teachers are a set fee that is previously negotiated.

Motion: Trustee Davis moved to Accept the 2016 Summer School Operational plan with the exception that there be *no position of Summer School Administrator* and that continuation students may attend classes *at any site* in the district. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

President Hall stated that he would support the motion, however, he noted that he believes the position of Summer School Administrator would be economical for the district, and would provide additional support for the management team.

~~I. Consideration of Approval of Job Description Revision—Summer School Administrator [First Reading]~~

Tabled

Trustees Sher and Davis expressed concern that the language relating to (1) bilingual Spanish 'preferred', but not required and under 'Other', knowledge of languages and Mixteco are 'preferred' were not consistent. It was noted that the wording 'preferred not required, was felt to not be as strong as simply 'preferred'. *It was requested that staff review these same descriptions and wording with those brought over the past 2-3 board meetings to make sure all are consistent.* President Hall summarized the changes, and recommended to delete the phrase 'not required', leaving 'preferred', for all statements, as well as to delete the phrase 'not required' under 'Other' and references to knowledge of languages and Mixteco.

Trustee Sher expressed concern regarding the experience the Administrator should have, noting that she believes they should have the same 5 years' teaching experience as our principals. Tom McCoy stated this is not a principal position, rather, *it is designed to provide assistance* to Principals. He further noted these are the same requirements that were approved for an AP job. He stated this position will assist with HR to ensure teachers are eligible to teacher, summer school attendance and policies, and each campus with issues that arise during their programs. Due to the fact that Frontier High school will be offering summer school this year, that principal will not be overseeing the program. Trustee Davis stated that he was not convinced of the need for this position, and added that previously this responsibility of organizing and implementing programs for Summer School was handled by the Assistant Superintendent of Educational Services, with little assistance from the principal of Frontier. Previously district A/Ps were provided more days (5 weeks), in order to assist in overseeing summer school (213 days). He stated that he would not support a \$6-7K position of public funds for this purpose. It was noted that site principals do not have time to oversee such programs during the summer, as they are typically working on the school's hiring of vacant positions and the school's master schedule for the upcoming year which is a 3-6 month process.

President Hall clarified that the intent is to approve the Summer School plan, update the job description as well as the \$7K for the position. It was clarified that we currently do not have such a position in the district. **Tabled.**

~~J. Consideration of Approval of Job Description Revisions for Principal—Adult Education and Assistant Principal—Adult Education [First Reading]~~

Tabled

It was noted that the board has had much discussion, as it had with other principal and assistant job descriptions, regarding qualifications for these positions. It was stated that for 'Principal', it seemed that the titles were inconsistent within the document and that all principals should be required to have 5 years' successful teaching experience. In addition, the board had made clear that the supervision of principals would be by the Superintendent and not the Assistant Superintendent of Educational Services. It was felt that the wording 'emotional control under stress' and wording pertaining to 'heavy lifting' be removed as it is not stated in all other principal job descriptions. Board members further stated that if Bilingual Spanish is listed as 'preferred', knowledge should be preferred as well. Other related language after this should be dropped.

Dr. Valles clarified that the Adult Ed principal does not make the same money as a comprehensive site principal, however the AP is at the same level of pay as that at a comprehensive site. Concern was expressed that we are creating a second tier with Adult Ed for different qualifications and experience. McCoy expressed this is a different staffing model, and noted that was why he had proposed this position report to Assistant Superintendent of Educational Services. That role deals with grant applications, building programs, and partnerships that work in concert with that Ed Services.

President Hall commented that as we move forward that (1) he would prefer experience to be as broad as possible to attract the largest number of applicants; lest the committee determine which candidate is the best fit for that school; (2) concern noted that we have current employees that have worked for many years, through our ranks, and we should be grandfather those employees in and allow them to meet the minimum qualifications as we move forward. Trustee Herrera inquired regarding a point of order, and if the board

should be asking clarifying questions and engaging in the discussion of an item without a motion. Trustee Arriaga stated that typically a motion should come first, to be followed by clarifying questions and discussion. President Hall noted that this should continue to be our practice moving forward.

President Hall suggested the board not take action on either matter, and bring both back on April 27.

K. Consideration of Adoption of Board Policy and Administrative Regulations 4111, 4211, 4311 Recruitment and Selection. *[First Reading]*

Tabled (both BP and AR)

BP 4111 (Certificated) 4211 (Classified) 4311 (Administrative recruitment and selection)

Trustee Davis stated that the title did not seem reflective of what the policy actually is, and that a title change should be considered. He further noted that this BP is not recruitment and selection, and does not read that way in the materials presented. It represents the recruitment of certified, classified and supervisory personnel, and the AR is just for principals. It was also requested that the line referencing 'incentives to work in low performing schools and hard to fill positions' be deleted.

Motion: Trustee Davis moved to accept the BP, as amended, with the changes noted above. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

AR:

It was noted that under the first bullet, the number should be revised to the correct number of individuals to serve on the committee. In addition, under Committee Composition, it was stated that a line be included 'as to who designates who' and what group is responsible for identifying each group or member of the committee. It was also noted on page 1 'Verification of Application' section, that this be conducted only by the Assistant Superintendent/Human Resources and all other names be stricken. It was requested that under 'Reference Checks', the wording under the second bullet be changed to 'unsatisfactory'. A question was also raised regarding the 'Screening of Applicants' wording and the process of elimination, 'Writing Sample', which is not consistently used per Dr. Valles, and how the latter was relevant to the position at hand. Davis also commented that the AR states that administrators/principals are 'selected for the district', and not the specific school, however in reality, the wording is contradictory to our practice.

Motion: Trustee Herrera moved to approve for discussion. Seconded by Trustee Edmonds.

Trustee Herrera stated that the Committee Composition must be consistent throughout for all recruitment we do. She noted that this gets back to comments made by President Hall regarding who designates committee members. When there are too many interested individuals, we must be cautious that this does not fall directly on the District Office and board to make these decisions on their own, especially with respect to the role of principal and higher administrative positions. The Board of Education supports that as trustees, they make the final determination on all of the positions, based on Superintendent's recommendation, and that the board must maintain objectivity throughout the entire process and be consistent toward this end. Dr. Trudy Arriaga expressed unequivocally that it is the job of the Superintendent to bring the board all of that information that has been unbiased, inclusive, and vetted. The Board's role is to determine if they accept the Superintendent's recommendation.

Trustee Edmonds mentioned that for the current RMHS principal selection, all stakeholders and individuals involved in this process are from RMHS, rather than providing for objectivity. He further asked if you were an employee who were interested from another site, would you be afforded the same opportunity, rather than being site specific. Trustees Herrera and Davis expressed the same concern.

Trustee Davis asked that this item be brought back to the April 27 board meeting as well, withdrew his motion for the Board Policy that was passed, and President Hall concurred. **The motion was tabled.**

L. Consideration of Approval of Learning, Leading and Serving Agreement Between Grand Canyon University and Oxnard Union High School District

Approved

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

Approved

Motion: Trustee Sher moved that the Board of Trustees approve the Learning, Leading and Serving Agreement-California between Grand Canyon University and the Oxnard Union High School District, as presented. Trustee Herrera seconded for purposes of discussion. *Roll call:* Ayes: Trustees: President Hall, Trustees Sher, Herrera and Edmonds. Nay: Trustee Davis. Vote: 4/1.

Trustee Davis requested that Dr. Valles check with other users of this service to better understand how well it worked, if they were satisfied with their services, etc.

Trustee Davis stated that the title seems to be geared toward the evaluation/supervision of certificated personnel, and he said that he could not think of a classified Admin position held accountable for those types of measures. He also said, and other board members concurred, that this title does not fit for Classified Administration, and it was agreed that Valles stated that he would *remove* the words Classified Administration. Trustee Sher again expressed that she doesn't believe that someone without teaching experience can be charged with the type of supervisory experience that the policy outlines, unless one was looking at data and assessments. How does one evaluate teaching practice if they have never been a teacher. Herrera noted that per the policy as stated, the Superintendent or their designee would be doing an evaluation. Sher stated that either/or those individuals, in her opinion should have teaching.

President Hall stated that as part of the formal feedback, this process will be developed and implemented in 2016/2017, and these should be regularly updated to the board. Dr. Arriaga noted that Human Resources was providing only general information in the prior statement regarding the feedback process, and that the new superintendent will know that the desire of the board is to have some type of feedback process. This is not necessarily the evaluation, however, formal feedback and/or 360 tool becomes a piece of the evaluation process. In this manner the new superintendent could utilize this process and incorporate it with his/her own ideas for what an evaluation process should look like. Dr. Arriaga noted that both she, and Dr. Fraisse, have good samples to share with the board and our new superintendent.

Motion: Trustee Herrera moved that revisions to Board Policy 4315 Evaluation/Supervision of Certificated and Classified Administrative and Supervisory Personnel, [Second Reading] be adopted by the Board of Trustees, as amended. Seconded by Trustee Davis. *Roll call:* Ayes: Trustees Hall, Davis, Edmonds and Herrera. Abstention: Trustee Sher. Vote 4/1.

N. Consideration of Approval of Job Description Revisions, [Second Reading] > Principal > Assistant Principal

Principal: Approved

Assistant Principal: Approved

Dr. Rocky Valles noted that this item was originally brought to the February 17 meeting for [First Reading].

Principal

It was noted that the 'doctorate' requirement had been stipulated previously to be deleted. It was noted that Dr. McCoy would remove that language. It was confirmed that 5 years' Experience is correct and that changes had been made to say preferred throughout.

Motion: Trustee Davis moved that the Board of Trustees approve the Principal's job description, *Second Reading* as amended and seconded by Trustee Herrera. More discussion followed.

President Hall expressed that Experience include the background in counseling or other related fields on behalf of people that we have already working in district, and that they be grandfathered in, so that are credentialed in a 'named area', that they be allowed to apply as meeting the minimum qualifications for this position. This wording was requested to come back as part of the original motion by Trustee Davis. Davis asked that this topic come back as a separate Action Item at a future date and not be considered at this time as part of the motion. Trustee Herrera concurred.

Motion: that the Board of Trustees approve the Principal job description revisions, *Second Reading* as presented. *Roll Call*: Ayes: Trustees Edmonds, Sher, Davis. Nays: President Hall, Herrera. Motion passes: 3/2.

Assistant Principal

Motion: Trustee Herrera moved that the Board of Trustees approve the job description, *Second Reading*, Assistant Principal, as presented. *Roll Call*: Ayes: President Hall, Trustees Davis, Herrera and Edmonds. Nay: Trustee Sher. Vote 4/1.

It was clarified that Experience is now years 5 per Ed Code for this position. Board President Hall requested a break from 8:26 to 8:35 p.m.

14. REPORTS TO THE BOARD

A. Task Force on Hot Weather Update – Bill Dabbs

Bill Dabbs stated that the Task Force committee consists of over 30 individuals who met four times, to include students, teachers, parents, and administrators. He stated that a translator was provided at each meeting in order to expand the conversation for our students and parents. Per the committee's research, it was noted that the hottest month was October 2015. Committee recommendations were: (1) at some time in the future all high schools be retrofitted with air conditioning; (2) until monies are available, implement steps to mitigate heat: (a) recommendation for BP 3516.54. This is currently not part of our district policy on dealing with prevention of heat stress and can be found on GAMUT online. It was asked that Administrative Services put this together, however this would need to be modified for our district. Such a policy would provide direction to our teachers, coaches and administration.

We currently have (a) no policy or guidelines for implementing a heat day; (b) we have no agreement with the OFTSE/union. It was noted the committee was very careful not to discuss the actual aspects of the MOU, as this is part of current negotiations. It was stated that while Santa Paula has an MOU they have one high school; we have six and alternative schools in two cities; (c) we must gather relevant data regarding temperatures in the classrooms and outside, and develop a process for developing district wide data at specific classrooms (suggestion was through maintenance and operations). Dabbs stated that there are specific rooms at various sites that are more susceptible to severe heat days, and therefore, more relevant. In order to make decisions based on actual data we must have thermometers installed in strategic locations at our sites, which will be checked by staff (MOT) at the same time daily. Additional committee ideas included: (a) plant more trees in strategic areas for classroom shade, students and staff outside; trim for a canopy purpose; (b) provide windows that help move warm air out of the classrooms (windows that open out push the hot air 'out'); (c) ensure that our overhangs are vented properly, so the heat off the pavement can and go out rather than in the classrooms. Currently this is not the case. (d) Replace windows with window fans to suck air out of classrooms; can also be 2 way fans – to cool the classrooms. These should be turned on at night to cool rooms and offices for the next day; (d) opening and closing of windows in morning and evenings; (e) replace blackout curtains as needed; (f) replace windows with dual pane and/or darker paned windows; (g) installation of water misters in cafeteria areas and other heavily used site gathering spots; (h) planting/pruning trees to provide adequate shade so teachers could take students outside to teach class.

B. School Resource Officer - Tom McCoy

It was noted that the Oxnard Union High School District partners with the Oxnard Police Department and the Ventura County Sheriff's Department to provide on campus School Resource Officers. School Resources Officers work daily with staff, students, and parents to ensure a safe school campus and to address issues that impact the school community. The partnership with OPD dates back to the mid 1980's and the School Resource Officers from Oxnard Department are a shared cost between OPD and the District. Oxnard PD Officer Bryan Bishop and Estrada, as well as our agency partners from the VC Sheriff's Department, Sheriffs Franch and Strom/Camarillo were thanked for their service, as well as attending the meeting to answer questions and provide input.

It was noted that SRO use is designed to supplement the safety of student's at schools, and to complement and provide reinforcement, rather than being the first line of defense.

It was stated that they are specially trained to be actively involved in understanding youth, trends and to build rapport...to diffuse problems rather than escalating. As part of their job they also provide information on crime trends and truancy issues. It was stated that there are three full time officers/Camarillo Sheriffs at: ACHS, RCHS and FHS. There is one full time officer/VC Sheriff at RMHS. In Fall 2015 Student Support Services conducted a stakeholder survey of students, parents, and staff regarding the School Resource Officer program. It was well received with two primary themes that emerged: visibility and interaction, and safety and security. It was noted that all neighboring districts employ SROs from their neighboring communities.

Next Steps: In discussions with SRO supervisors and clarifying site SRO schedules, our sites wish to develop monthly calendars so each SRO can more efficiently serve our campuses. Our sites need to know when the SROs are offsite and in training so the sites can better plan for coverage. This is critical as an emphasis on their visibility and connections to students serve as a deterrent to poor behavior. It was noted that we are working on a schoolwide intervention plan, where all sites would like to involve all SROs for 16/17 in this process. Trustee Sher thanked all of the officers for being present and for their service. She confirmed that our payment with Oxnard PD would be changing in 16/17, and McCoy stated that all districts working with OPD will receive the same increase. He stated he did not know about Camarillo services or the Ventura County Sheriff's, and that he would find out this information.

It was clarified for trustee members that (1) we have no say in which SRO is assigned to our sites; (2) vacancies are posted internally to the law enforcement agency (3) we are not part of that assignment process in any way. McCoy stated that to-date we have not had an SRO deemed to not be a match for a particular site, however, proper reporting would be to have the principal communicate with that SRO's supervisor, James Koenig and himself to review any specific issues. He further stated that we have to respect that the police department follows the penal code, we have to respect that, and they are not mandated to meet our requests. McCoy stated that safety is paramount and that scheduling is the overriding concern. SROs have 8 hour shifts and he stated that he would like to align these shifts more closely with school openings/closings. He added that James Koenig has drawn up discipline data over the last 4 years to show incidents at specified times of the day to substantiate our requests. In terms of length of assignment, it was stated that for the Sheriff's department officers are given the option for a 9, 10 or 11 month option. As we move forward it is important we negotiate the programmatic and the fiscal aspects of the services we have within Ventura County.

Edmonds stated that our current costs are \$300K, and without that current match our costs will be over \$180K per site or over \$700K. President Hall stated that he believes this is a great program and our partnership with Oxnard PD, that are SROs are welcome at our sites and the surveys reflect this information. McCoy thanked James Koenig for accessing all of the data/work information.

Officers present were asked what they felt were the greatest impact they have on their sites. Sheriff Franch (Camarillo) indicated his group tailors officer hours to the sites hours for maximum effectiveness. These school gets 40 hours per week and determines how they want to utilize those hours. He noted the department supplies 20-25 additional people at football games and other similar events at N/C to the district to ensure the safety of students/community. Franch added that the officers require specialized training prior to working at a site. At ACHS -- SROs are on 12 month contract, but at a 10 month at other schools. Franch described a unique diversion program the Sheriff's office has put in place for kids cited with misdemeanors. Such students cited for a misdemeanor(s) go to their office. These students must write a 3000 word essay and complete 15 hours of community service. These students who will not complete this work/service, then have the citation on their record. It was noted that Certified Intensive Response Team (CIRT) will be leaving the County, however, all SROs are CIRT and crisis trained at the schools. Officer Bishop stated that his biggest impact is the daily ability to help educate kids and do 'preventative' work with kids who were difficult cases. He noted OPD SRO's are on a 10 month contract, so they are not working during summer school.

15 BOARD MEMBERS' REPORTS AND COMMUNICATIONS

- A. Trustee Hall
- No report. Hall thanked Dr. Arriaga for calling the Secretary of State, Alex Padilla. He thanked staff for their great work and preparation for the meeting.
- B. Trustee Edmonds
- Edmonds shared a concern and possible remedy to a situation. He stated that several board meetings prior we approved an agreement for SPED students at ACHS. We don't do this for general education. Since we are only doing it in SPED we hope it is not discrimination based on a specific handicap. He noted that in Diego and other districts they had a board policy GAMUT 4112.2– this would allow the district to have a person in place without rotating them every 20 days and providing continuity for our SPED students. He noted that Ventura County has such a policy as well.
- C. Trustee Sher
- OUHSD is being talked about. She stated that she presented at “Writing to Learn” CTA leadership assessment and met Eric Hines at that event. Sher stated the two discussed the idea of allowing high school students the opportunity to access information about careers and teaching in education. She indicated to Hines that the OUHSD already does this, and noted that she has been forwarding academy information to him. Our district is being looked at as an example and this is exciting for our future.
- D. Trustee Herrera
- Excited to hear the translation services matter was immediately addressed. Had additional feedback and stated it was good to hear that our Superintendent was looking into this. Herrera added that she liked the efficiency of the follow through.
- E. Trustee Davis
- Attended the Oxnard Chamber Breakfast which showcased CSU Channel Islands President Richard Rush outgoing president. Davis provided board members written documents of all accomplishments.
 - Friday, April 29 he noted that he would attend the State of the City event put on by the Oxnard Chamber at the Embassy Suites. He added that Mayor Tim Flynn would be the featured speaker.
 - Inquiry regarding the status of air conditioning at ACHS/Building L. Rocky Valles indicated it is up and running for that wing.
 - The Job Faire on Saturday was discussed. Valles noted that the district had been advertising for past 3 months within a 60 mi radius. He stated that 105 teachers were already vetted for minimum requirements and were being offered a second round interviews. Areas teachers are needed: SPED, Math/Science, sporadic needs in Foreign Language in Spanish and French. He added that we will hire SPED faculty on Saturday.
 - Davis asked for the hiring status of the Director, Maintenance and Transportation. Valles noted that we have hired this individual, Joshua Koenig-Brown.

14. ITEMS FOR FUTURE CONSIDERATION

- President Hall: April 13 meeting: changing regular start time to much earlier in am to 9 or 10:00 am due to interview for superintendent position.
- President Hall: offsite for board members; onsite to Oxnard library. Closed session items related to the interviews. Minimal only urgent items for Open Session.
- Trustee Davis: Board goals to be communicated to next superintendent. Overarching goals. Need some type of progress report for 16/17 in May.
- Trustee Sher: Update on the Fencing issue at Pacifica.
- President Hall suggested that the board review the manner in which it conducts its business, especially during action, when it is clarifying the questions and then having a discussion. He noted this has been too loose over last three years. He stated that he feels it's important to follow protocol, have a motion put forth, and then have discussion. Dr. Arriaga stated she would provide further information on this and provide it to the board regarding best practices.

15. ADJOURNMENT

At President Hall adjourned the meeting at 9:39 p.m.

BOARD OF TRUSTEES


Karen M. Sher, Clerk

Approved as presented

April 13, 2016


Trudy T. Arriaga, Ed.D., Secretary
and Interim Superintendent

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