

# Oxnard Union High School District

## Oxnard, California

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### MINUTES FOR THE SPECIAL BOARD MEETING

#### February 25, 2010

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**OFFICIAL OPENING OF MEETING:**

The special meeting of the Board of Trustees of the Oxnard Union High School District was called to order by President Valles at 2 p.m., February 25, 2010, in the District Office Board Room, 220 South K Street, Oxnard, California.

**Administration present:** Interim Superintendent Bob Carter; Assistant Superintendents Rocky Valles, Human Resources, Martha Mutz, Educational Services, and Randy Winton, Business Services; and Executive Assistant Nancy R. Serros.

**Guests present:** Wayne Edmonds, OFT Representatives Jim Rose and Barbara Kimmel, Lupe Reyes-Castillo, Rebecca Buettner, Deanna Rantz, Maricruz Hernandez, Linda Valdez, James Szatkowski, Memo Martinez, Cecilia Castro, Kathy Greaves, Rebecca Badsgard, and other interested persons.

**PLEDGE OF ALLEGIANCE:**

Mr. Wayne Edmonds led the Pledge of Allegiance.

**ADOPTION OF AGENDA:**

Trustee López Hanson moved to adopt the February 25, 2010 agenda as presented, seconded by Trustee Benefield; motion carried unanimously.

**AUDIENCE TO ADDRESS THE BOARD OF TRUSTEES:**

There were no public comments.

**INFORMATION AND DISCUSSION ON REORGANIZATION IDEAS:**

Superintendent Carter informed Trustees that input and ideas were received from district staff and were noted and incorporated into the Reorganization Plan. Dr. Carter reviewed the primary objectives for the reorganization and stated the following divisions/sites would be affected, the Superintendent's Office, Human Resources, Educational Services, Business Services, Administration, Student Services/Interventions, and schools.

Before the report was presented, Trustee López Hanson requested that copies of the Reorganization Plan be made available to the public. Copies were distributed to the audience.

***SUPERINTENDENT'S OFFICE:***

Dr. Carter explained the current and proposed alignment to the Superintendent's Office. The Director of Student Testing Scheduling and Reporting/Student and Parent Connections/P.R. and Administrator of Student Services/Interventions is a new position and Administrator of Business Services is reclassified from Assistant Superintendent. Dr. Carter addressed the areas of special focus, i.e., cooperation/collaboration across divisions, comprehensive student results reporting, assuring that district's websites are up-to-date, and completion of committees for several alternative programs for students.

***HUMAN RESOURCES DIVISION:***

Director of Human Resources Kimberly Tresvant informed Trustees the District is reducing District expenditures per the Governor's mandate to trim down administration expense by 12%. She stated the primary focus of the reorganization was to make each area extremely clean, functional, become more efficient and effective, and to operate in the most cost effective way.

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Dr. Tresvant explained the current alignment for the Human Resources Division. The following are proposed changes: position of Director of Risk Management is realigned and the Director of Staff Development is reclassified to Coordinator. Some areas of special focus addressed were employee insurance related issues are shifted to the H.R. Division, staff recognition programs are coordinated by H.R., review of Board policies and job descriptions, continuous support to sites assessing staffing needs, and comprehensive support for the PAR process and others.

#### **EDUCATIONAL SERVICES DIVISION:**

Dr. Tresvant explained the current alignment for the Educational Services Division. The following are proposed changes: school site will have one Teacher on Special Assignment for a total of seven teachers and several directors will be reclassified to coordinators. Ms. Mutz stated several positions were from the Educational Services Division reorganization chart. Dr. Tresvant noted the positions and will make the corrections. Dr. Tresvant addressed areas of special focus for Ed. Services, i.e., oversight of Middle College and high tech academy, articulation with middle schools, and a division focused primarily on curriculum and instruction, educational programs and teaching methodology.

#### **BUINESS SERVICES DIVISION:**

Dr. Tresvant explained the current alignment for the Business Services Division. The following are proposed changes: reclassification of: Assistant Supt.-Bus. Services to Administrator, Bus. Services and Directors of Purchasing, Transportation and Risk Management to Coordinators. The Director of Fiscal Services position will be deleted – replaced by Chief Accountant. She addressed areas of special focus such as implementation of an annual staff development schedule of good account and business practice, for appropriate school and D.O. personnel, nutrition services ends each school year with a positive ending cash balance, keeping qualified families informed of right to ride a district bus, Edulog is fully implemented in the transportation department, and regular staff meetings with members of division and department by all head managers in this division. Trustee Jáquez sated he would contact the city of Oxnard regarding bus tokens for students and suggested adding PTSA to the area of special focus. Trustee Stocks stated, for the record, he would not support the recommendation to down-grade the position of Assistant Superintendent-Business Services. Trustee López Hanson opined down-grading the Asst. Supt.-Bus. Services is not in the best interest of the district's financial department. Trustee Jáquez concurred with Trustees Stocks and López Hanson. Trustee Benefield stated he supported the proposed reclassification of the Asst. Supt.-Bus. Services.

#### **PUBLIC COMMENTS:**

Members of the audience addressed the Board to express concerns regarding the reclassification of the directors to coordinators and the revisions to the job descriptions - will the duties and responsibilities change, and what effect the reclassifications would have on the role and function of classified employees aligned to the directors. Lastly, it was opined that the reclassifications do not increase the effectiveness of what occurs in the classroom.

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***ADMINISTRATOR, STUDENT SERVICES/INTERVENTION PROGRAMS:***

Dr. Tresvant explained the role and function for the positions aligned to the new position of Administrator, Student Services/Intervention Programs, and addressed the areas of special focus. Areas spotlighted were: liaison to military families and Navy School Liaison, school bell schedules are monitored to assure minute compliance, daily student attendance and tardies are tracked, a special program for students returning from juvenile hall, and a liaison to school campus security personnel. Trustee López Hanson stated she was not in agreement with the reclassification of directors to coordinators, specifically the Director of Migrant Education. She indicated it was important, for her, that this position not be reclassified. She expressed concerns regarding the job description duties, Y-rating, and the salary schedule. Because the down-graded positions would be Y-rated, the District would not realize any cost savings.

***SCHOOLS (PARTICULAR ADJUSTMENTS):***

Dr. Rocky Valles, Assistant Supt.-Human Resources explained the adjustments at the school sites: one Dean at each site, 1802 related Counselors will be cut, but several will be rehired, six Teacher/Coaches on Special Assignment at each site, and one Plant Manager at each site. He addressed areas of special focus such as changing Oxnard and Hueneme to a regular bell schedule, one A.P. is assigned as A.P., Curriculum/Instruction at each site, and one A.P. is Y-rated and assigned to a Dean position.


***OTHER ADJUSTMENTS:***

Dr. Carter explained there would be a full alignment of all hourly positions, consultants will be reduced and used only as necessary, use of technology by all employees is a priority, use of attorneys only as approved by Division Heads and Superintendent, Purchasing Department will coordinate all major purchases, a special focus on district-wide communications and cooperation/collaboration between divisions, overtime will be cut back, and limit Advanced P.E. to 10 per school, per year.

**ADJOURNMENT:** There being no further items of discussion on the Agenda, President Valles thanked staff for a very informative and thorough report, and adjourned the meeting at 3:50 p.m.

**BOARD OF TRUSTEES**

  
Ken Benefield, Clerk

  
Bob Carter, Ed.D., Secretary

Approved as read  
(or approved as corrected)  
March 10, 2010

03/5/10