

# Oxnard Union High School District

## Oxnard, California

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### REGULAR BOARD MEETING

#### October 19, 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 on October 19, 2016 at 4:00 p.m., in the District Office Board Room, 220 South K Street, Oxnard, California.
- Trustees present:** Dr. Steve Hall, President  
Beatriz R. Herrera, Vice President  
Karen M. Sher, Clerk  
Dr. Gary Davis, Member  
Wayne Edmonds, Member
- Administration present:** Dr. Penelope A. DeLeon, Superintendent of Schools  
Stephen Dickinson, Assistant Superintendent, Administrative Services  
Dr. Tom McCoy, Assistant Superintendent, Educational Services  
Dr. Rocky Valles, Jr., Assistant Superintendent, Human Resources  
Maureen Sheldon, Executive Assistant
- Translators present:** Anna Rangel, Moria Gallo
- Guests present:** Jake Wallace, James Koenig, Wes Davis, Joshua Koenig-Brown, Ken Goeken, and other interested parties.
- 2. PLEDGE OF ALLEGIANCE** President Hall asked Director Support Services, James Koenig to lead the Pledge of Allegiance to the flag.
- 3. ADOPTION OF AGENDA** Motion: Moved by Trustee Herrera that the agenda dated October 19, 2016 be adopted as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.
- 4. APPROVAL OF MINUTES** Motion: Trustee Sher moved that the Board Minutes dated September 21, 2016 be approved, as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.
- 5. PUBLIC COMMENTS ON CLOSED SESSION ITEMS** No public comment.
- 6. CLOSED SESSION** President Hall stated that the Board would adjourn to Closed Session at 4:03 p.m. to discuss confidential material relating to the following items noted below.
- A.** Public Employee Discipline/Dismissal/Release/Resignation/Appointment/Reassignment/  
Employment/Evaluation [Government Code Section 54957(b)(1)]
- Appointment: Final Draft of Superintendent's Evaluation
  - Former Employee Investigation

- B.** Conference with Labor Negotiator(s) [Government Code Section 54957.6]  
 - Agency Negotiator: Dr. Rocky Valles, Assistant Superintendent – Human Resources  
 o Employee Organization: Oxnard Federation of Teachers and School Employees (OFTSE)  
 ▪ Certificated 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 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
- G.** CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
 Initiation of litigation pursuant to Govt. Code § 54956.9(d)(4): 1 Case
- H.** CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
 Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 or more cases.
- 7. RECONVENE IN PUBLIC: REPORT ON CLOSED SESSION ACTION**  
 The Board reconvened at 5:20 p.m. President Hall reported out that no action was taken in Closed Session, however, all business was not completed. He stated that the Board would reconvene to Closed Session at the end of Open Session.
- 8. PUBLIC COMMENTS TO ADDRESS THE BOARD OF TRUSTEES**  
 Daffney Fletcher, a publisher of history books stated that she is currently working on one in Oxnard. The author of these books is Jeff Maulhardt, currently a teacher. The first half will be the general history of the community, photos, and would also have a special part of the book: sharing the heritage’, and cornerstones of the community, to include schools, hospitals, etc. She noted she has published extended stories about other school districts and would like to feature the OUHSD, noting that one of our high schools has over 100 years of history. She further stated that any published books on Oxnard would be in all school libraries and online as an E-publication.
- 9. RECOGNITION – Student Celebrations: Bijou Beltran**  
 Dr. Riegert, Dr. Cervera and Lupe Reyes presented an award for Exceptionally Dedicated Service to Jorge Alberto Limon and Ashley Limon. Trustee Edmonds assisted with the presentation of a certificate. It was noted that her father and she have been active participants at school site councils for several years and at on site ELAC meetings. They have also attended ELAC and DEPAC meetings at the district. It was noted that Ashley is a member in the law academy at OHS. Ashley thanked the board for the tremendous opportunities it provides its students and thanked Dr. Riegert for providing guidance to all of their students.

Dr. Kim Stephenson presented to two different individuals with assistance from Trustee Sher. Jaime Jacquez participated in the 8<sup>th</sup> Annual USA Basketball Men's Junior National Team, which was held at the US Olympic Training Center in Colorado Springs. 54 students in country we selected with 3 from in California. Dr. Davis commented that this is a family legacy, as Jamie is related to Dick Jacquez, prior board member, and that his brother was a long time counselor.

Dr. Stephenson also presented a certificate to Alexander Lee, assisted by Trustee Sher, for his work in winning the LA Metropolitan Transportation Agency Art Contest. It was noted that the new Metro tap card displays his artwork and name on it, as well as the huge tunnel boring machine, and a new blend of tea at the Metro offices. Alexander thanked Dr. Stephenson for attending and for the long time support of his mother.

## 10. SUPERINTENDENT'S REPORT

Presented by Superintendent DeLeon.

### HIGHLIGHTS:

- Leading the Leaders Conference – October 14-15<sup>th</sup> led by Trudy Arriaga and John Roach. Discussion focused around technological equity and strategies and networking for new superintendents.
- On October 17 held District Leadership Assembly, – gathering of all leaders in our district. Discussed the importance of your leadership story, and how each one of us intrinsically impacts their work. Reflection - how does your work impact the district's vision? All individuals in the district must be able to understand the vision and why they do the work they do.
- Technical/Informational change versus transformational change.
- Heat Days: ACHS minimum day tomorrow 10/20 and possibly 10/21. RCHS is slated to move students to air conditioned Performing Arts center. DeLeon noted that there has been some revision to the MOU between this meeting and the last meeting regarding temperature calculation.
- Facilities Use Taskforce meetings will be held on October 11 and 18<sup>th</sup> – Steve Dickinson. 25 attendees including external and internal individuals at these meetings. Presented the Field Condition Report and discussed the need to close fields for reconditioning. Next meeting is 10/25 at 5:30 p.m. in the Hueneme Room.
- Voter registration campaign: BP 5148: 1308 students registered to vote. Over 45 American Government and Economics teachers participated. The sites received much assistance from the League of Women Voters.
- Met with California Strawberry commission regarding pesticides, and discussed possible farm-to-cafeteria activities in the future – October 6.
- Met with HMC Architects for a tour of RCHS. Wanted to determine what they feel is working well and what may need modification. Provide input to others looking at our project as to what we may have done differently.
- Future Administrators Academy – October 11, led by Dr. Valles. It was noted that the academy had 26 participants, and that Trustee Hall and Dr. DeLeon provided their stories regarding how they became administrators.
- October 12: Dr. Dr. McCoy and she attended the EL/Migrant Ed Parent Advisory meeting which was very well received.
- Camarillo Chamber of Commerce - Startup weekend: April 22-23<sup>rd</sup>. Bring CEOs and venture capitalists for those who wish to start a business. This year the theme is around agriculture, manufacturing and health services. We are hoping to have students from our academies come and make these important connections.
- Celebration – all 9-11<sup>th</sup> graders district wide took the PSAT. This provides important practice for college entrance exams. Reports focus on college and career readiness skills, and an AP potential report (comes from the results of the PSAT).

- For following year plan to provide the SAT to all juniors during the school year (we will cover all costs).
- Trustee Davis requested a Friday update which reflects the takeaways of HMC Architect tour at RCHS.

**11. STUDENT REPRESENTATIVE REPORT TO THE BOARD – Reanna Norman**

Reanna Norman presented an update of all site activities from our last board meeting on October 5 to October 19, 2016. Created 'remind 101' for text messaging as reminders to ASBs for reporting purposes.

Trustee Davis commended the art displays from RCHS that were up in the board room. Dr. DeLeon mentioned when we have a break to have an opportunity to look at all of the artwork, and she stated that the Nutrition Services food samples in the board room were sandwiches this week.

**12. CONSENT CALENDAR**

Motion: Trustee Herrera moved that the Board of Trustees approve the Consent Calendar, as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

**A. Consideration of Approval of Renewal of Agreement between Oxnard Union High School District and School Services of California, Inc. for Fiscal Budget Services**

It is the recommendation of District Administration that the Board of Trustees approve the renewal of agreement between Oxnard Union High School District and School Services of California, Inc. for Fiscal Budget Services, as presented.

**B. Consideration of Approval of Purchase Orders and Direct Pays, September 23 - October 6, 2016**

Purchase Orders totaling \$530,192.25 and Direct Pays totaling \$4,887.73 be approved, as presented.

**C. Consideration of Approval of Outside Student Support Service Provider - Grief and Bereavement Counseling - Camarillo Hospice Corporation**

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Outside Student Support Service Provider - Grief and Bereavement Counseling - Camarillo Hospice Corporation, as presented.

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

**E. 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 Revision of Board Policy/Administrative Regulation 3513.3, Tobacco-Free Schools/Smoking [First Reading]**

Motion: Trustee Sher moved that the Board of Trustees approve the revision of Board Policy/Administrative Regulation 3513.3, Tobacco-Free Schools [First Reading], as presented, waiving the second reading. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

*Approved*

B. Consideration of Approval of Salary Increase for Campus Supervisors Employees

*Approved*

Steve Dickinson noted that Items B, C, D are all related the 'me too' agreements. Our OUHSD has a unique feature in that our contract with OFTSE has a formula within it by which compensation is derived. After revenues and expenditures are expended the 'unit share' calculation difference is based upon this, retroactive to July 1, 2016 to with the November payroll. This is within their contract. He further stated that we start to budget /estimate this in the Spring with upcoming Fiscal Year budget based on revenue and expenditures. We budget for the entire amount possible OFTSE might possibly want (CONTRA amount). That money is then removed and put in the Salary Expenses once negotiated. The net is 'no change' as it is simply moved from one account to another. The remaining amount is a value just over \$93K.

Motion: Trustee Herrera moved that the Board of Trustees approve the salary increase for campus supervisor employees, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

C. Consideration of Approval of Salary Increase for Classified and Paraeducators

*Approved*

Motion: Trustee Herrera that the Board of Trustees approve the salary increase for Classified and Paraeducators, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

Dickinson again noted that there is no net change in the budget, and that we are just moving dollars to salaries in amount of approximately \$1.5M from the CONTRA.

D. Consideration of Approval of Salary Increase for Confidential and Management Employees

*Approved*

Motion: Trustee Herrera moved that the Board of Trustees approve the salary increase for confidential and management employees, as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

Dickinson clarified that this item is related to Confidential/Management employees who are 'unrepresented' by the union or CSEA, to include Executive Assistants, Assistant Superintendent's assistants and Principal's Assistants. There is no 'me to' language which gives the board the authority to grant these raises, however, with the same background, the recommended amount would be retroactive to July 1, or a \$600K value.

E. Consideration of Approval of Agreement between Oxnard Union High School District and Oxnard Police Department "Agreement for Police Services - Over Time" to provide Service at sporting events and school activities for the 2016-17 school year.

*Approved*

Motion: Trustee Davis moved that the Board of Trustees approve the Agreement between Oxnard Union High School District and Oxnard Police Department "Agreement for Police Services - Over Time" to provide Service at sporting events and school activities for the 2016-17 school year, as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

F. Consideration of Approval of REVISION to Memorandum of Understanding between Oxnard Union High School District and Ventura County Office of Education (VCOE) - Regional CTE Incentive Grant Consortium

*Approved*

Motion: Trustee Edmonds moved that the Board of Trustees approve the REVISION to Memorandum of Understanding between Oxnard Union High School District and Ventura County Office of Education (VCOE) - Regional CTE Incentive Grant Consortium, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

Dr. McCoy noted that this would replace the August 3 MOU previously adopted.

Trustee Herrera commented that data collection/reporting is only for some of pathways and academies. This is only for the CTE Incentive grant. It was noted that about 24 academies are not pathway, and further, that in all state reporting only the word 'pathways' is used. Dr. McCoy stated that we will collect data on any academy or pathway that is eligible to receive this funding. Trustee Herrera stated that she wants it the reporting delineated in terms those academies that are also a career pathway in order to be clear on what we are reporting. Dr. McCoy noted that in December will identify the outcomes we are tracking for both pathways and academies in addition to the required

state reporting. Trustee Herrera asked Dr. McCoy to check on the wording 'hold harmless' versus 'save harmless' which was the language used in the new MOUs in this process. President Hall clarified that the \$950K services we are purchasing is for teachers, students and staff and reports for OUHSD.

**G. Consideration of Approval of Oxnard Union High School District 2016-17 Title III Plan**

Motion: Trustee Davis moved that the Board of Trustees approve the Oxnard Union High School District 2016-17 Title III Plan, as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

*Approved*

**H. Consideration of Approval of Outside Student Support Service Provider - Psychological Education groups - Bianca Siedenberg-Hicks**

Motion: Trustee Sher moved that the Board of Trustees approve Outside Student Support Service Provider - Psychological Education groups - Bianca Siedenberg-Hicks, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

*Approved*

Trustee Herrera requested asked to see the list of vendors along with their type of service(s) provided, and their hourly rate in a spreadsheet to enable board members the ability to more easily review what they are approving. She also requested to see the board policy on this for the next meeting, and/or the next times such an item is brought. This way sites cannot contract with any site individually. It was clarified that sites have budgets through LCAP dollars and principals' budgets that pay for these individual(s), as needed. In addition, that the sites are not contracting on their own with a specific provider, and that they must coordinate their requests through Student Services. McCoy noted that the benefit to recommending sites a vetted list, this now provides them the opportunity to speak with more than one provider on the list, to ensure they have the best provider that meets their needs, and/or at a particular price point and qualifications.

**I. Consideration of Approval of Administrative Regulations 4111/4211/4311: Recruitment and Selection of Certificated and Classified Supervisory Personnel Assistant Superintendent, [Second Reading]**

Dr. Rocky Valles noted that the District was recommending one panel in the future, as fewer number (12) were not on the committee rather than 20. This gives the panel the ability to cover the same aspects in one panel per board direction.

*Tabled*

President Hall stated that he did not have changes in the committee structure, but with the interview process. He recommended that we consider a process similar to when we hired our last superintendent. This would mean that the initial screening would be completed by the Superintendent and a small group; then those selected for an interview would be sent to the committee of 12 people. The committee would interview those candidates and forward strengths and weaknesses as agreed upon, rather than ranking them and/or utilizing a number system. The final round of interviews would be completed by superintendent and cabinet. Hall stated that this eliminates candidates from being screened out early in the process, which can create politics and controversy. President Hall clarified that under Interview Panel to add: under Screening Applications the Superintendent's involvement at that point as well. The paperwork would be amended to reflect the panel forwarding strengths and weaknesses back to the Superintendent and the cabinet for final interview selection. Trustees agreed there would be no scoring of candidates and references to that effect should be removed from the paperwork.

**Tabled.**

**J. Review of Board Bylaw 9100, Organization, in preparation for the Annual Organizational Meeting on December 14, 2016**

President Hall stated to the board is that we have this work scheduled to be done in December. He suggested that perhaps we should do this in November, as this year, we already know who the five board members will be. This would be helpful for several reasons: (1) there are workshops and other items specific to board officers at CSBA; (2) planning out the board meetings for the following year in November would be more helpful; (3) December 14 is just 2 days prior to Winter break. An earlier meeting on these matters would provide staff more time to plan for any early January meeting.

Trustees agreed to hold the annual organizational meeting at the November meeting.

President Hall requested a 5 minute break at 7:08 p.m. The board reconvened into Open Session at 7:15 p.m. President Hall then stated, upon request, that the Board would hear Report #13B before #13A.

### 13. REPORTS TO THE BOARD

#### A. District Accountability Report #3 - Student Support Services - James Koenig

Dr. McCoy addressed the topic of Transfers. He noted that of the 1097 Intras submitted; 860 were approved. He added that for 2015/16 RMHS and HHS have the most outgoing; with the most incoming to ACHS and OHS. For the current year of the 791 intradistrict transfers requested, 706 were approved. This reduction in intradistrict transfers was part of our efforts to stay on deadline as outlined in the board policy of February. He added that we did accept a few on hardship following the deadline, and that we more closely determined these with Student Services and the appeals following approval or denial. Schools with the most out: RMHS and HHS net losses: (172/109) Net gains: ACHS (157) and OHS (145).

Boundary change committee we have very closely reviewed PHS requests this year. Change only of -7 this year as we try to use this to relieve the overcrowding issue. If we draw the line at 3100, coming out of this committee, however, all students within their boundary will get to attend. This would mean we would continue to accept sibling, move and stay and professional courtesies/faculty member students. We will never eliminate anyone from the PHS boundary from attending, based on a projected figure we determine we want for that site.

Trustee Davis inquired how many of these intra district transfers were from one school of ours to another, on the basis of wanting to go to a particular academy. James Koenig stated that now such students must interview at any alternative campus for this reason. President Hall inquired if we track those requests that are denied, and if so, do we track where these students go? Dr. McCoy stated that he did not know the answer, however, he noted he would follow up on that data for the board.

McCoy noted that we had 100 less students applying for out of district interdistricts, with reductions to Ventura Unified, Conejo and Moorpark. He believes the programs we are continuing to develop in OUHSD across the district will continue to bring students back. This does not include numbers out to local charters: 800 students out at Vista Real and 200 at ACE and 200-300 Opportunities for Learning. Our goal under the Alternative Education Report is trying to develop a program to seek to return many of those at charters to the OUHSD.

Ray Gonzalez spoke to the *District and Four Year Attendance Rate*, noting it is a little over 95%. Total absences summary:

Satisfactory: 55% of student population (*under 2 days missed*)

Manageable: 25% (*5-9.99% days missed*) 3795 students.

Chronic (*2036 students – 20% of students*). Much of the research indicates that many of these students will get there, and stay there and be dropouts. We must get these behaviors and these attendance records changed.

44.8% or 6,812 students missed more than 9 days of school.

Gonzalez noted that letters are provided at intervention to get the individual family's attention. However, the focus is more on intervention and less on just issuing a citation. He stated that data has shown that this is not the most effective tool so we are in the process of rethinking how this is being handled in meetings with the county. We are focusing on the question of why the students are missing school.

#### *Homeless/Foster Youth: "at risk"*

- Immediate enrollment even without the right paperwork
- Access to the same curriculum and extra curriculum as any other students
- Fee waivers for all testing
- Fee breakfast lunch, PE clothes
- AB90 and AB216 (most of these items fall under this law)
- District liaison for these students

- Counseling and tutoring, AVID , all academies for these students
- Free Bus tokens
- Right to graduate with minimum state requirements; takes away the burden of electives, AB 216 and AB1806.
- LCAP – set aside monies for transportation (“school of origin”; required under the law if in the student’s best interest; continuity).
- Work closely with the county – homeless resource packet (and in turn, he personally works with our counselors)

Trustee Davis asked if we are closing the Achievement gap when we look at this data.

- Are all of these subpopulation students in that 20%, or just a portion of them?
- Surprised at 6% at RCHS when students and parents asked to be at that school, that we have a problem there

President Hall stated that he would like to drill down on that 20% figure and severely chronic. He requested that we identify demographically who these students are, where they are and review interventions. Are they working? He made note of Trustee Davis’ comment regarding whether we closing the achievement gap.

*Graduation Rates:* James Koenig – thanked staff for all of their hard work. He noted that our graduation rate went up 2% overall this year. We are seeing a reduction in the dropout rate, and excessive excused absences which is combined with severe/chronic absences. *Suspension/Expulsions:* Majority of suspension days are going up 3-5 days; rarely between 1-3 days are given. It was noted that we are continuing to look at our expulsions and review with further scrutiny removing students from our district. It was noted that in 2015/16 we had 29 by this time, and for the current year, we currently have two. We are down 40 for expulsions. Trustee Davis noted that for suspensions, we are closer to 10,000 students losing 175 school days, and we are then losing \$50 day ADA. \$85,000 (underestimate) of revenue being lost because the students are not in school. Steve Dickinson noted that 1% ADA growth would equal approximately \$1.5M.

*School Climate:* we are working with staff to teach our expectations more effectively, and work harder to help students in school. Most importantly, to watch their tone in terms of interactions and work toward approaching students differently.

*ASB:* Koenig spoke to his support of the ASB and their supervisors at all sites and Oxnard District Council. We are looking for inclusion of all aspects of the campus. We have had the benefit of regional training for ASBs to see what is going on outside of our district, and we have been having the individuals set goals at the beginning of the year, middle and end of the year. *Nurses:* conversation is now collaborative with outside agencies and our undocumented students. Have about 4,000 students without healthcare, or marginal healthcare, however, when these students are working, don’t qualify and when they aren’t working, they do qualify.

Carrie Wolfe noted that we have given the *Healthy Kids Survey the last six years*. The surveys were conducted in March, and 6,521 students participated. WestEd. She noted that we are lower than Ventura County across the board in terms of alcohol use, however, she noted that use of E Cigarettes/Vaping is going way up. Kids are having lower numbers for utilizing pot and alcohol use, however, FHS is our highest school in terms of this use.

*SRO Partnership:* Koenig noted that we are working more collaboratively on shooter training, increasing parenting classes in our district, and campus supervision with Camarillo Police Department, Oxnard Police Department, and Ventura County Sheriff, who are canine assisted. It was stated this is proactive and that they do so unannounced for proper search; first announced to students in the room. A dog alert/positive response brings trained staff to the spot and they perform the search. It was noted that several adults must be present if a student is searched with canine.

*PBIS: Foundations:* This is a three year training process for a positive behavioral interventions and support model to train our teams, the teams can then train the sites, and



we then have several individual trainers to infiltrate our sites on a regular basis. It was noted that we will have cohort training on October 27, 2016.

It was stated that if we don't set expectations, in a vacuum students will create their own culture. Staff must model and coach and teach the students who we want to comport ourselves around campus and in our classrooms. Encourage teachers to listen to their own practice – what is my language “do or don't”. What is the impact of my language on my students?

Trustee Herrera expressed concerns regarding whether all parents truly understand the suspension/expulsion process. She asked if perhaps we should incorporate a diagram explaining this and take any other steps necessary to ensure that we do not violate due process at any time.

#### B. Customer Service Survey Report - Rocky Valles

- Discussed that 2 years ago HR delivered a Professional Development presentation at all sites, focusing on taking care of our customers.
- Valles noted that we received many surveys and commended Dr. Tresvant for the process and obtaining models/information from every school district. Dr. Tresvant commented that she found many do not have models on this topic. She commented that she spent a great deal of time reading about how to get people to answer surveys.
- Questions asked: (1) were you greeted promptly (2) what location/site were you visiting (3) purpose of your visit (4) comments. Names were optional, and staff emailed individuals accordingly for follow-up or to thank them for their participation, if that information was provided.
- Surveys were sent out to all administrators, beginning in the summer. Obtained feedback from all schools and tailored the way to reach the surveys in 5 different ways, and bilingual. These were tailored to meet the needs of each site population so it was accessible to everyone. Dr. Valles stated that all surveys contained a cover sheet with an explanation of the survey, which was attached in English/Spanish.
- Survey results: Dr. Tresvant noted that the survey was conducted in alignment with board goals and the community. District staff are not using this for any evaluative nature, but for information purposes only to see how we can help our parents and students.
- Results: 86% of the 482 respondents agreed they were greeted promptly, 87% agreed received assistance they requested, and 98% indicated they were treated with courtesy and respect
- Specific trends in comments: traffic flow, program improvements, site procedures, and much positive feedback was received on personnel. Dr. Tresvant stated that the program improvements relating to dropping off equipment, or picking up students on a routine basis, and the signing in and out process will prove to be a bit more difficult to work through. Staff will need to figure out how it is easier for parents to access the school campuses in question. Dr. Tresvant also stated she has all of the backup documentation if board members wish to review it.
- Drs. Valles and Tresvant noted sites and the district office will continue to compile survey information as it is turned in, and that a report to the board would be done every quarter. He also stated that feedback received will be shared with front office managers at each site.
- Trustee Herrera stated that this has been very important to the board for a long time. She stated that she was excited that parents thanked us for the heat days and the customer service surveys, and requested that with respect to the heat days, we provide more notice to students and parents in the future.
- Dr. McCoy added that this February we will be having an annual staff/student survey as part of the state's accountability law, related to activities, academics and a culture component. The board has approved a provider who will be helping us with the deployment of this survey.

## 15. BOARD MEMBERS' REPORTS AND COMMUNICATIONS

### A. Trustee Hall

- October 11 attended the *Future Leaders Academy*. He stated that he was pleased that it was well attended by 26 individuals. He commented that both he and Dr. DeLeon shared interesting personal stories of their administrative backgrounds, and the individual paths that brought them to where they are today.

### B. Trustee Edmonds

- No report.

### C. Trustee Sher

- Attended Open House for Aviation Classroom. She stated that she was able to experience the flight simulators, noting how realistic they are and that she got motion sickness. She added that this is an amazing opportunity for our students.
- She praised the district for use of the heat days, noting she had received several emails from those thanking us for helping our students.
- Extremely proud and happy about the voter registration and our numbers. Sher commented that she would like to offer this same opportunity to parents and their families.
- PBIS training – Sher asked how much of that transfers to their interactions with teachers? Dr. McCoy noted that this is a program for adults. The behaviors we are trying to change are adult behaviors – staff to staff, colleague to colleague, administrator to teacher, and to refocus the whole system. This is not student based. We want to believe that everyone is well-intended, and often it is just our mode of communication with each other that of its effectiveness.

### D. Trustee Herrera

- Comments regarding heat days. Several emails thanking us for the provision, however, she noted she did received two parent comments that were not positive.
- She stated that she is concerned about communication at all sites. Dr. DeLeon indicated that we are working on the timeliness of the decision making so we can let parents know. Weather changes late at night can become warmer, or vice versa. She noted that all decisions will be in the best interest of students and staff – because there were changes in the temperature the first time, the robocalls went out but not in a timely fashion by text, Facebook, and Twitter.
- We have learned from our first experience with this, and believe the next time communications will go smoother.

### E. Trustee Davis

- October 13 – attended the Oxnard Chamber: State of the Port event with Dr. DeLeon. Davis noted that we are exploring the potential job market with this group for our students and numerous potential partnership opportunities.

## 16. ITEMS FOR FUTURE CONSIDERATION

- Trustee Sher requested an update on the AVID program for our EL students.

**17. ADJOURNMENT**

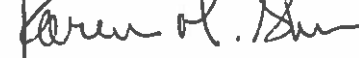
At President Hall reported the meeting was adjourned at 8:46 p.m. Closed session resumed at p.m. and concluded at 10:30 p.m.

**BOARD OF TRUSTEES**

Approved as presented

December 14, 2016

Karen M. Sher, Clerk



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



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