

Oxnard Union High School District

Oxnard, California

REGULAR BOARD MEETING

September 23, 2015

- 1. CALL TO ORDER** The Regular Board Meeting of the Board of Trustees of the Oxnard Union High School District was called to order by President Hall at 4:00 p.m., September 23, 2015, in the District Office Board Room, 220 South K Street, Oxnard, California.
- Trustees present:** Steve Hall, Ed.D., President
Beatriz R. Herrera, Vice President (absent)
Wayne Edmonds, Clerk
Gary Davis, Ed.D., Member
Karen M. Sher, Member
- Administration present:** Gabe Soumakian, Ed.D., Superintendent
Rocky Valles, Jr., Ed.D., Assistant Superintendent-Human Resources
Stephen Dickinson, Assistant Superintendent-Administrative Services
Maureen Sheldon, Executive Assistant
- Translators present:** Moira Gallo, Lourdes Campbell.
- Guests present:** Kathy Greaves, Doug Campbell, Kim Tresvant, Wes Davis, Roger Adams, Bijou Beltran, Lupe Reyes-Castillo, Will Brogdon and other interested parties.
- 2. PLEDGE OF ALLEGIANCE** President Hall asked Trustee Davis to lead the Pledge of Allegiance to the flag.
- 3. ADOPTION OF AGENDA** It is the recommendation of District Administration that the Board of Trustees adopt the Agenda dated September 23, 2015, as presented.
- Motion: Moved by Trustee Davis as amended to Pull Consent Item K, Resignation of Board Principal for discussion. Seconded by Trustee Edmonds and carried unanimously. Vote 4/0. Absent: Trustee Herrera.
- 4. ADOPTION OF MINUTES** It is the recommendation of District Administration that the Board of Trustees approve the Board Minutes dated June 24, 2015, as presented.
- Motion: Moved by Trustee Sher, seconded by Trustee Davis and carried unanimously. Vote 4/0. Absent: Trustee Herrera.
- 5. PUBLIC COMMENTS ON CLOSED SESSION ITEMS** No public comments.
- 6. CLOSED SESSION** The board moved to Closed Session at 4:03 p.m.
- A.** Public Employee Discipline/Dismissal/Release/Resignation/Appointment/Reassignment [Government Code Section 54957(b)(1)] > Appointment: Principal > Appointment: Associate Principal

B. Conference with Labor Negotiator(s) [Government Code Section 54957.6] > Agency Negotiator: Rocky Valles, Ed.D, Assistant Superintendent-Human Resources * Employee Organization: Oxnard Federation of Teachers and School Employees (OFTSE) o Certificated Bargaining Unit o Classified Bargaining Unit o Paraeducator Bargaining Unit * Employee Organization: California School Employee Association (CSEA) o Campus Supervisor Bargaining Unit

7. RECONVENE IN PUBLIC: REPORT ON CLOSED SESSION ACTION

The Board reconvened at 5:31 p.m. into Open Session. President Hall reported that the Board of Trustees of the Oxnard Union High School District approved the appointment of James Harlow to the position of Associate Principal at Rio Mesa High School, as soon as the DOJ are cleared. The motion was made by Trustee Sher, seconded by Trustee Davis, and was carried by a vote of 4/0. Absent: Trustee Herrera.

8. PUBLIC COMMENTS TO ADDRESS THE BOARD OF TRUSTEES

- Maria Ramirez, ELAC OHS Parent, thanked Dr. Soumakian, the Board and Dr. Riegert for their support with the placement of a bilingual receptionist at OHS
- Two HHS parents expressed their desire to participate in the HHS Principal process.
- Several students from MICOP (Mixteco/Indígena Community Organizing Project) expressed concerns and shared their experiences at HHS, OHS, PHS and RMHS in regard to not receiving information in Spanish, and translation services for their parents at school events or during a parent conference. The Tequio Youth Group has a Language Access Campaign. The group asked to be an agenda item at the next school board meeting. Also requesting this was Elizabeth Villa, Tequio administrator.

9. SUPERINTENDENT'S REPORT –

A.General Report, Gabe Soumakian, Ed.D

Valles presented new OUHSD Staff: *Associate Principals:* Peterson, Gary, Ramos, Marianne, Rodriguez, Arturo, Venable, Lisa, Handzel, Rebecca, Gil, Blanca Harlow, James Director, *Nutrition Services,* Gillenberg, Stephanie. *Assistant Director, Nutrition Services* Corona, Jason. Coordinator, *Work-Based Learning* Telles, Teresa.

Expressed gratitude for recognition of acknowledgement of work that has been done at OHS. Reminder of upcoming Back to School nights at all District schools. Frontier HS LEOs club recognition. Remind parents that school has started. Friday, October 2nd is first progress report. Thanked principals for getting master schedule to balance. Final Board goals have been posted on District website. Reminder of RCHS ribbon cutting ceremony on 10/5. Asked

10. STUDENT REPRESENTATIVE TO THE BOARD - Celina Espinoza

Espinoza provided updates on the following district site student activities: RMHS, ACHS, PHS, OHS, CIHS RCHS, FHS and Condor.

11. CONSENT CALENDAR

It is the recommendation of District Administration that the Board of Trustees approve the Consent Calendar, as presented. Resolution to Item 'K' made in Closed session.

Motion: Moved by Trustee Gary Davis and seconded by Wayne Edmonds. Carried unanimously. Vote 4/0. Absent: Trustee Herrera.

A. Consideration of Approval of the Agreement between Oxnard Union High School District/Pacifica High School and The Event Group for 2016 Prom

It is the recommendation of District Administration that the Board of Trustees approve the agreement between Oxnard Union High School District/Pacifica High School and The Event Group for 2016 Prom, as presented.

- B. Consideration of Approval of Notice of Completion for the Gymnasium Floor Refinishing Project at Adolfo Camarillo, Channel Islands, Oxnard, Hueneme and Rio Mesa High Schools**
- It is the recommendation of District Administration that the Board of Trustees approve the Notice of Completion for the Gymnasium Floor Refinishing to Coastal Flooring Surfaces, 4924 Balboa Blvd. #461, Encino, CA 91316 in the amount of \$147,595, as presented.
- C. Consideration of Agreement between Oxnard Union High School District and Falcon Roofing Company for the Removal of Debris and the Repair of the Gymnasium Gutters at Pacifica High School**
- It is the recommendation of District Administration that the Board of Trustees approve the Proposal from Falcon Roofing Company, 425 Constitution Avenue, Suite D, Camarillo, CA 93012 in the amount of \$22,652, as presented.
- D. Consideration of Approval of Donations, August 18 - September 14, 2015**
- It is the recommendation of District Administration that the Board of Trustees accept the donations for the reporting period August 18 - September 14, 2015, as presented.
- E. Consideration of Approval of Purchase Orders and Direct Pays, August 28 - September 9, 2015**
- Purchase Orders totaling \$375,454.18 and Direct Pays totaling \$4,537,073.27 be approved, as presented.
- F. Consideration of Preliminary Approval of Out of State/Country Field Trip: PHS Cheer Squad, Las Vegas, NV, February 28 - March 1, 2016, JAMZ National Competition.**
- It is the recommendation of the administrative staff that the Board of Trustees grant the Preliminary Approval of Out of State/Country Field Trip: PHS Cheer, Las Vegas, NV February 28 - March 1, 2016, as presented.
- G. Consideration of Preliminary Approval of Out of State/Country Field Trip: PHS Cheer Squad, Dallas, Texas, January 22 - January 24, 2016, NCA National Cheerleading Competition**
- It is the recommendation of District Administration that the Board of Trustees grant the Preliminary Approval of Out of State/Country Field Trip: PHS Cheer, Dallas, TX January 22 - 24, 2016, as presented.
- H. Consideration of Approval of Agreement between Oxnard Union High School District/Rio Mesa High School and UCSB Early Academic Outreach for 2015-2016 School Year**
- It is the recommendation of District Administration that the Board of Trustees approve the agreement between Oxnard Union High School District/Rio Mesa High School and UCSB Early Academic Outreach for 2015-2016 school year, as presented.
- I. Consideration of Approval of Non-Public School Placement for Student Case #1-4, according to the Recommendation of the Student's IEP Team and the Director of Special Education.**
- It is the recommendation of the Administrative Staff that the Board of Trustees approve the Non-Public School Placement for Student Case Number 1-4, according to the Recommendation of the Student's IEP Team and the Director of Special Education, as presented.

J. Consideration of Approval of the Memorandum of Understanding between the Oxnard Union High School District and Butte County Office of Education Mini-Corp Tutors

It is the recommendation of District Administration that the Board of Trustees Approve the Memorandum of Understanding between the Oxnard Union High School District and Butte County Office of Education Mini-Corp Tutors, as presented.

K. 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 Adoption of Board Policy and Administrative Regulation 3551, Food Service Operations/Cafeteria Fund, First Reading

Motion: Trustee Davis moved that the Board of Trustees adopt Board Policy 3551, Food Service Operations/Cafeteria Fund. Seconded by Trustee Sher, waiving the second reading and the motion was carried unanimously. Vote 4/0. Absent: Trustee Herrera.

Approved

B. Consideration of Adoption of Board Policy 3555, Nutrition Compliance Program, First Reading

Motion: Trustee Davis moved that the Board of Trustees adopt Board Policy 3555, Nutrition Compliance Program, seconded by Wayne Edmonds, waiving the second reading and the motion was carried unanimously. Vote 4/0. Absent: Trustee Herrera.

Approved

C. Consideration of Approval of Revised Authorization of Signatures

It is the recommendation of the District Administration that the Board of Trustees approve the revised Authorization of Signatures, as presented.

Approved

Motion: Trustee Edmonds moved that the Board of Trustees approve the revised Authorization of Signatures, as presented. Trustee Sher seconded, and the motion was carried unanimously. Vote 4/0. Absent: Trustee Herrera.

~~D. Consideration of Adoption of Revisions to Board Policy 4315 Evaluation/Supervision, First Reading~~

After discussion the trustees requested that input be received from administrators prior to adopting the policy, and that the item be brought back to the board as a report or a study session. They stressed the importance of utilizing the CSBA Model combined with thorough input from all stakeholders. If approved in current format the following would be missed: expectations for performance, fulfillment of responsibilities in job description, additional factors as determined by the Superintendent, and evaluation process as the supervisor establishes the objectives for the administrator at the beginning of the year.

Tabled

President Hall requested the item be tabled until it is brought forward as a Report to the Board or Study Session. He further requested that Items E and F be tabled as well.

~~E. Consideration of the WE LEAD Survey as a Principal 360 Feedback Tool~~

Tabled

Tabled

~~F. Consideration of Approval of Stipend for Administrative Mentor/Coach~~

The CASC Clear Admin Services Credential, Tier II, which clears our new admin credential. Must be started within 180 days of hire which is a requirement. Valles stated that Jim Nielson, per VCOE, has been recommended to train our employees @ \$40/hour or \$12,780 for 7 individuals or compensation person is \$1,840 candidate. Typically additional stipends do not go to administrators for their coaching. SB 77 is an educator block grant which provides for funding, both for teachers and administrators .Bijou

Tabled

Beltran, Principal/PHS spoke to serving as a mentor coach the prior year. She stated she was willing to provide mentor coaching after school this year as she did previously. Beltran indicated that she does not have anything against the county program, however, the way the program is designed now, she cannot leave the site for this coaching, and feels that is not an option. The current format is that this coaching is held during the school day which takes three administrators off her campus for a full day. It was noted that last year when coaching was held after school, which was a conflict with the management meeting dates. Even if teachers cannot be coached at VCOE, Beltran indicated the faculty could still be coached at the site.

Soumakian stated this is a required program administrators must complete and we have limited options. It was felt that principals preferred coaching after school as it did not impact their teaching nor site coverage. It was clarified that as long as the coach was trained by the VCOE, they can coach to assist in someone getting their Tier I or II credential(s). President Hall inquired if we have a process in place to evaluate the coaching they are receiving, and Dr. Valles stated the county is the one who evaluates the coaches in the end. He also clarified if an individual wants a different coach other than the recommended coach, that individual must have had VCOE training. Principal Roger Adams/RCHS stated that the coaching he did at the county was provided after school, and agreed that leaving one's site during the middle of the day for coaching was very difficult and puts the school at risk. It was added that after school is also challenging due to after school supervision, although it is easier.

Motion: President Hall moved to approve as is for discussion purposes. Second: Trustee Sher.

Roll Call: Ayes: Trustees Hall, Sher. Nays: Davis, Edmonds. Vote 2:2. Trustee Herrera not present.

Tabled. Bring back to next meeting with organizer Claudia Francine from the County to address to the process and timing of coaching trainings, and provide more sunshine in advance prior to bringing back for Action, and contact the county and ask for more clarification regarding use of mandatory recommended coach(es), feedback on coaches to our district

G. Consideration of Adoption of Oxnard Union High School District Board Bylaw 9321: Closed Session Purposes and Agendas and Board Bylaw 9321.1: Closed Session Actions and Reports [Second Reading]

Motion: Trustee Davis moved that the Oxnard Union High School District Governing Board adopt Board Bylaw 9321: Closed Session Purposes and Agendas for Second Reading and Board Bylaw 9321.1: Closed Session Actions and Reports for Second Reading. Trustee Edmonds seconded both Bylaws as well and the motion was carried unanimously. Vote 4/0. Absent: Trustee Herrera. Trustee Davis commented that he had spoken with Trustee Herrera regarding the amended 'safe harbor' wording in the second reading, and that she was in agreement with it.

Approved

13. REPORT TO THE BOARD: Policy on Hiring Principals, Rocky Valles, Ed.D.

- Dr. Rocky Valles introduced all of our new Administrative staff. Associate Principals: Gary Peterson, Marianne Ramos, Arturo Rodriguez, Lisa Venable, Rebecca Handzel, Blanca and James Harlow. He then introduced our new Director, Nutrition Services, Stephanie Gillenberg, Assistant Director, Nutrition Services, Jason Corona and Coordinator, Work-Based Learning, Teresa Telles.
- Ideally flown inside and out; 2 panels interpersonal & technical (8 on each panel). 3-4 members to serve on screening panel and screen for minimum requirements; between 8-10 candidates selected for review
- Following each interview; sheets are collected and given to HR to tally. All scores are provided to panelists at the end of the day. Three-four are passed along to the final round. Meet with Executive cabinet (final round), and then in closed session, HR briefs the board on the process, each candidate and makes a recommendation

- Board has a choice whether to go with the recommendation or not. Just because finalists are ranked in a particular candidate, does not mean that will be the recommendation given, and/or that they will get the job. If the board affirms the recommendation, the candidate is announced in open session
- Trustee Hall: Would like this to become a board policy so that it reflects the board's policy so that it reflects the process to hire all administrative personnel, and that it be more clearly specified regarding who is on the panel: teachers, faculty, parents, etc. so we are clear on the representation and stakeholders for each position. This will make the process consistent and everyone involved knows we are following it. There won't be a question re: the process with each new job we are filling regarding the process. Would like to use the Vice Chancellor template as a guide to get this process started. It is reviewed at the college level every two years to ensure all groups are represented. Would like a policy brought back on this next meeting.
- Dr. Davis – would support this. Superintendent instructs whether to revise a job description or whether they are good to go. No individuals should ever be brought before the board that do not meet the minimum qualifications for a particular job. There should be no exceptions, on an administrative level. (2) panel interviews: is the purpose of the panel to make a rec of a number of applicants to the superintendent? It is not based on a specific number of recommendations that are strong (i.e., 3, 4, 5 or there could be more that can be strong). (3) what works against this is when the panel rank orders to the board, it seems like the panel is serving the superintendent, rather than the board. The panel should not be making this recommendation to the board. *wants the rank/order procedure done away with. Just the names should be brought to the board at that point. (4) admin selected for the district and not for the specific school. However, the panel is reflective of a culture and a specific school. Rocky: sometimes people who were hired for a specific school, sometimes they were sent to another school. (5) if we are encouraging parents or community members to participate, feels they should be listed by title/name. (Scoring/order/)
- President Hall requested that Dr. Valles provide a draft for Agenda Review and bring a draft document for First Reading. He indicated we would begin with the principal position first, then Assistant Superintendent, Assistant Superintendent, taking one at a time, because there are different stakeholders for each position.

14. BOARD MEMBERS' REPORTS AND COMMUNICATIONS

A. Trustee Hall

- Attended Maulhardt and River Ridge properties with Steve Dickinson and Trustee Davis and others. Nice and educational, very informational. Although he has been to each site before it was good to see them again. Looking forward to continuing discussion about where we are going to build our next high school in Oxnard.
- Wanted to say to board members, in viewing the RCHS program, that he will be making comments on behalf of the Board of Trustees. If any board members have any thoughts to include at the ribbon cutting ceremony he asked that they forward to him for incorporation into his remarks.
- Had very articulate students here today asking for translation service for Mixteco. Would like to know when this would be placed back on the Agenda. Lupe Reyes stated she had already spoken with the two students, that she would be meeting with them the following week, and provide information after that meeting. It was requested that we clarify exactly what the Agenda item will be.

B. Trustee Edmonds

- No report.

C. Trustee Sher

- Thanked Mr. Dickinson for the tour of the River Ridge and the Maulhardt properties. Looking forward to attending several Back-to-School nights.

D. Trustee Herrera

- Not present.

E. Trustee Davis

- September 10: attended presentation by the Oxnard Chamber of Commerce with Dr. Soumakian. "What's happening at Channel Islands Harbor"? Davis noted that his interest there related to what might cause additional students. Attended OHS Back to School night good event. Thank you to Mr. Dickinson and those who participated at tour of River Ridge and Maulhardt Properties. Stated it was very worthwhile. Monday evening attended the County Schools Ag Bar-b-que at the Lumineria Visitors Center in Santa Paula with Sam Watson. Represented us very well as did the other schools who have Ag programs.
- Provided a Draft Program from Mr. Adams Planning Committee for the Ribbon Cutting at RCHS. Believe this was the 3rd or 4th meeting the committee has held. The Ribbon Cutting will be at 2:30 Monday October 5. Was pleased to sit in at that meeting.

15. ITEMS FOR FUTURE CONSIDERATION

- *President Hall:* Had very articulate students here today asking for translation services here for Mixteco students. Students requested this item be on one of the next October agendas, as well as parents. Ms. Reyes stated she had already made a date for a meeting with the students the following week and would report back regarding whether there is enough information for an Action item in October. Hall further stated after reviewing that information, the board would be in a better position to determine exactly what the Agenda item would look like, and/or if one was necessary.
- *Trustee Davis:* (1) would appreciate opportunity to look at both properties. Set Agenda at one of the two October meetings to discuss the properties once again. Have received an appraisal for River Ridge, but don't have one for Maulhardt. and need an appraisal for this. (2) Study session on boundary changes for 2015/2016 in October. Need to be prudent and address this early as registration begins in February 2016. President Hall stated that it would seem that the actual changes themselves would have to come. Have a specialist come to address this - Decision Insight. (3) Sunshining on HVAC and IT system salary revision. Provide background information as a Friday update so this is not a surprise to us before these come as an Action item. (4) Alternative Education: we will be reviewing the changes we have made and then evaluate those changes. Currently a placeholder in January. (5) January Review and evaluate the Educational Services Division Structure. (6) Friday update: Report on our CBEDS #s as these are received in October.
- *Trustee Edmonds:* Youth Services Officers – wanted some other service options, due to the increase in costs next year of over 40% at some of our sites, both in the county and throughout California.
- *Trustee Sher:* Parents to receive communications regarding opting out of testing. Review to ensure we are in compliance with Ed Code. President Hall will bring to agenda review.
- *Dr. Soumakian:* Study session on Admin 360 evaluation

16. ADJOURNMENT

There being no further items of business on the agenda, Board President Hall adjourned the Regular Meeting at 7:12 p.m.

BOARD OF TRUSTEES
Wayne Edmonds
Wayne Edmonds, Clerk

Approved as presented

October 28, 2015

Gabe Soumakian for Dr. Soumakian
Gabe Soumakian, Secretary

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