

# Oxnard Union High School District

## Oxnard, California

---

### MINUTES FOR THE REGULAR BOARD MEETING

October 22, 2014

---

- 1. CALL TO ORDER** The Board Meeting of the Board of Trustees of the Oxnard Union High School District was called to order by President López Hanson at 5:30 p.m., October 22, 2014, at the Port Hueneme Council Chamber 250 North Ventura Road, Port Hueneme, California.
- Trustees present:** Socorro López Hanson, President  
Gary Davis, Ed.D., Vice President  
Steve Hall, Ed.D., Clerk (arrived 5:03 pm)  
Wayne Edmonds, Trustee  
John Alamillo, Trustee
- Administration present:** Gabe Soumakian, Ed.D., Superintendent  
Gregory O'Brien, Ph.D., Assistant Superintendent-Educational Services  
Rocky Valles, Jr., Ed.D., Assistant Superintendent-Human Resources  
Stephen Dickinson, Assistant Superintendent-Administrative Services  
Consuelo Williams, Executive Director-21<sup>st</sup> Century Learning & Innovation  
Maureen Sheldon, Executive Assistant
- Translators present:** Lourdes Campbell, Carlos Radillo
- Guests present:** Kathy Greaves, Robert Greaves, Kevin Dicey, Doug Campbell, Marion Basa, Bijou Beltran, Mary Rooney, and other interested parties.
- 2. PLEDGE OF ALLEGIANCE** President López Hanson began by thanking the City of Port Hueneme for graciously offering us the use of their facilities. Principal Bijou Beltran/PHS then introduced ASB President and senior, Marion Basa, to lead the Pledge of Allegiance.
- 3. ADOPTION OF AGENDA** It is the recommendation of District Administration that the Board of Trustees adopt the Agenda of the October 22, 2014 Board meeting, as presented.
- Motion: Moved by Trustee Alamillo, seconded by Dr. Davis and carried unanimously. Vote 4/0.
- 4. ADOPTION OF MINUTES** It is the recommendation of District Administration that the Board of Trustees adopt the Special Board Minutes dated September 16, 2014, as presented.
- Motion: Moved by Trustee Davis, seconded by Trustee Alamillo, and carried unanimously. Vote 4/0.
- 5. PUBLIC COMMENT ON CLOSED SESSION ITEMS** No public comment.
- 6. CLOSED SESSION** The board went into Closed Session at 5:34 p.m. to discuss the following items:
- A.** Public Employee Discipline/Dismissal/Release/Appointment [Government Code Section 54957(b)(1)]

- B.** Student Personnel: [Education Code §35146, 48912, 48919]
- C.** Conference with Real Property Negotiator (Govt. Code Â§ 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

**7. RECONVENE IN PUBLIC:  
REPORT ON CLOSED SESSION  
ACTION** The board reconvened in Closed Session at approximately 6:37 p.m. Board President López Hanson stated that no action was taken.

**8. AUDIENCE TO ADDRESS  
BOARD OF TRUSTEES**

- Joshua Chaucer/ACHS mentioned the budget meeting held the prior week. He stated that the last meeting went very well, and thanked the board for the tone and follow through of how matters were handled. He also expressed appreciation for the confidence of working together and the trickle down positive effect this has for teachers.

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

- A. Trustee Hall**
- No report.
- B. Trustee Edmonds**
- On October 13 a Professional Development day was held which included Classified Staff.
  - Edmonds noted that he had attended a few football games, and that homecoming was coming up. He also stated he would be attending a few games that week.
- C. Trustee Alamillo**
- Attended his first congressional debate with Julia Brownley and Jeff Gorrell.
  - Attended Camarillo's 50<sup>th</sup> bday celebration.
  - Attended several football games, which included taking his daughter to her homecoming.
  - Thanked Ms. Mary Anne Rooney, our partner district commissioner for being present at our board meeting.
- D. Trustee Davis**
- On Thursday, October 14 he attended the parent/community LCAP with Dr. Soumakian and Dr. O'Brien. He stated this was a very effective meeting with a nice tone throughout and much family engagement.
  - He expressed audience concerns, noting more EL learners would attend Summer School if they could identify which teachers would be there.
  - Attended FHS Back-to-School night on Thursday, October 16, with Dr. Soumakian and President López Hanson.
  - Last Friday he was the inducted into the OHS Hall of Fame with four other individuals who were OHS graduates, although he was not, yet he was given that honor. He noted that OHS has meant a lot to him and his family.
- E. Trustee López Hanson**
- Attended Back-to- School night with Dr. Davis at FHS. She noted there is a strong sense of community due to the fact that it is a very small school.
  - Felt very lucky to attend Camarillo's 50<sup>th</sup> celebration.
  - Following Saturday attended the Community Celebration in Constitution Park, and visited with the the band.
  - Takeaway: our band members played very well, however, they must have been must have been very hot. Perhaps we should look at acquiring summer uniforms.

## 10. SUPERINTENDENT'S REPORT –

A. General Report, Gabe Soumakian, Ed.D

Soumakian reported on the following:

- Thanked members of the audience and the board
- First paid full day of staff development in 7 years was held on October 13. Each site worked with their staff; individual focus based on site needs. Much positive feedback. Next date for this training is scheduled for March 9, 2015.
- Classified Staff were all invited; Kim Tresvant and Dr. Valles. Great opportunity for staff to get training at all levels.
- Other item we should follow up on: 1<sup>st</sup> partner collaboration with feeder school district: 8<sup>th</sup> grade math teachers, principals, 9<sup>th</sup> grade teachers, associate principals.
- Know Dr. O'Brien has been working with the Deans of Liberal Arts at Oxnard College working on the articulation process.
- Met with OFTSE. We are one of the few districts in the state with a redesigned unit share formula in alignment with the LCCF. It did yield positive results and we want to be sure this is communicated to our classified & management staff.
- Mny of these efforts are with respect to the principals developing a tight master schedule, and the teachers for accepting and going over 175 to make it all work. We are really fortunate and we are focusing on a 95% ADA. Want to use the power of 1%. One more percent average daily attendance this generates additional revenue, and more programs.
- 1<sup>st</sup> Interim – Steve Dickinson will be presenting this on December 10.
- Kathy Greaves, Consuelo Williams and one of our counselors have worked very hard on the Navaince admission process. This is our first time implementing this with our seniors. Jane Mintz conducted a webinar on this information.
- Introduced Mary Ann Rooney. Ventura County Civic Alliance is our partner and she was recently selected to be our intermediary on the Career Pathway Project. One of her roles is to work with Jim Rose to partner with community business leaders to work in an advisory capacity with our academies.
- Mary Ann Rooney addressed the board, stating she had worked for six years under Wayne Edmonds at the high school district. The Linked Learning Launch event will be coming up on December 2 at 8:30 a.m. at RMHS. We will have state superintendent Tom Torkelson speaking, PBS Roadtrip Nation will be covering this, and all of the academies sharing this with the business communities.
- Dr. Soumakian noted that shortly after that we wish to give a report to the board on expanding our academies. We have approximately 9-10 academies that are a year in the planning.
- Follow up to the last board meeting, when the student ASB presented on concerns that needed to be addressed. We are working with Kathy Greaves and the County, and will be holding a safe talk training onn October 28-30 regarding areas students need support in. That a communication system is in place, and the intervention that we have is clearly communicated.

Dr. Rocky Valles introduced our newest Dean, Vicki Costa/PHS, from the LAUSD.

Trustee Alamillo commented that the nurse from OHS would like to come and present. He noted that he would like to do this in workshop format on November 12 , and asked district staff to be sure and contact her regarding the date.

## 11. REPORTS TO THE BOARD

A. Sierra Kavon – Student Representative to the Board

ACHS

- Homecoming was on 10/18 with Mari Gras theme. 1400 students attended.
- 10/20-10/24 Rivalry week against Newbury Park
- Future Events: winter formal

#### CIHS

- Hostin haunted house next Thurs/Friday during lunch in ASB room.
- Senior night is next Wed, 10/29 for girls' volleyball vs. Pacifica

#### FHS

- Completed the month of Pediatric Cancer Awareness logging 15,571.5 miles of walking, running and biking. Goal had been 15,000 miles.
- Wrapped up Hispanic Heritage month with their 3<sup>rd</sup> annual soccer tournament.
- Last week of October will be dedicated to Rocket Honor week, including United Blood Services.

#### PHS

- Homecoming on 10/31 with theme "Falling into Wonderland".
- ASBs are working hard to try new activities with students.
- Had an increase in student participation by offering opportunities to shine such as singing the National Anthem.

#### RMHS

- Homecoming on 10/17 with theme "Once upon a Nightmare".
- Red Ribbon week November 3-7.
- Students produced TV Show Spartan Spotlight. Made its debut on October 8 and is airing a show once a week as it gets off the ground.

Student concerns: Common application linked with Naviance: students cannot access their transcripts or letters. We must get information to students/counselors that this Naviance information is now available online...advertise as much as possible.

#### B. Steve Dickinson – Monthly Budget Report

- Quick update through September 2014.
- Revenue: Completed 25% of the fiscal year of \$146.5M adopted budget.
- Year-to-date actuals are approximately \$21.4M or about 15% to date.
- Expenses: Completed 25% of the fiscal year or \$148.5; about 15% of our expenses or \$22M spent to-date.
- Common Core: when we do the first interim the \$2M budget will go up as this was our estimate of how much was carried over; this should go up to \$2.26 M.
- Balance of \$637K is the remaining balance left. We already know this number will be a bit lower due to indirect expenses that are being incurred.
- Remaining balance is actually \$530K.
- Cash Flow for the first three months is slightly behind, however, September – May should be very consistent as most of our expense is in payroll cost.

#### C. Steve Dickinson – Five Year Refresh Technology Report

- Report is a carryover from two weeks ago and the Study Session where we provided information regarding the Educational Technology side. At that time the current presentation was handed out, however, it has been significantly scaled down.
- Conducted a District office computer wide inventory by site.
- 1390 + 2,000 ordered = 11,000 total devices in our district. (all 3 columns)
- 436 faculty computers are over 6 years old, and of those 310 over 8 years old, with 781 projectors.
- Presentation and discussion ensued regarding network topology, what this means, uses and value.
- Clarified that for 14/15, if we replaced the oldest teacher computers the cost would be approximately \$350K of Common Core monies (8 yrs & older).
- Sound plan for technology replacement would be to replace 1/5 of our devices every five years. This would provide us with the infrastructure and enable us to meet our Education Technology goals outlined by Ms. Mintz in our prior study session.
- Switches/servers will last longer than 5 years. Over \$3M per year would be required to support this plan. Soumakian noted that these costs are without adding any additional equipment – they are costs simply to repair/replace devices.

- In order to cover future years' technology needs, we require a full bond. It was noted we would ask for the authorization, but you only sell and put out to taxpayers a smaller amount, to support something like this (per prior Dale Scott comments).
- IT department staffing –currently have two vacancies, one of which is due to a retirement. We are advertising for a Network Administrator at this time. A Senior System administrator position has been budgeted, but it has been vacant for two years. Timing has been key. In response to questions asked, staff noted they do reevaluate positions when they become vacant.
- Dickinson noted that we had a VCOE company, AllConnected, who has provided us with a third party recommendation (changes/technical and other) within IT. One of these recommendations was that we fill both of these positions asap. It was noted these job descriptions are highly specialized and it is difficult to restructure due to these duties. We are being very careful with our funding, and therefore, with our hiring. We require someone who can handle our daily maintenance full time, as Mr. Sharma is trying to do both positions right now, but cannot.
- Steve Hall clarified that at our last board meeting we were allocating only \$200K for technology. Dickinson noted these repair and replacement costs come out of the IT budget, and that a small amount of monies are given to each site. He further noted that our existing Measure H remains an ongoing topic, borrowing from those funds or a obtaining a future bond to get to the \$3M.
- Sierra Kavon expressed several concerns regarding sites having adequate projects, in particular, ACE charter school (one each). Dickinson noted that projectors are a huge resource in the classroom, especially with respect to the Common Core. He further stated most of the projectors have come to the sites based on a side funding mechanism. i.e. Title 1 funds. Other sites that doesn't have such funding rely on ASB and/or and Booster Club funds. We have relied on categorical funds or fundraising for projectors, however, we could look at changing that in the future.
- Style of teaching will be changing. Teachers can project, or walk around the classroom utilizing the laptop as an aide to teaching.
- Trustee Edmonds commented the chart shows how lean we are with respect to technology staff. We also have a major textbook purchase next year.

## 12. CONSENT CALENDAR

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

A. Consideration of Approval of Purchase Orders and Direct Pays, September 25 - October 8, 2014

Purchase orders totaling \$216,161.67 and Direct Pays totaling \$275,158.82 be approved, as presented.

B. Consideration of Approval of 2014-15 Annual Agreement between Oxnard Union High School District and the Regional Occupational Program

It is the recommendation of the Administrative Staff that the Board of Trustees approve the 2014-15 Annual Agreement between Oxnard Union High School District and the Regional Occupational Program, as presented.

C. Consideration of Approval of Agreement between Oxnard Union High School District and the Ventura County Office of Education/Triton Academy to Provide Exceptional Service to Special Education Pupils

It is the recommendation of the Administrative Staff that the Board of Trustees approve the Agreement between Oxnard Union High School District and the Ventura County Office of Education/Triton Academy to Provide Exceptional Service to Special Education Pupils, as presented.

D. Consideration of Stipulated Student Expulsion 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 District Administration that the Board of Trustees approve the Stipulated Student Expulsions by Agreement of the School Principal, the Student, and the Students' Parent or Guardian, as per Board Policy 5144, Section 22.

E. Consideration of Approval of the Memorandum of Understanding between Oxnard Union High School District and The Foundation for California Community Colleges

It is the recommendation of the District Administration that the Board of Trustees approve the Memorandum of Understanding between Oxnard Union High School District and The Foundation for California Community Colleges, as presented.

F. Consideration of Approval of Personnel Items

It is the recommendation of District Administration that the Human Resources job description be approved by the Board of Trustees, as presented.

### 13. ACTION

A. Consideration of Approval of Donations, September 16 - October 13, 2014

Motion: Trustee Alamillo moved that the Board of Trustees accept the Donations for the reporting period September 16 - October 13, 2014, as presented: George C. Gamboa, Oxnard Soccer Association League, Target, Chet & Julia Miller, and Visual Photography. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

*Approved*

B. Consideration of Approval of Oxnard Union High School District Site Safety Plans for 2014-2015 School Year

Motion: Trustee Alamillo moved that the Board of Trustees approve each of the eight Safe School Plans, as presented. Seconded by Trustee Hall and carried unanimously. Vote 5/0.

*Approved*

C. Consideration of Approval of Utilization of Common Core Funding to Purchase Teacher Technology

District Administration recommended that the Board of Trustees approve Common Core Technology budget expenditures of up to \$350,000 for the replacement of teacher computers. Much discussion ensued, with motions put forth, and pulled back. Eventually trustees requested that the District conduct a pilot program at each site, obtaining teacher feedback on devices, and have them report back as to the efficacy of this pilot program, prior to full expenditure. It was noted this item would be brought back in November, and if the results were not ready and a Special Board meeting was necessary, the board would consider holding one.

*ITEM TABLED*

**Item tabled.**

D. Consideration of Approval of Salary Increase for Classified, Campus Supervisors, Paraeducators, Confidential and Management Employees

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

*Approved*

E. Consideration of Approval of a One-Time Off-Schedule Bonus for Classified, Campus Supervisors, Paraeducators, Confidential and Management Employees, Effective December 2014

Motion: Trustee Alamillo moved that the Board of Trustees approve the one-time off-schedule bonus for classified, campus supervisors, paraeducators, confidential and management employees, as presented. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

*Approved*

F. Consideration of Adoption of New Board Policy 3554, Other Food Sales, [First Reading]

*Approved*

Steve Dickinson thanked Josh Chauncer for a great negotiation session with Dr. Valles, and the rest of the negotiating team.

Dickinson said this policy describes and supports federal laws that are through the National School Practice through the State of California. He noted he was working with a CSBA template document. School Districts cannot sell foods or beverages that are defined as midnight through 30 minutes after the start of school. This limits food/beverage to 30 minutes after the school day is over, and/or for those four days that are pre-approved through the District office per year. Trustee Alamillo inquired if those days are floating or if we need to document them with our high schools. Dickinson stated that the ASBs must be in communication with site administration and provide the dates. The food and beverage must comply with specific regulations. Procedurally there is no issue for example, with football games –with concessions. Sports events do not require prior approval, as they are non-compliant foods and are not governed by the National School Program. It was further stated that after the Board takes action on these dates we are required to report back to the National School Program.

Dickinson noted that this ‘time change’ and limitation regarding the sale of food/beverages came about as a result of Michelle Obama’s program. Sierra Kavon inquired if the menu for each date must be presented to the site for approval. She also inquired if foods had to be pre-packaged, or if they could be homemade. Steve Dickinson said he would follow up on her questions.

Motion: Trustee Hall moved that the Board of Trustees approve the adoption of Board Policy 3554, Other Food Sales, [First Reading], as presented. Seconded by Trustee Edmonds and carried unanimously. Vote 5/0.

G. Consideration of Approval of Revision to BP 6175 Migrant Education [First Reading]

*Approved*

It was stated this is a revision to an optional board policy, however, since we do have a Migrant Ed Program we have such a policy. We have removed items that are no longer taking place (certain testing), passing the CAHSEE was added, and a statement regarding attendance was added to make it one of our outcomes.

Motion: Trustee Alamillo moved that the Board of Trustees approve the Revision to BP 6175 Migrant Education [First Reading], as presented, waiving the second reading. Seconded by Trustee Davis and carried unanimously. Vote 5/0.

H. Consideration of Approval of the Carl D. Perkins Application for Career & Technical Education for the 2014-2015 School Year

*Approved*

Consulo Williams noted that this program seeks to more fully develop skills of secondary school students in Career & Technical Education programs. Our application was reviewed, and approved for \$60K more than anticipated. In response to a question regarding Jim Rose’s role, Dr. Soumakian stated that he is still transitioning, and has not yet been given those responsibilities. Trustee Davis noted that many of the goals seemed to be the same and/or similar to those of our Career Partnership Grant. Davis inquired if those two items will merge into one effort or remain separate. Soumakian stated these would remain separate.

Motion: Trustee Alamillo moved that the Board of Trustees approve the Carl D. Perkins Application for Career & Technical Education for the 2014-2015 school year for funding of Career & Technical Education in the amount of \$450,895.00, as presented. Seconded by Trustee Hall and carried unanimously. Vote 5/0

I. Consideration of Approval of Human Resources Clerk Job Description

*Approved*

Dr. Rocky Valles stated that when we have a vacant position it is a good opportunity to revisit the job description, which was done in this case. He stated the Director's Secretary was a 4-hour position, and we realized that it does not fit the needs of our division. We are moving this to 'Human Resource Clerk' who is diversified and can do more things such as the recordkeeping of PAR and the TASP process (teacher evaluation). This is not an additional position to HR, rather this is a replacement position, with existing funding.

This job description is not just part time, but it is at a different pay scale (less than), so we may be able to bump this to 5 hours, which if approved, would also come back in 15/16 at 5 hours. Valles clarified that the Board was not approving the job, but only the job description. Once the job description was approved, then the DO could advertise for the position. He added that it will come back to the board on the pink sheet for approval. If that is not approved, we will recruit for the old job description which is not as well suited to our needs.

Motion: Trustee Alamillo moved that the Human Resources Clerk job description be approved by the Board of Trustees, as presented. Seconded by Trustee Hall and carried unanimously. Vote 5/0.


14. ITEMS FOR FUTURE CONSIDERATION

- Trustee Davis will not be available for the agenda setting meeting at 2:00 pm on November 4 . Trustee Hall will attend in his place.
- Trustee Davis noted items for the next Agenda: Date of Organizational meeting, Bond Oversight, and inviting the Health Care Interns. It was also requested that compensation for Mariachi come back.
- It was specified that the Mariachi and Health Care Interns were to be board reports rather than study session items since we only have one meeting in November. Trustee Alamillo expressed a desire to have these in study session. It was stated that Kathy Greaves is also working with the nurses; they have already come up with some ideas, and that the nurses would be available for the November 12 meeting.
- Trustee Alamillo noted again that we discuss the nursing situation in a workshop if at all possible. We are committed to listening/hearing the nurses.
- Trustee Edmonds requested the Food Service item not be brought back until December so we have an opportunity to receive student input.

15. ADJOURNMENT

There being no further items of business on the agenda, Board President López Hanson adjourned the meeting at 8:26 p.m.

**BOARD OF TRUSTEES**



Steve Hall, Ed.D., Clerk

Approved as read

November 12, 2014



Gabe Soumakian, Ed.D., Secretary

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