

# Oxnard Union High School District

## *Oxnard, California*

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### REGULAR BOARD MEETING November 18, 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 3:30 p.m., November 18, 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  
Wayne Edmonds, Clerk  
Gary Davis, Ed.D., Member  
Karen M. Sher, Member
- Administration present:** Gabe Soumakian, Ed.D. (not present)  
Stephen Dickinson, Assistant Superintendent-Administrative Services  
Tom McCoy, Ed.D., Assistant Superintendent-Educational Services  
Rocky Valles, Jr., Ed.D., Assistant Superintendent-Human Resources  
Maureen Sheldon, Executive Assistant
- Translators present:** Ana Rangel and Moira Gallo.
- Guests present:** Kathy Greaves, Doug Campbell, Ray Gonzalez, Tod Deardorff, Jane Mintz, Maricruz Hernandez, Wes Davis, Roger Adams, Bill Dabbs, Kim Tresvant, Ray Senesac, Diana Batista, Ken Goeken, Bijou Beltran, Lupe Reyes-Castillo, Robert Greaves, Eric Riegert, Sylvia Diaz, Patsy Thomas, and other interested parties.
- 2. PLEDGE OF ALLEGIANCE** President Hall asked Dr. Tom McCoy to lead the Pledge of Allegiance to the flag.
- 3. ADOPTION OF AGENDA** Motion: Moved by Trustee Davis that the Board of Trustees adopt the Agenda dated November 18 2015, as amended, to include postponement of Action 12H. Trustee Davis also requested that Action Item 12L regarding the Superintendent Search Service presentations be moved up after the Public Comments (after Agenda Item #8). It was stipulated, however, that Action Item 12L would remain in the same place for board vote. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.
- 4. ADOPTION OF MINUTES** Motion: Moved by Trustee Davis that the Board of Trustees approve the Regular Board Minutes dated October 28, 2015, as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.
- 5. PUBLIC COMMENTS ON CLOSED SESSION ITEMS** No public comment cards. Ms. Shi-Young Kim/RMHS discussed the artwork in the International Baccalaureate 2 year program that had been placed on the board room walls for display. She stated that through this program student's work toward becoming artists rather than art students. Ms. Kim added that the display will be up through January, and ACHS will present their artwork after RMHS.
- 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)] > Appointment: Interim Superintendent.

- B.** Conference with Labor Negotiator(s) [Government Code Section 54957.6] > Agency Negotiator: Rocky Valles, Ed.D, Assistant Superintendent-Human Resources \* Employee Organization: Oxnard Federation of Teachers and School Employees (OFTSE) o Certificated Bargaining Unit o Paraeducator Bargaining Unit \* Employee Organization: California School Employee Association (CSEA) o Campus Supervisor Bargaining Unit
- C.** Student Personnel: [Education Code §35146, 48912, 48919]
- D.** Conference with Real Property Negotiator (Govt. Code § 54956.8) PROPERTY: "River Ridge" Parcel 179-0-040-170 & 179-0-040-180 AGENCY NEGOTIATOR: Stephen Dickinson, Asst. Superintendent Admin Services NEGOTIATING PARTIES: Cerberus Capital Management and Ravello Holdings UNDER NEGOTIATION: Price and terms of payment
- E.** Conference with Real Property Negotiator (Govt. Code § 54956.8) PROPERTY: "Maulhardt" Parcel 214-0-020-595 AGENCY NEGOTIATOR: Stephen Dickinson, Asst. Superintendent Admin Services NEGOTIATING PARTIES: Jaclyn S Fujita UNDER NEGOTIATION: Price and terms of payment

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

The Board reconvened at 5:00 p.m. President Hall reported that the Board of Trustees of the Oxnard Union High School District had 3 actions to report:

- (1) The Board of Trustees of the Oxnard Union High School District approved the appointment of Mr. James Koenig to Director of Student Services and Inventions. The motion was made by Trustee Herrera, seconded by Trustee Davis, and was approved by a vote of 5/0.
- (2) The Board of Trustees of the Oxnard Union High School District approved the appointment of Gary Mayeda to Principal/HHS The motion was made by Trustee Herrera, seconded by Trustee Edmonds, and was approved by a vote of 5/0.
- (3) The Board of Trustees of the Oxnard Union High School District approved the appointment of Dr Robert Fraisse for the time period 11/30/15 – 3/4/16 and also approved the appointment of Dr. Trudy Arriaga for the period 3/7/15- 6/30/16 as Interim Superintendent. The motion was made by Trustee Herrera and seconded by Trustee Sher, and was approved by a vote of 5/0.

Dr. Arriaga thanked the board for this opportunity and stated she looked forward to serving our district and leading in this period of transition, as well as partnering with Dr. Fraisse. Dr. Fraisse said it was an honor to join the district and work with Dr. Trudy Arriaga, and to continue the great work that has gone before us, as well as to have a collegial relationship with the board and to serve this community.

President Hall stated that the individual contracts will be considered later in the evening. These will be available for your review with Maureen Sheldon. He requested a 5 minute break so that board members, cabinet and members of the audience could greet Drs. Arriaga and Fraisse.

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

- Vanessa Teran and seven students from Mixteco indicated that they wanted to speak after the board report on this subject matter was presented. They stated they had met several times with Lupe Reyes, and wanted to listen to the presentation first, rather than prematurely make comments. President Hall said the board would also move up the Superintendent Search presentations, and then the board report mentioned by Ms. Teran (13A) would also be moved up.

**9. SUPERINTENDENT'S REPORT –**

- Presented by Steve Dickinson, with reminder to all present that he is not the Superintendent.
- Task force on the heat issue will be facilitated by Mr. Dabbs, with the first meeting to be held tomorrow night at 6:00 p.m.

- Art work being displayed is from RMHS, and we will have artwork every two months on a rotating basis from our different sites. ACHS will put their art up in January 2016.
- Tom McCoy – update Ca Department of Education: request for proposals for 3 year funding CTE incentive Grant. (1) apply on our own (2) as a regional partner (3) apply jointly on own and as a regional partner. Only the pathways that meet the 11 specifications w/CTE designated teachers will meet this standard. We must notify the county by Friday this week of our intention. We plan on applying as a district and with the consortium. Trustee Herrera: What would be the infrastructure we have in order to support this grant? Expressed concerns about additional duties on current staff. Dr. McCoy stated that the dollars were designed for existing and not new programs. It is not clear at present whether dollars will be based on ADA or on our pathways. Trustee Davis asked, for a future meeting, to find out which academies are not qualifiers due to the lack of teacher certification, and what can be done about it. Dr. McCoy stated that the advantage of being part of the consortium is that there are services

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

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

**11. CONSENT CALENDAR**

It is the recommendation of District Administration that the Board of Trustees approve the Consent Calendar, as presented.

Motion: Moved by Trustee Davis, seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

Davis noted the upcoming retirement of Steve McFarland, Director of Maintenance Operations, and noted his extraordinary service to the community and district, and value as an employee.

**A. Consideration of Approval of Revision of Authorization of Signatures**

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

**B. Consideration of Approval of Agreement between Oxnard Union High School District/Pacifica High School and American Star Trailways for Grad Night Transportation to Disneyland**

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 AmericanStar Trailways for Grad Night transportation to Disneyland, as presented.

**C. Consideration of Approval of Agreement between Oxnard Union High School District and The Howard E. Nyhart Company Inc. for Other Post-Employment Benefits Actuarial Study Services**

It is the recommendation of District Administration that the Board of Trustees approve the agreement between Oxnard Union High School District and The Howard E. Nyhart Company Inc., as presented.

**D. Consideration of Approval of Agreement between Oxnard Union High School District and Fence Corp. for the Pacifica High School Fence Project No. MO15/16.001R**

It is the recommendation of District Administration that the Board of Trustees approve the Proposal from Fence Corp, Inc., 111 No. Main Street, Riverside, CA 92501 in the amount of \$213,362

E. Consideration of Approval of Agreement between Oxnard Union High School District/Channel Islands High School and The Vineyards for Prom 2016

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

F. Consideration of Approval of Purchase Orders and Direct Pays, October 19 - November 6 , 2015

Purchase Orders totaling \$1,039,444.49 and Direct Pays totaling \$251,448.13 be approved, as presented.

G. Consideration of Approval of Non-Public School Placement for Student Cases #11-16, according to the Recommendation of the Student's IEP Team and the Director of Special Education

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Non-Public School Placement for Student Cases #11-16, according to the Recommendation of the Student's IEP Team and the Director of Special Education, as presented.

H. 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.

I. Consideration of Approval of Certificated and Classified Personnel

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

## 12. ACTION

A. Consideration of Approval of Agreement between Oxnard Union High School District and CSM Consulting for 2015-2016 ERate Processing Services

Motion: Trustee Edmonds moved that the Board of Trustees approve the agreement between Oxnard Union High School District and CSM Consulting, as presented. Seconded by Trustee Davis. Ayes: President Hall, Trustees Davis, Edmonds, Sher. Nay: Trustee Herrera. Vote 4/1.

*Approved*

B. Consideration of Approval of Recommendation of Measure H Bond Oversight Committee Members

Motion: Trustee Davis moved that the Board of Trustees approve the recommendation of Measure H Bond Oversight Committee Members, as presented. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

*Approved*

C. Consideration of Adoption of Resolution No. 15-30, Resolution to Change Authorized Signatures for the Revolving Cash Fund

Motion: Trustee Herrera moved that the Board of Trustees adopt Resolution No. 15-30, to change authorized signatures for the revolving cash fund, as presented. Seconded by Trustee Sher and carried unanimously. Vote 5/0.

*Approved*

D. Consideration of Adoption of Resolution No. 15-31, Resolution to Change Authorized Signatures for the Adult Education Account

Motion: Trustee Davis moved Administration that the Board of Trustees adopt Resolution No. 15-31, to change authorized signatures for the cafeteria clearing account, as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

*Approved*

E. Consideration of Adoption of Resolution No. 15-32, Resolution to Change Authorized Signatures for the Cafeteria Clearing Account

Motion: Trustee Sher moved that the Board of Trustees adopt Resolution No. 15-32, to change authorized signatures for the cafeteria clearing account, as presented. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

*Approved*

F. Consideration of Adoption of Resolution No. 15-33, Resolution to Authorize the Opening of An Associated Student Body Checking Account For Rancho Campana High School

Motion: Trustee Sher moved that the Board of Trustees adopt Resolution No. 15-33, Resolution to authorize the opening of an associated student body checking account for Rancho Campana High School, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

*Approved*

G. Consideration of Adoption of Resolution No. 15-34, Resolution to Authorize The Opening of A Cafeteria Clearing Account For Rancho Campana High School

Motion: Trustee Herrera moved that the Board of Trustees adopt Resolution No. 15-34, Resolution to authorize the opening of a cafeteria clearing checking account for Rancho Campana High School, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

*Approved*

~~H. Consideration of Approval of Agreement between Oxnard Union High School District and Lynda.com~~

Tabled.

*Tabled*

~~I. Consideration of Adoption of Board Policy and Administrative Regulations 4111 Recruitment and Selection, First Reading~~

Tabled.

*Tabled*

J. Consideration of Discussion/Approval of Contract of Employment for Interim Superintendent

Motion: Trustee Herrera moved to approve the contract of our Interim Superintendent, Dr. Robert Fraisse for the dates specified in the contract. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

*Approved (both motions)*

Motion: Trustee Sher moved to approve the contract of our Interim Superintendent, Dr. Trudy Arriaga for the dates specified in the contract. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

President Hall noted that copies of the two Interim Superintendents contracts are available for viewing through Maureen Sheldon, Executive Assistant.

K. Consideration of Adoption of Board Bylaw 9232.2: Actions by the Board [First Reading]

Motion: Trustee Edmonds moved that the Oxnard Union High School District Governing Board adopt Board Bylaw 9323.2: Actions by the Board, waiving the Second Reading. Seconded by Trustee Herrera and carried unanimously. Vote 5/0.

*Approved*

~~L. Consideration of Approval for Superintendent Search Services~~

*No Motion.*

Note: Both search presentations were given in the beginning of the meeting, just after Agenda Item #8, however, the board did not take action on this item until its regular Agenda placement in Action later in the evening.

President Hall and the board agreed that each firm would be provided 15 minutes for each of their presentations, due to the fact that there were fewer presenters overall. Steve Dickinson reminded the board they had decided to undertake this process on October 14. Dickinson stated the due date November 9, and noted that he had scoring sheets for each firm with 6 different categories of criteria. After that he requested board members give them back to him for tallying, prior to the Action item on this matter later in the agenda.

PRESENTATIONS:

Leadership and Associates

Mike Escalante stated that their firm has completed about 350 searches in California. He noted that he is a former Superintendent of two districts as well as a former principal. Peggy Lynch also noted that she was a former superintendent of two districts, as well as a former principals, Ap and teacher. Escalante stated a third partner would be very involved, Dr. Kent Beckler, another former superintendent. Firm consists of twelve partners who meet regularly online and via conference, spread out throughout the state to effectively vet candidates. All involved in ACSA, CALSA and other professional organizations. All members of their firm were successful superintendents. Charge one price for the entire job; no extras. This is their core mission and their work is guaranteed. There are seven phases to the work they do. (1) strengths and characteristics of candidate required; (2) community/staff input; (3) strengths and weaknesses of the district; (4) union leadership. Provide an online survey to community/students/parents. Create a position description from this input. Board will receive a copy of all of this material. Advertise in EdCal, AASA, and on their website, as well as actively recruit to get the right match. They will make a recommendation as to which candidates they believe are the best match, but ultimately who is interviewed is up to the board. They will (1) help us develop questions for the process; (2) see every applicant; (3) interview and help through the process; sit in on the interviews, to give candidates feedback on how they have done. (4) final interview, and get to terms of the contract. This is the agreement, and then turn over to legal. (5) schedule time to go to that individuals' current district/validation visit; (6) assist the new superintendent selected by providing all of the input received through the process; (7) provide them with a 90 day plan. This is approximately a four month process.

Indicators of success: Escalante: conducted 40 searches, Lynch conducted 40 and Kent about 30, so together they have conducted over 100 searches. Of those, 80% are still in place, and those who have left have retired or moved on to a better position.

Questions/Discussion:

It was clarified that Mike Escalante would be the point person. Leadership noted they did not feel that the end of the school year was a poor time for a search, noting the prior week, Escalante and Lynch had just finish three searches. Paramount had 30 applicants, and Bear Valley had 22 candidates, as well as Castaic with 20 applicants. It was clarified they do not charge for mileage or hotel. Ms. Lynch clarified that the board sees all applications, although Leadership would make a recommendation. It was further noted that the majority of their candidates would come through recruiting. Herrera inquired regarding firm members being present during the board interviews, and asked if their staff were comfortable being excluded. Escalante stated that it is their job to observe, and to ensure the process goes well. He stated they had never been asked to 'not be present' in the interview, and stated they could do this, but that they would need to communicate this information to the candidates.

President Hall inquired regarding Step 5, in that we have a screening committee set up of teachers, parents, students. He asked if they would be willing to interact with a screening committee. Lynch expressed concerns regarding utilizing a screening committee, in that the board may have a different top three candidates, than the committee as a whole, and that would then possible make things very difficult to reconcile in terms of determining

final candidates. Escalante commented that the best candidates come through a confidential process as many are 'sitting' superintendents. They expressed that they feel they obtain enough community and staff input at the outset through their surveys. They did state that we take individuals from the staff/union for the validation process. Board members expressed their concern for full transparency for all stakeholders and members of the community.

#### McPherson and Jacobson

Ben Johnson noted he was a school board member, however, not a prior superintendent. He said there are a lack of sitting superintendents looking to move within the state of California, which is one of the reasons CSBA chose to endorse them as they are nationwide. The firm has placed over 540 superintendents over the last 25 years. They have over 100 consultants across the United States, with 25% being women and minorities. He stated that his firm is not interested in a 'cookie cutter approach', but sustainability. He added that the average tenure for a superintendent is just over 3.6 years, and that continuity in leadership and vision is critical. Track record: at 5 years, 80% of superintendents remain in their roles, 60% at 10 years, and at 15 years, 50% still remain in their roles.

Johnson stressed the mission of his firm is to help ensure quality education and excellence for the districts the serve through the superintendent search. He noted that the point person handling our search, Bill Hewitt, was not able to make the meeting. They serve at the pleasure of the board, and believes it is very important to get community involvement and feedback, teacher associations, management, teachers, students and more. First Phase involves the characteristics that are important to move our district forward, Phase II involves stakeholder meetings, and individual meetings are also scheduled as identified by the board/staff. Johnson noted that all the information that comes out of the stakeholder meetings is published. Phase III review all applications; it was indicated that his firm does not shuffle candidates. He further stated that CSBA would be within the next two weeks and it provides opportunities, directly and indirectly for their people to meet candidates. It was stated that McPherson would provide the board no more than 15-20 questions to assistance them in putting together their interview process. Their fee would be \$26,900, additional: copying, postage, long distance calls, travel and related expenses. Johnson suggested the board come up with a 'do not exceed amount' for the entire search. He further stated that neither he nor Bill live in California so there would not be excessive travel fees.

Questions/Discussion: It was clarified that Bill Hewitt would be the point person, and Johnson stated that Hewitt had conducted more than 20 searches. Johnson expressed that the kind of character of the superintendent that we would like to hire would not leave their district in a difficult position, but having an interim allows you time to do this right. Trustee Herrera received clarification that McPherson would only be in the room during interviews if the board requested it – that they were flexible either way.

President Hall asked if Johnson recommended *not* having a screening committee with stakeholders. Johnson stated that typically the search firm would try to save the district time in this area, however if we wanted to as part of the entire process, McPherson could be flexible and work with our committee. Trustee Edmonds asked if they maintained an active list of pre-qualified candidates. Johnson said they have people they believe might be good for a district that applied for a job before that may not have been the best fit for another district. However, McPherson does not believe in rotating candidate after candidate amongst districts. Johnson clarified that the \$29,600 was firm, and that all other items stated in the proposal were additional. This figure would not be \$34,900, due to the fact that Mr. Hewitt and he would not have travel requirements.

#### Discussion: Tally Sheets

Dickinson stated that the average for 2 presentations: Leadership and Associates received 3.87 out of 5, and McPherson and Jacobson, 3.43 out of 5.

Motion: Trustee Davis moved to appoint Leadership and Associates as our search firm. Trustee Herrera seconded the motion for the purpose of discussion. She commented that

she feels the search firm (1) helps staff and the board have an external company to provide structure; (2) was not overly clear on exactly what these firms will be bringing to the table (3) who are they going out there and recruiting; (4) who can we recruit from; (5) was not convinced they will provide stellar applicants; (6) connection between headhunting firm/vested interest in applicants succeeding. Herrera expressed concerns about whether we are recycling applicants from one district to the next, or do we receive a 'fresh list' each time.

Trustee Sher stated that she appreciated the fact that McPherson is the sole search firm for CSBA, however, she noted that she was concerned with Leadership's salesman technique. She also expressed concerns about Leadership's hesitation to agree not to be in the room during interviews, and the reasons they provided regarding how the candidates are affected. She also indicated that she is not sure a search firm is 100% necessary, although is sure this expedites the process. Sher concluded her remarks by stating that she was leaning toward McPherson.

Trustee Davis expressed the following concerns: (1) the fact that the person who would be our point person was not present (2) price point was not clear with McPherson, and theirs was higher than Leadership's. Was in support of Leadership. He further stated that he did not hear anything from their response saying they would not 'stay out of the room while individuals were interview', rather, that this was an unusual request.

Trustee Edmonds said it is important that some candidates be pre-qualified to expedite the process. He noted that if we do this internally, often 'names get out', and for that reason, it is prudent to use a search firm. Trustee Hall commented on importance of the screening committee being comprised of district stakeholders. He stated that Leadership and Associates philosophically seemed opposed to this idea. It was also expressed that there was a concern with McPherson as we have not met the point person. This is key and he was disappointed that this did not take place.

Motion: via roll call for Leadership Associates: Ayes: Trustee Davis. Nays: President Hall, Trustees Herrera, Sher, Edmonds. Vote 4/1 against. *Motion failed*

President Hall stated that it is critical we meet the person we will work with. Trustee Herrera asked if the board could tentatively approve this, however, the search firm must meet the conditions they have as a board. 1) meeting lead consultant 2) ask him/her questions 3) direct the search firm regarding how they want the search conducted 4) provide one all inclusive. It was noted this will delay the process until our next board meeting. Trustee Davis stated he was not comfortable with tentatively approving a motion.

Motion: Via roll call for McPherson & Jacobson: Ayes: Ayes: President Hall, Trustees Herrera, Edmonds, Sher. Nay: Trustee Davis. Vote 4/1 in the affirmative.

President Hall suggested the board table further discussion and invite McPherson & Jacobson back and ask that they bring their lead consultant here to the December 9, 2015 board meeting. He suggested forwarding specific questions to them in advance so they are well prepared for board clarification and/or further questions. It was agreed there would be only one Agenda item regarding the Superintendent search on the December 9 agenda which dealt with the approval, or not, of McPherson. It was agreed Leadership & Associates would not be on that agenda at this time.

Tabled. No further action taken.

### 13. REPORTS TO THE BOARD

#### A. Services/Capacity for Non-English Families (Including Mixteco) – Lupe Reyes – Castillo and Connie Cervera

Board Minutes

Ms. Reyes began her presentation by explaining the 15% rule. She stated that whenever we have families or a classroom that exceed that number where we have EL students, then we are required to present information to families in a language they understand. The Mixteco student population represents 2.19 of the total in grades 9-12, with the



largest numbers being in 9<sup>th</sup> and 10<sup>th</sup> grades for a total of 70 students. It was noted that the categorical counselors work closely with our EL students and other cultural groups to inform the parents, students, and colleagues with the appropriate placement of our students, as well as social/emotional support. The learning design coaches go to our different school sites to support our teachers, so they, in turn, can help these EL students with effective strategies. This group is advocating for Spanish, Mixteco and Tagalog speaking students and parents. They asked to be placed on the agenda at a future meeting. MICOP contacts, Ms. Elizabeth Villa (Tequio Youth Advisor) and Ms. Vanessa Teran (Program Manager) were present. At the October 28th regular school board meeting, MICOP parents addressed the board during public comments. In general, the speakers expressed that it is a hardship for the parents that do not speak Spanish or very little Spanish to understand what is being said at school meetings and events. A number of the parents only speak Mixteco.

*Per Lupe Reyes since the board meetings:*

October/December OUHSD Title 1 newsletter Parents Prepared! /¡Padres Preparados! was mailed to our families. The newsletter has site specific tutorial schedule, contact information for key site people, important dates and various types of tips for parents with teens. This newsletter is published in English and Spanish. On 10/2/15 she met with MICOP students from HHS along with AP Clara Ortiz and Categorical Counselor Katalina Martinez from 12:30 – 2:30 PM. The meeting was productive and staff came up with some solutions. On October 6 a meeting was scheduled with MICOP representatives, and on 10/12 she met with the MICOP Executive Director, Arcenio Lopez, Elizabeth Villa and members of the TEQUIO youth group.

The MOU between MICOP and OUHSD for the previous year was for translation services not to exceed \$3,000. MICOP charges \$40/hour for interpreters and ask for 24 hour notice. Our sites last year used the service for parent conferences. It was stipulated that as more Mixteco families are identified, the MOU may need to be increased. It was noted that OUHSD has many services in place now for our English learner students and families that are paid using Title 1, Title III and LCAP funds.

It was stated that all sites would be reminded about the 15% rule. Sites should provide translation for parent meetings and school events, and phone calls to homes must be conducted in English and Spanish. It was noted that ACHS start this practice; their enrollment for EL and Fluent English Proficient (FEP) students is 13.52%. All our other schools are well over the required 15%. It was noted that once Dr. McCoy is officially on board, we would like to start discussing and planning professional development, Cultural Proficiency and Equity training, Master Schedule and access to core for ELs, training for administrators on the new ELD Standards, and addressing the needs of Long Term English Learnings. It was stated that Dr. McCoy and others review what OUHSD has in place now for Els and that we are being consistent throughout the OUHSD. This can be completed during the English Language Coordinating Council (ELCC) and at EL parent meetings.

**B. Structure of Certificated and Classified Management Positions – Rocky Vales, Ed.D.**

- (1) Assistant Superintendents have varying contract days 223 vs. 225. When we experienced hardships and financial times, all management participated in reduced days. When our former business CEO left we flew the position and did not get too many applicants, it was suggested we re-fly the position at more days. Now that most days have been returned that accounts for the discrepancy from 215 – 223; Steve Dickinson is at 225.
- (2) Last salary evaluation was completed in 2014. This involved a comparison of all sister districts in the county. This was conducted by PVSD.
- (3) Salary Scales: There are three for Assistant Superintendents: Educational and HR/Certificated Management and Administrative Services/Classified Management.
- (4) Ed Services Qualifications require several more credentials and higher degrees (masters) than the Admin Services (Bachelor's degree) and coursework in similar fields. HR Qualifications are also different.

- (5) Have 7 Certificated directors at present, and 5 Classified Directors. Valles explained that the difference between certificated and classified directors is that the former are credentialed with a PPS/counseling or teaching credential.

Comments were made that the fiscal services position required substantially fewer qualifications. How was the salary arrived at, and the difference of the two days in the contract. Trustee Edmonds said that initially all of these Assistant Superintendent position had the same amount of the days and the same salary. The last time we went to fill the Administrative services position we adjusted the work year, and the salary in order to attract more candidates. That has been a change in the last 3 ½ years. Herrera noted the current individual in the Administrative Services role does not have to have a Bachelor's degree or a CPA. She stated that she is concerned about this, there exists a big discrepancy and that we need to look at our structure, as it is not fair to the other Assistant Superintendents. She added that we must do the same review of our Principals.

President Hall noted that there is not a level of consistency in our management hiring/salary schedule, which cannot be attributed to any one person. This is similar to the AP/Dean situation (i.e. Frontier High School). This is the time in the budget cycle to address this item. Trustee Herrera requested that this be put on the Agenda as an Action Item in the future to address the Assistant Superintendents' contract work days, salaries, and that of the Principals, and the PVSD salary analysis to see where we are in terms of our District Office. Edmonds requested that our two new interims review these issues with our staff. Hall requested that we put this to the Agenda Review process regarding the correct time to bring this back, and where it fits in with the other agenda items we have and the budget cycle. Trustee Herrera requested this be added to the Agenda for the next meeting, December 9, and to have the Interim Superintendent guide us through information presented and provide feedback.

**C. Food Service Update – Stephanie Gillenberg and Jason Corona**

The District employs 117 Nutrition Services staff at 7 site cafeterias. It was noted that monthly trainings are provided for site staff.

Change in menu to reflect healthier options:

- Fruit and Vegetables served daily
- Salad Bar served daily
- “Speed Scratch Items” Served (no raw products)
- Less prepackaged heat and serve items on menu

Meatless Mondays, Farm to School, Student Nutrition Advisory Councils formed, and District Wellness Committee, as well as student surveys regarding meals are being regularly conducted.

Operation Facts: Participation in breakfast on sites from 2014 vs. 2015 remains fairly consistent despite food changes 19% in September 2014 vs 16% in September 2015, and lunch 34% vs. 25% in September 2015. October 2015 numbers were just slightly higher by 2-3% for breakfast and lunch. We believe participation will go up as students continue to get used to the menu and experience ‘food tastings’ on a regular basis.

Challenges

- Meal Application Processing
- Training required for new staff
- End of year roll over/and start of year set up needed clarification and adjustments through the first three months of the school year
- Online application system did not work for first two months of the school year
- Point of Sale equipment
- Site level issues with the Point of Sale computers
- Equipment is slow
- Student information system did not download correctly for first month of school, making it difficult to find students at the point of sale
- RFP will be going out for new point of sale computers
- One Lunch Service
- Serving one lunch at each site is challenging when provided only 30-

40 minutes to serve enrollment of 2100 – 3299 at each school site

Dickinson stated that possibly one site will be willing to pilot a two lunch period, in order to see that we could shorten lunch lines, thereby encouraging more students to participate in the lunch program. This is the #1 reason why students do not eat over the lunch period. Sher requested information regarding how much money are we spending on a meat based diet as opposed to a plant based. President Hall thanked Ms. Gillenberg and staff for the progress that has been made.

**D. Boundary Change 2016-2017 –  
Steve Dickinson**

Dean Waldfogel from DecisionInsite reviewed with the board all options that are available before we agree to do boundary changes.

**Balanced enrollment across high schools.**

10 year look as part of context: growth due to new housing; north and west part of the district. 4700 moves to 5400 in the CIHS area. The feeders are larger than what we are graduating – the numbers are about 50% larger coming through. We need to address the growth that is already in the feeder systems coming to us as well as new housing. Challenge for board is to determine which combination of approaches you will take. We have both a 5 and 10 year problem, and the study at hand is utilized is from one year ago. With a moderate study we came in about 50-60 kids higher than the projected 15,932, or 16,039 students. This does not include independent study and special program students. This is based on 2800 at two high schools, 2600 at the rest and 800 at RCHS. (ACHS CIHS HHS RMHS – 2600. PHS, OHS 2800. FHS/500 and RCHS/800. Actual enrollment 2015 is 16,039.

Adding students, with no adjustments to some of our facilities, is very difficult. In 2020 if those are the capacities in play we don't have enough seats. One more high school will not suffice at that point. We may need to look at changing our target capacities. Out of attendance students that each school services is over 425+ students at three schools, 351 at RMHS, and over 200+ at CIHS and HHS. OHS currently has the most students 'out of area' at 471, and PHS 433. The outside attendance area numbers for Pacifica and OHS should go down, as currently the highest numbers for this are in grades 11 and 12. It was noted that the primary reasons for interdistrict transfers are (1) siblings; (2) academics; (3) professional courtesy; (4) friends/relatives; (5) special curriculum; (6) other.

There are a disproportionate number of academies at certain schools versus others (i.e. Pacifica). Need to also look at those class sizes and see if those teachers are carrying a full load, as compared to regular classes at that site. All academies must be evaluated in order to determine those that are possibly not as successful. Perhaps we need to be more selective at PHS in terms of incoming kids, however, we could allow as many PHS kids as interested to potentially move to another site, as our 10 year projections CIHS, PHS, and RMHS way over. At present we believes the Maulhardt site works best for our purposes and growth looking forward.

5 year projections: 2019 – PHS, RCHS, RMS and CIHS will not have enough seats (especially CIHS at -130 and PHS and -434). Conservative projection 16,923 vs. current of 16,039. Could possibly make adjustments through open enrollment to survive this. Looking forward: 2014 (15,557), 2020 (17,451) and 2024 (18,134). Moderate projection totals are 17,821 – 18,947. By 2020, with a total of 17,451, we will have a -248 in terms of open seats. ACHS and OHS will both have additional open seats. Boundary changes take four years to make an impact and February is generally the best time to announce these changes to parents.

Options

Close PHS to open enrollment except for concurrently enrolled siblings  
Allow high school sites accept PHS students  
Allow HHS to accept CIHS students  
Create incentives for PHS to enroll at a school with open seats  
Selectively open/close other high school pairings

Consider open enrollment bussing from central Oxnard to a school with open seats

Boundary changes

ACHS/ RMHS

PHS/RMHS

HHS/CIHS

Trustee Davis commented that he did not feel like the presentation answered board questions. It was noted that we cannot forget the additional 1,000 students at our alternative sites and the college. Why are so many students leaving HHS and moving to CIHS. Davis asked that the number of students be provided in each academy, and in total (by site). Our boundary change needs to go into effect next fall, however, Dabbs feels this is too soon and parents will feel they are being forced to do this. His recommendation was that we move forward with policy changes this Spring, and forward with the actual boundary changes in 16/17. Open enrollment is upon us in February 2016. Trustee Herrera requested a plan and timeline in writing so that we can prioritize these matters. Board members agreed that they would like Mr. Dabbs, and our new Interim Superintendents to provide this information, taking care to vet this through our staff and inside groups.

E. Special Education Services – Ken Goeken

Mary Semples, Special Education/VCOE presented in conjunction with Ken Goeken and provided an update on the requirements of Special Education Services in our district, and in conjunction with state and federal laws.

**13. BOARD MEMBERS' REPORTS AND COMMUNICATIONS**

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

**15. ITEMS FOR FUTURE CONSIDERATION**

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**16. ADJOURNMENT**

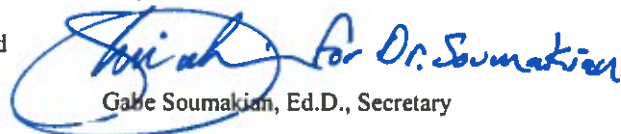
At 8:30 p.m. President Hall reported the meeting was adjourned.

**BOARD OF TRUSTEES**

  
Wayne Edmonds, Clerk

Approved as presented

December 9, 2015

  
Gabe Soumakian, Ed.D., Secretary

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