



# June 27, 2023

## Board of Education Meeting Agenda

### BOARD OF EDUCATION

Mrs. Sabrena Rodriguez– President  
Dr. Jerry Dannenberg – Vice President  
Mrs. Amy Callahan  
Mr. Calvin Peterson  
Mr. James Forsythe

### SUPERINTENDENT & CLERK OF THE BOARD

Dr. Antonio Castro

**For the future of every student**

**WELCOME TO THE**  
**VENTURA UNIFIED SCHOOL DISTRICT**  
**BOARD OF EDUCATION MEETING**

The Board of Education holds their meetings on the second and fourth Tuesdays of each month at 7:00 p.m. unless otherwise noticed.

The Board may consider and act on an agenda item in a different order or an item may be considered earlier or later than the estimated time. Additionally, discussion of the agenda items may be postponed to a future meeting.

Any individual with a disability, who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the Superintendent's Office, 255 W. Stanley Ave., Suite 100, Ventura, CA 93001; (805) 641-5000 ext. 1014, fax (805) 653-7855.

**POSTING INFORMATION**

The agenda for regularly scheduled Board meetings will be posted 72 hours prior to the meeting. The agenda for the special board meetings will be posted 24 hours in advance. The Board of Education Agenda is posted at the following locations:

- Ventura Unified School District, Education Service Center (Always)  
255 W. Stanley Avenue, Suite 100, Ventura, CA, (Guard shack)  
*This serves as the main posting location pursuant to the Brown Act,  
Government Code §54954.2(a)*
- District Webpage: <https://www.venturausd.org/about/board-agendas-minutes>
- Ventura Adult and Continuing Education (Main Entrance)  
5200 Valentine Road, Ventura, CA



**AGENDA**  
**BOARD OF EDUCATION REGULAR MEETING**  
**VENTURA UNIFIED SCHOOL DISTRICT**

**Tuesday, June 27, 2023**  
Ventura Unified School District  
ESC - Board Room  
255 W. Stanley Ave. Suite 100  
Ventura, CA 93001

Closed Session Teleconference location for Amy Callahan -  
Philadelphia Marriott Downtown, 1201 Market Street, Philadelphia, PA, 19107

1. **OPENING PROCEDURE - Board Room- 5:30 p.m.**  
Streaming at <https://www.youtube.com/@VenturaUnifiedSchoolDistrict/streams>

2. **Call to Order**

3. **Adoption of Agenda**

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe\_\_\_, Peterson\_\_\_, Callahan \_\_\_\_, Dannenberg\_\_\_, Rodriguez \_\_\_

4. **Public Comment on Closed Session Items**

5. **Motion to go to Closed Session**

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe\_\_\_, Peterson\_\_\_, Callahan \_\_\_\_, Dannenberg\_\_\_, Rodriguez \_\_\_

6. **CLOSED SESSION**

6.a Public Employment/Appointment, Pursuant to Government Code Section 54957(b)

- Principal, E.P. Foster Elementary School
- Director, Fiscal Services

6.b Public Employee Performance Evaluation – Pursuant to Government Code Section 54957(b)

Titles:

- Assistant Superintendent, Business Services
- Assistant Superintendent, Educational Services
- Assistant Superintendent, Human Resources
- Superintendent

6.c Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957(b)

- 6.d Conference with Legal Counsel - Pending Litigation, Government Codes 54956.9(d)(2)
  - a. Ventura Unified Education Association v. Ventura Unified School District, PERB Case No. LA-CE-6740-E

**7. REGULAR SESSION - Board Room - 7:00 p.m.**

**8. Pledge of Allegiance**

**9. Roll Call:**

**Sabrina Rodriguez, President \_\_\_\_, Dr. Jerry Dannenberg, Vice-President \_\_\_\_, Amy Callahan \_\_\_\_, Calvin Peterson \_\_\_\_, James Forsythe \_\_\_\_, Dr. Antonio Castro \_\_\_\_**

**10. Report of Actions Taken in Closed Session**

**11. Superintendent's Report**

- Good News

**12. Correspondence**

**13. Public Comments**

Public comments are welcome and encouraged by the Board within reasonable meeting time considerations in order to conduct the District's business. During this time, the President of the Board may acknowledge visitors' requests to speak on a topic not on the regular Board agenda. Persons wishing to address the Board should complete a "speaker form" and turn it into the recording secretary. Individual speakers shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. The Board may limit the total time for public input on each item to 20 minutes. Also, speakers will not be allowed to give their time to other speakers. The Board is prohibited from taking action on any item that is not part of the printed and published agenda. Any individual with a disability, who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the Superintendent's Office, 255 W. Stanley Ave., Suite 100, Ventura, CA 93001; (805) 641-5000 ext. 1014, fax (805) 653-7855.

**14. PUBLIC HEARING(S)**

14.a [PUBLIC HEARING - Regarding the Consideration of a Possible Energy Conservation Contract Pursuant to Government Code Section 4217.10 et seq.](#)

The Board of Education of the Ventura Unified School District (“District”) is holding a public hearing pursuant to Government Code section 4217.10 et seq. to allow for public comment prior to authorizing the negotiation of a contract with Empowered Solutions, LLC, a Veregy Company to conduct HVAC assessments and maintenance at various District properties funded through California’s School Reopening Ventilation and Energy Efficiency Verification and Repair Program (“CalSHAPE Program”).

The Board will consider information and public comment to determine whether the potential contract is in the best interests of the District and whether the anticipated cost to the District for energy or conservation services under the Contract will be less than the anticipated marginal cost to the District of the energy that would have been consumed by the District in the absence of entering into the Contract.

Testimony of all interested persons will be heard. Protests may be made orally or in writing. Any protest pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularities and defects to which the objection is made. All written protests shall be filed with the District on or before the time set for the hearing. The District may waive any irregularities in the form or content of any written notice and at the hearing may correct minor defects in the proceedings.

The public hearing will take place at 7:30 PM at the District’s Education Service Center Board Room, located at 255 West Stanley Ave., Suite 100, Ventura, CA 93001.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Terri Allison, Director, Facilities**

**15. ACTION ITEMS**

15.a [Adoption of the 2023-24 Local Control Accountability Plan \(LCAP\) including Local Indicators and ESSA Federal Addendum](#)

The Ventura Unified School District is requesting the adoption of the 2023-24 Local Control Accountability Plan (LCAP) including Local Indicators and ESSA Federal Addendum. A Public Hearing to solicit the recommendations and comments regarding the proposed LCAP was held on June 6, 2023. The 2023-24 LCAP including Local Indicators and ESSA Federal Addendum has been developed with the input from a diverse group of stakeholders. This plan will be reviewed and adjusted annually utilizing established progress indicators. District Administration recommends the Board approve the LCAP including Local Indicators and ESSA Federal Addendum as presented.

Moved:  
Seconded:

ROLL CALL VOTE:  
Forsythe\_\_\_, Peterson\_\_\_, Callahan \_\_\_\_, Dannenberg \_\_\_\_, Rodriguez \_\_\_\_

**Dr. Greg Bayless, Assistant Superintendent, Educational Services**

15.b [Adoption of the 2023-2024 District Budget](#)

California Education Code section 42127(a) requires that the Board of Education adopt a budget on or before July 1st of each fiscal year. A Notice of Public Hearing was duly published and posted in accordance with District procedures. A public hearing was held at the June 6, 2023 Board meeting. Districts must provide certain supplemental information and review the General Fund budget in accordance with State adopted criteria and standards. If any deviations occur, a written explanation must be provided.

The Superintendent of the District will certify that such a review has been conducted. Additional information is available in the Office of Fiscal Services. The Proposed 2023-24 District Budget is based upon revenue projections reflecting information received per the Governor's May Revise budget recommendations along with the CA State Legislature's proposed adopted budget. If the State 2023-24 Fiscal Year Budget is revised by the Legislature and signed by the Governor, further discussions concerning the District's 2023-24 budget may need to take place.

The following reports are considered to be part of the 2023-24 Budget:

Form 01	General Fund/County School Service Fund
Form 08	Student Activity Fund
Form 11	Adult Education Fund
Form 12	Child Development Fund
Form 13	Cafeteria Special Revenue Fund
Form 21	Building Fund
Form 25	Capital Facilities Fund
Form 51	Bond Interest and Redemption Fund
Form 73	Foundation Private - Purpose Trust Fund
Form A	Average Daily Attendance
Form CB	Budget Certification
Form CC	Workers' Compensation Certification
Form MYP	Multiyear Projections - General Fund
01CS	Criteria and Standards Review

Board approval of the attached 2023-24 Budget is requested.

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe\_\_\_, Peterson\_\_\_, Callahan \_\_\_\_, Dannenberg\_\_\_, Rodriguez \_\_\_

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

15.c [Consideration of Supplemental Novels Recommended by the Supplemental Novel Adoption Committee \(First Reading\)](#)

The following attached supplemental novels were eligible for Fast Track consideration by the Supplemental Novel Adoption Committee because they are approved for indicated grade levels by the California Department of Education. The committee recommends all of the following novels without reservation for the grade level(s) listed.

Moved:  
Seconded:

ROLL CALL VOTE:

Forsythe \_\_\_\_, Peterson \_\_\_\_, Callahan \_\_\_\_, Dannenberg \_\_\_\_, Rodriguez \_\_\_\_

**Dr. Greg Bayless, Assistant Superintendent, Educational Services; Ms. Bobbi Powers, Director, Secondary Education**

15.d [Contract Amendment for the Assistant Superintendent of Business Services \(First Reading\)](#)

It is recommended that the Board of Education approve the attached amendment to the contract for the Assistant Superintendent of Business Services, beginning July 1, 2023.

Moved:  
Seconded:

ROLL CALL VOTE:

Forsythe \_\_\_\_, Peterson \_\_\_\_, Callahan \_\_\_\_, Dannenberg \_\_\_\_, Rodriguez \_\_\_\_

**Dr. Antonio Castro, Superintendent**

15.e [Contract Amendment for the Assistant Superintendent of Educational Services \(First Reading\)](#)

It is recommended that the Board of Education approve the attached amendment to the contract for the Assistant Superintendent of Educational Services, beginning July 1, 2023.

Moved:  
Seconded:

ROLL CALL VOTE:

Forsythe \_\_\_\_, Peterson \_\_\_\_, Callahan \_\_\_\_, Dannenberg \_\_\_\_, Rodriguez \_\_\_\_

**Dr. Antonio Castro, Superintendent**

15.f [Contract Amendment for the Assistant Superintendent of Human Resources \(First Reading\)](#)

It is recommended that the Board of Education approve the attached amendment to the contract for the Assistant Superintendent of Human resources beginning July 1, 2023.

Moved:  
Seconded:

ROLL CALL VOTE:

Forsythe \_\_\_\_, Peterson \_\_\_\_, Callahan \_\_\_\_, Dannenberg \_\_\_\_, Rodriguez \_\_\_\_

**Dr. Antonio Castro, Superintendent**

15.g [Contract Amendment for the Superintendent \(First Reading\)](#)

It is recommended that the Board of Education approve the attached amendment to the contract for the Superintendent beginning July 1, 2023.

Moved:  
Seconded:

ROLL CALL VOTE:

Forsythe\_\_\_\_, Peterson\_\_\_\_, Callahan\_\_\_\_, Dannenberg\_\_\_\_, Rodriguez\_\_\_\_

**Ms. Sabrena Rodriguez, Board President**

15.h [Request for Consideration of a New Course; Sports and Event Management \(First Reading\)](#)

Educational Services is requesting consideration of the attached new course.

**Dr. Greg Bayless, Assistant Superintendent, Educational Services; Ms. Bobbi Powers, Director, Secondary Education**

15.i [Request for Consideration of a Textbook \(First Reading\)](#)

The Educational Services Department is requesting consideration of the following textbook:

Title:	Sport Facility and Event Management
Author:	Thomas J. Aicher, Brianna L. Newland, Amanda L. Paule-Koba
Publisher:	Jones and Bartlett Learning
Copyright:	2019
Status:	Textbook
Course(s) for which adopted:	Sports and Event Management
Grade(s):	10, 11, 12
ISBN #:	978-1-284-15294-4

Moved:  
Seconded:

ROLL CALL VOTE:

Forsythe\_\_\_\_, Peterson\_\_\_\_, Callahan \_\_\_\_, Dannenberg\_\_\_\_, Rodriguez \_\_\_\_

**Dr. Greg Bayless, Assistant Superintendent, Educational Services; Ms. Bobbi Powers, Director, Educational Services**

15.j [Request for Approval of CTE Vehicle Purchase \(First Reading\)](#)

The Innovation/CTE Department is requesting approval to purchase two additional SUVs / Vans in addition to the one recently purchased. The vehicles will be used to provide transportation for CTE pathways engaging in field trips, job shadows, and internships. The vehicles will be purchased using CTEIG grant funding, and a quote has been received from Enterprise Sales for \$43,885.64 for one vehicle, and another quote is anticipated (not to exceed \$50,000). These vehicles are necessary in order to provide meaningful work-based learning opportunities to students.

Moved:  
Seconded:

ROLL CALL VOTE:

Forsythe\_\_\_, Peterson\_\_\_, Callahan \_\_\_\_, Dannenberg\_\_\_, Rodriguez \_\_\_

**Dr. Greg Bayless, Assistant Superintendent, Educational Services; Dr. Rene Rickard, Chief Innovation Officer**

15.k [Ventura Unified School District \(VUSD\) and Ventura Unified Education Association \(VUEA\) Memorandum of Understandings \(MOUs\) - \(First Reading\)](#)

Consideration for approval of the attached VUSD and VUEA Memorandum of Understandings (MOUs)

- BHS and VHS 7 Period Day
- Incentive for Covering Classes where no Substitute is Available and Coverage List
- High School Teachers Substituting During Prep Period

Moved:  
Seconded:

ROLL CALL VOTE:

Forsythe\_\_\_, Peterson\_\_\_, Callahan \_\_\_\_, Dannenberg\_\_\_, Rodriguez \_\_\_

**Ms. Gina Wolowicz, Assistant Superintendent, Human Resources**

15.I [Consideration of Approval to Donate the E.P. Foster Water Fountain \(First Reading\)](#)

In 2010, a historic home owned by VUSD burned down. This home was once owned by E.P. Foster and had been donated to the District. The home and property was located next to the Avenue School.

Mr. Foster's relative, Mr. Phil Ranger, has requested that the water fountain which remains on the property, be donated and moved to the Ventura Botanical Gardens. VUSD has retained the services of a property consultant and a property attorney to review this request. Based on the research from both experts, and so that the community may have access to this historical fountain, VUSD is recommending moving forward with approving Mr. Ranger's request.

Moved:  
Seconded:

ROLL CALL VOTE:

Forsythe\_\_\_, Peterson\_\_\_, Callahan \_\_\_\_, Dannenberg\_\_\_, Rodriguez \_\_\_\_

**Ahsan Mirza, Assistant Superintendent/Business Services; Mr. Eric Reynolds, Director, Risk Manager; Ms. Terri Allison, Director, Facilities**

**16. CONFERENCE - BUSINESS SERVICES**

16.a [Presentation of 2021-22 Final Audit Report by External Auditors](#)

The 2021-22 annual Audit Report is presented for review at this time. Representatives with Clifton Larson Allen, LLP of Glendora, California, will make the formal presentation of the Audit Report. Following the presentation, Board members are invited to ask any questions from the representatives concerning the audit.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

16.b [Solar Update](#)

Staff will provide an update on the progress of the solar project and is seeking consensus to work with selected vendor.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services**

16.c [Presentation of the Proposed 2023-24 Contract and Agreement Renewals](#)

Staff will present a list of proposed 2023-24 contract and agreement renewals for discussion.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

16.d [Emergency Treatment Use of Naloxone Hydrochloride \(Narcan\)](#)

Staff will provide a presentation on the emergency treatment use of Naloxone Hydrochloride (Narcan).

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Mr. Eric Reynolds, Director, Risk Management; Ms. Ann Marie Bidlingmaier, R.N., Coordinator, Health Services & Prevention Programs; Ms. Maria Elizarraras, Director, Student Support Services**

**17. CONFERENCE - EDUCATIONAL SERVICES**

17.a [Proposition 28 Update](#)

Staff will present an update on Proposition 28 Arts Funding.

**Dr. Greg Bayless, Assistant Superintendent, Educational Services**

17.b [Jumpstart Preschool Program Annual Advisory Report](#)

The Early Childhood Education Coordinator for the Jumpstart Preschool Program will present an advisory report to the Board. This advisory report will provide the Board of Education the Jumpstart Preschool Program's annual progress and recommendations for quality improvement. The Jumpstart Preschool Program uses the annual progress report and recommendations in planning for the 2023-2024 school year.

**Dr. Greg Bayless, Assistant Superintendent, Educational Services; Dr. Soledad Molinar, Executive Director, Elementary Education; Ms. Carolyn Dallamora, Coordinator, Early Childhood Education**

**18. CONFERENCE - SUPERINTENDENT**

18.a [Summary of California School Board Association \(CSBA\) Educator Workforce Housing \(EWH\)](#)

CSBA EWH participants will provide an update to the Board regarding the EWH process.

**Dr. Antonio Castro, Superintendent**

**CONSENT CALENDAR**

It is recommended that the department item numbers **19 to 23** below be approved as presented. All items listed under consent are considered to be routine and may be enacted by approval of a single motion. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon request of any member of the Board and acted upon separately.

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe\_\_\_, Peterson\_\_\_, Callahan\_\_\_, Dannenberg\_\_\_, Rodriguez\_\_\_

**19. CONSENT- EDUCATIONAL SERVICES**

19.a [Ventura Adult and Continuing Education's 2023-24 Course Approvals and Program Fees](#)

Ventura Adult and Continuing Education is requesting approval from the Ventura Unified School District Board of Education for course offerings and fees for the 2023-24 academic year effective July 1, 2023 through June 30, 2024.

**Dr. Greg Bayless, Assistant Superintendent, Educational Services; Ms. Carolyn Vang-Walker, Director/Principal, Ventura Adult and Continuing Education**

19.b [Overnight and Out of the Tri County Field Trips](#)

**Buena High School** is requesting permission to send students from their **girls volleyball team** to travel overnight and out of the tri-county to a **Volleyball Tournament** to be held at the **Momentous Sports Center, Irvine, CA**, Orange County. The trip will take place on August 5-6, 2023. Board approval is requested to send forty-five students and two chaperones to this field trip. **At least one teacher or other certificated personnel shall accompany students on all trips according to Administrative Regulation 6153.** Transportation will be provided by private vehicles. All required paperwork will be on file at the school before departure.

**Buena High School** is requesting permission to send students from their **girls volleyball team** to travel overnight and out of the tri-county to a **Volleyball Tournament** to be held at **San Luis Obispo High School, San Luis Obispo, CA**, San Luis Obispo County. The trip will take place on September 8-9, 2023. Board approval is requested to send sixteen students and two chaperones to this field trip. **At least one teacher or other certificated personnel shall accompany students on all trips according to Administrative Regulation 6153.** Transportation will be provided by private vehicles. All required paperwork will be on file at the school before departure.

**Ventura High School** is requesting permission to send students from their **cross-country team** to travel overnight and out of the tri-county to a running camp to be held at the **Mountainback Condominiums, Mammoth, CA**, Mono County. The trip will take place on August 6-11, 2023. Board approval is requested to send twenty-four students and four chaperones to this field trip. **At least one teacher or other certificated personnel shall accompany students on all trips according to Administrative Regulation 6153.** Transportation will be provided by district vehicles. All required paperwork will be on file at the school before departure.

**Buena High School** is requesting permission to send students from their **cross-country team** to travel overnight and out of the tri-county to a running camp to be held at the **Mountainback Condominiums, Mammoth, CA**, Mono County. The trip will take place on August 9-13, 2023. Board approval is requested to send fourteen students and three chaperones to this field trip. **At least one teacher or other certificated personnel shall accompany students on all trips according to Administrative Regulation 6153.** Transportation will be provided by district vehicles. All required paperwork will be on file at the school before departure.

**Dr. Greg Bayless, Assistant Superintendent, Educational Services**

19.c [CDE Consolidated Application for Funding, Categorical Aid Programs \(Part I and II\), 2022-23](#)

The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. Program entitlements are determined by formulas contained in the laws that created the programs.

The District is requesting Board approval of Ventura Unified School District's 2022-23 Consolidated Application for Funding Categorical Aid Programs (Part I and II). This is a standard annual application request for all districts who wish to receive Federal Title program funding. Ventura Unified participates in Federal Title Program funding and submits these applications each year. Part I must be submitted to the California Department of Education (CDE) in September 2022, and Part II of this application will be due June 2023. Parts I & II of the Consolidated Application may be reviewed and approved for submission by the Governing Board at the same meeting per CDE guidelines. Administration requests approval to submit the Consolidated Application, which is attached for your consideration.

**Mr. Ashan Mirza, Assistant Superintendent, Business Services; Dr. Greg Bayless, Assistant Superintendent, Educational Services**

**20. CONSENT - HUMAN RESOURCES - Certificated**

20.a [Ratification of Administration's Approval of Resignations, Retirements and Release for Certificated Personnel for the 2022-23 and 2023-24 School Year\(s\)](#)

Ratification of administration's approval of resignations, retirements and release for certificated personnel on the attached list.

**Ms. Gina Wolowicz, Assistant Superintendent, Human Resources**

20.b [Ratification of Administration's Approval of Employment and Reemployment of Certificated Personnel for the 2023-24 School Year](#)

It is recommended that the Board of Education ratify the administration's approval to employ the individuals on the attached list for certificated positions as indicated. All will have temporary status unless otherwise noted.

**Ms. Gina Wolowicz, Assistant Superintendent, Human Resources**

20.c [Ratification of Administration's Approval for Leave of Absence for Certificated Personnel for the 2023/24 School Year](#)

Ratification of administration's approval for leave of absence for certificated personnel on the attached list.

**Ms. Gina Wolowicz, Assistant Superintendent, Human Resources**

20.d [Ratification of Administration's Approval of Assignments for 2023 Summer School and Extended School Year Assignments](#)

Ratification of administration's approval of the 2023 Summer School and Extended School Year Assigns on the attached list.

**Ms. Gina Wolowicz, Assistant Superintendent, Human Resources**

**21. CONSENT - HUMAN RESOURCES - Classified**

21.a [Classified Position Changes](#)

Based on staffing needed to best meet the needs of our students and the services provided by the District, the following position changes are needed; see attached list. Note: Position(s) being reduced or abolished are currently vacant, and no action is required to issue a layoff notice. An incumbent will not be affected as a result of the change. It is requested that the Board of Education approve the attached Classified position changes for the 2022-2023 fiscal year and upcoming 2023-2034 fiscal year.

**Ms. Andrea Crouch, Director, Classified Human Resources**

**22. CONSENT - BUSINESS SERVICES**

22.a [Resolution #23-19, Annual Board Approval of Request to Board of Supervisors of Ventura County to Include the Voter-Approved Parcel Tax on the 2023-24 Tax Roll](#)

As a result of the Parcel Tax passage during the November 3, 2020 election, the District must comply with specific considerations listed in Resolution #23-19 on an annual basis. Board approval of the attached resolution is requested at this time.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

22.b [Resolution #23-24: 2023-24 Education Protection Account \(EPA\) Budget Allocation](#)

The Education Protection Account (EPA) is governed by Section 36 of Article XIII of the California Constitution, which was amended by Proposition 55 in November 2016.

The revenues generated from Section 36 of Article XIII of the California Constitution are deposited into a state account called the Education Protection Account. Of the funds in the account, 89 percent is provided to K-12 education and 11 percent to community colleges. School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount, which includes charter school general purpose funding. A corresponding reduction is made to an LEA's revenue limit or charter school general purpose state aid equal to the amount of their EPA entitlement. Proposition 55 specifies that LEAs may not use EPA funds for salaries or benefits of administrators or any other administrative costs.

Proposition 55 requires all districts, counties, and charter schools to report on their websites an accounting of how much money was received from the EPA and how that money was spent. A public hearing for the 2023-24 Adopted Budget and the Education Protection Account was held on June 6, 2023. Resolution #23-24 is attached for your review and approval

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

22.c [Resolution #23-25, Implementing Prequalification of Construction Contractors Utilizing Quality Bidders Questionnaire](#)

Construction contracts awarded on or after January 1, 2014, per Public Contract Code (PCC) 20111.6 require governing boards of school districts with average daily attending over 2,500 to prequalify bidders for public works projects using any funds received pursuant to the Leroy F. Greene School Facilities Act of 1998, or funds from any future state school bond for a public project with a projected expenditure of \$1 million or more. It is recommended the Board of Education adopt the Resolution #23-25, implementing prequalification of construction contractors under Public Contract Code 20111.6 utilizing the Quality Bidders Questionnaire/Service.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

22.d [2023-24 Annual Approval of Civic Center Facilities Use Rates](#)

The Ventura Unified School District Facility Use Fee Schedule is adopted annually. All available spaces and pricing will be reflected in the District facility-use software Facilitron. Staff is recommending the same fee schedule and rates from the prior year.

The public can find available facilities available for use at: <https://www.facilitron.com/vusd93001>  
Fee schedules are posted at: <https://www.venturausd.org/services/business-services>

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

22.e [Annual Request to Board for Budget and Finance Documents Destruction](#)

Fiscal Services has the following Class 3 items that have been held for the required retention periods according to the California Code of Regulations. Permission is requested to destroy the documents listed below.

Class 3: Fiscal Year **18-19** and prior as needed excluding any items required for audit purposes:

Accounting	Journal Entries
Accounts Payable	Invoices
Accounts Receivable	Invoices/Receipts
Payroll	Timesheets/Timecards
Purchasing	Purchase Orders/Requisitions related to Accounts Payable

These records have been retained for the legal period per Article 2, Sections 16023-16028 of Title 5, California Code of Regulations. There is no further need to retain them for use in the District. Records will be properly destroyed through shredding and pulping to ensure complete destruction and to prevent any reconstruction of the records. Permission to destroy the documents listed is requested.

Fiscal Services retains the following Class 1 items on a permanent basis. Fiscal Services is digitizing these records to protect the records, for fast retrieval, to save significant physical space, to significantly reduced filing time, and rapid reproduction, the following Class 1 items are being digitized for permanent storage as a electronic copies.

Class 1: Fiscal year 22-23 and prior as digitizing process is complete excluding any items required for audit purposes:

Human Resources/Payroll Inactive/Separated/Retired Employees	Employment Files/Personnel Records - <i>Retention Method - Permanent Electronic Copies</i>
Human Resources/Payroll	Employment Files - W-9s <i>Retention Method - Permanent Electronic Copies</i> <i>All new W-9s are issued electronically</i>
Fiscal Services	Auditors Reports <i>Retention Method - Permanent Electronic Copies</i> <i>All new audit reports are issued electronically</i>
Fiscal Services	Budget Reports <i>Retention Method - Permanent Electronic Copies</i> <i>All new budget reports are issued electronically</i>
Fiscal Services	Fixed Asset Reports <i>Retention Method - Permanent Electronic Copies</i> <i>All new fixed asset reports are issued electronically</i>

Education Code, Section 35254 states that "the governing board of any school district may make photographic, microfilm or electronic copies of any records of the district. The original of any records of which a [...] electronic copy has been made may be destroyed when provision is made for permanently maintaining the [...] electronic copies in the files of the district, except that no original record that is basic to any required audit shall be destroyed prior to the second July 1st succeeding the completion of the audit.

California Code of Regulations – Title 5, Sections 16020-16030:

Permanent Records (as listed in Section 16023): the original, or one exact Class 1 copy, unless microfilmed, shall be retained indefinitely.

Class 2 Optional Records: not required by law be retained permanently, but deemed worthy of further preservation as specified in Section 16024.

Class 3 Disposable Records: required retention periods and procedures for destruction or transfer of records as specified in Section 16025.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

22.f [2023-2024 Permission to Utilize Piggyback and California DGS Contracts](#)

A school district may purchase from another government agency without soliciting bids when it is in the District's best interest to do so, per Government Code Section 6500 et. seq. and Public Contract Code Section 20118. Districts throughout California and other states may include a piggyback clause in their bid documents and contracts with vendors. This allows other Districts to bypass their own bid process and purchase goods or services that have already been bid by another agency.

Public school districts are also allowed to participate in various leveraged procurement contracts through the California Department of General Services (DGS), including the California Multiple Award Schedule Program (CMAS), the NASPO (National Association of State Procurement Officials), OMNIA Partners Cooperative, ValuePoint Cooperative Purchasing Organization, University of California, California State University, Association of Educational Purchasing Agencies (AEPA) bids/contracts and other commodity contracts.

Permission is requested to participate in these programs and enter into these contacts throughout the 2023-2024 fiscal year when they become available and are determined to be in the District's best interest.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

22.g [The Arc of Ventura County Agreement for 2023-24](#)

Ventura Adult and Continuing Education (VACE) contracts on a yearly basis with The Arc of Ventura County in order to provide certificated instructional hours for its adults with disabilities programs. The total cost of instructional time funded by VACE will be \$85,000.00 from Fund 11. The attached agreement is effective July 1, 2023 to June 30, 2024.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services**

22.h [Updated 2032-24 FNS Award of Contract](#)

An updated extended protest period was provided to bidders to review and contest, if applicable, the award of these contracts. The District has no contested bids and would like to update the Board approved item to reflect the final results.

Federal procurement regulations require school districts to follow a competitive negotiation process every three years for Child Nutrition Products. Competitive negotiation includes preparing a Request for Proposals (RFP) which is then submitted to an adequate number of qualified sources permitting reasonable competition consistent with the nature and requirement of the procurement. Ventura Unified is required to bid for the upcoming 2023-24 school year and completed the competitive process as follows. All materials are available on the Ventura Unified website at <https://www.venturausd.org/services/business-services/purchasing>.

Submissions

FNS1-24 Commercial Grocery & Processed Commodities received two proposals.

FNS2-24 Dairy Products received one proposal.

FNS3-24 Fresh Bakery Products received three proposals, one of which could not provide all items listed on the product list; this vendor was disqualified.

FNS4-24 Fresh Produce received two proposals.

Recommendation

The recommendation of the Committee is as follows:

FNS1-24 Commercial Grocery & Processed Commodities	Sysco Ventura
FNS2-24 Dairy Products	Driftwood Dairy
FNS3-24 Fresh Bakery Products	Tri County Bread
FNS4-24 Fresh Produce	The Berry Man

Permission is requested to award the bid contract for FNS1-24, FNS2-24, FNS3-24, and FNS4-24 to each responsible bidder as indicated above commencing July 1, 2023 to June 30, 2024. Funding is from the Cafeteria Fund and is funded through student meal reimbursement.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

22.i [County of Ventura Sheriff's Office MOU for 2023-24](#)

Ventura Adult and Continuing Education (VACE) contracts on a yearly basis with the Ventura County Sheriff's Office in order to provide academic instruction in Ventura County jails to incarcerated adults under their jurisdiction. Funding for this program is provided through the Ventura County Adult Education Consortium. This is not for Resource Officers on campus. It is for instruction with the adult students. The attached agreement is effective July 1, 2023 to June 30, 2024.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services**

22.j [Ratification of Purchase Orders and Contracts](#)

Purchase orders are presented to the Board for ratification on a regular basis to ensure that they are ratified in a timely manner. Purchase orders have been processed and approved in accordance with applicable regulations, approved by the department administrator as a necessary expense for the instruction or support program(s), and the availability of funds and allowability of expenditures is verified before purchase orders may be issued.

New contracts are issued under action items before issuing and creating ratification item per Board request. Ratification of the attached purchase orders and changes is requested.

Period: June 1 to June 19, 2023

Purchase Orders:	\$460,520.74
Change Orders:	\$173,530.31
<b>Grand Total:</b>	<b>\$634,051.05</b>

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

22.k [Ratification of Check Payments](#)

Check payments are presented to the Board for ratification on a regular basis to ensure that they are ratified in a timely manner. Check payments have been processed and approved in accordance with applicable regulations, processed against previously ratified purchase orders and/or appropriate accounting processes. Any payment item that reaches audit thresholds undergoes additional review and approval by VCOE before any payments can be processed. Ratification of the attached check payment list is requested.

Period: May 3 to May 31, 2023

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

22.l [Disposition of Obsolete and Surplus Items](#)

Board approval for disposal of district-owned personal property, including instructional materials, that have become obsolete or surplus is required under Board Policy 3270. Attached is the list of items that became obsolete or surplus during the period of December - June 2023.

Any items considered obsolete or surplus will go through a disposition process which may include resale, donation, reuse by other public entities, recycling, e-waste certified recycling, or disposal. All reasonable and appropriate effort is made to reallocate surplus items across the district before entering the disposition process. Unless otherwise directed, any proceeds from the sale of items will be deposited to the general fund.

It is recommended the Board approve the attached list of obsolete and surplus district-owned property, and authorize the District to advertise, sell, auction, dispose or donate the listed items as indicated.

**Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Ms. Anna Campbell, Director, Fiscal Services**

**23. CONSENT - SUPERINTENDENT**

23.a [Consideration of Board Meeting Minutes](#)

- Regular Board of Education Meeting Minutes for May 9, 2023

**24. BOARD REPORTS**

**25. COMING EVENTS**

**26. FUTURE BOARD ITEMS**

- Board Meeting Start Time/Governance Calendar - July 11
- Opioid Antagonist Protocols - August 8

**27. BOARD/SUPERINTENDENT COMMENTS - (No official action will be taken)**

**28. CLOSED SESSION**

**29. ADJOURNMENT**

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe \_\_\_\_, Peterson \_\_\_\_, Callahan \_\_\_\_, Dannenberg \_\_\_\_, Rodriguez \_\_\_\_