



July 11, 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, July 11, 2023

Ventura Unified School District
ESC - Board Room
255 W. Stanley Ave. Suite 100
Ventura, CA 93001

Closed Session Teleconference location for Amy Callahan:
The Nines Hotel, 525 SW Morrison, Portland, OR, 97204

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. **CLOSED SESSION**
 - 5.a Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957(b)
 - 5.b Public Employment/Appointment, Pursuant to Government Code Section 54957(b)
 - Director, Fiscal Services
6. **Motion to go to Closed Session**
Moved:
Seconded:

ROLL CALL VOTE:
Forsythe___, Peterson___, Callahan ____, Dannenberg___, Rodriguez ___
7. **REGULAR SESSION - Board Room - 7:00 p.m.**
8. **Pledge of Allegiance**

9. **Roll Call:**
Sabrena 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
 - Introduction of the new Principal, E.P. Foster - Ms. Vanessa Contreras

12. **Correspondence**

12.a [2022-23 External Financial Audit Correspondence](#)

A 2022-23 Audit Planning Communication Letter has been provided to the Board from the District's External Financial Auditor, Clifton Larson Allen LLP. This correspondence is a required part of the 2022-23 annual external financial audit to inform the Board of the audit requirements and proposed timelines.

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

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. **ACTION ITEMS**

14.a [Consideration of Approval for the DRAFT 2024-25 School Year \(SY\) Calendar \(First Reading\)](#)
Ventura Unified Education Association (VUEA), Ventura Education Support Professionals Association (VESPA) and Ventura Unified School District (VUSD) Calendar Committee have worked on the development of the 2024-25 SY Calendar. Attached for your consideration is the calendar selected by the committees. Board approval of the attached 2024-25 SY Calendar is requested.

Moved:
Seconded:

ROLL CALL VOTE:

Forsythe ____, Peterson ____, Callahan ____, Dannenberg ____, Rodriguez ____

Ms. Gina Wolowicz, Assistant Superintendent, Human Resources

14.b [Substitute Teacher Incentive Rate \(First Reading\)](#)

Staff is proposing to continue paying substitute teachers the rate of \$200 per day for the first 10 days. If a substitute teacher works 10 consecutive days for VUSD, regardless of assignment, they will be placed at \$225 per day for the remainder of the 2023-24 school year. Staff is asking the Board's permission to approve and continue with this increase for the 2023-24 school year.

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe ____, Peterson ____, Callahan ____, Dannenberg ____, Rodriguez ____

Ms. Gina Wolowicz, Assistant Superintendent, Human Resources

14.c [Consideration of Resolution #23-20: Authorizing an Agreement for HVAC Energy Conservation Services and Delegating Authority to Take Related Actions \(First Reading\)](#)

The District sought and received funding through the CalSHAPE Program to conduct HVAC assessments and maintenance at various District properties which will result in energy conservation upgrades (Energy Conservation Services). The CalSHAPE Program requires the use of qualified personnel as defined in Public Utilities Code (PUC) Section 1620, or a "skilled and trained workforce" as defined in Public Contact Code Section 2601, for certain work and services to be funded through the CalSHAPE Program. Upon evaluating all responses to the CalSHAPE RFP requested in March of 2023, the Review Panel determined that the proposal submitted by Empowered Solutions, LLC met all evaluation standards and achieved a sufficient number of total points, and it will be in the District's best interest to award a contract for the Energy Conservation Services to the contractor.

A public hearing was conducted on June 27, 2023, each person desiring to testify during the hearing was given a full and fair opportunity to testify during the hearing.

Staff is requesting approval of the attached resolution.

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe ____, Peterson ____, Callahan ____, Dannenberg ____, Rodriguez ____

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

14.d [Emergency Treatment Use of Naloxone Hydrochloride \(Narcan\) or another Opioid Antagonist \(First Reading\)](#)

The attached amendment adds the emergency treatment use of Naloxone Hydrochloride (Narcan) or another Opioid Antagonist to the Board Policy 5141.21: Administering Medication and Monitoring Health Conditions. It is requested that the Board of Education approve the attached amendment.

Moved:
Seconded:

ROLL CALL VOTE:

Forsythe ____, Peterson ____, Callahan ____, Dannenberg ____, Rodriguez ____

Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Dr. Greg Bayless, Assistant Superintendent, Educational Services; Ms. Ann Marie Bidlingmaier, R.N., Coordinator, Health Services & Prevention Programs

14.e [Request for Approval of Contracts Exceeding \\$25,000 \(First Reading\)](#)

Board approval of contracts exceeding \$25,000 is requested. Please see attached list.

Moved:
Seconded:

ROLL CALL VOTE:

Forsythe ____, Peterson ____, Callahan ____, Dannenberg ____, Rodriguez ____

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

15. CONFERENCE - SUPERINTENDENT

15.a [2023 Board Meeting Times](#)

Staff will discuss the start times of Board Meetings for the remainder of 2023.

Dr. Antonio Castro, Superintendent

16. CONFERENCE - EDUCATIONAL SERVICES

16.a [Secondary Student Cell Phone/Earbud Policies and Enforcement \(First Reading\)](#)

Staff will present on the initiative to start the 2023-24 school year with clarified communication and enforcement regarding student cell phone use in classrooms and on-campus.

Dr. Greg Bayless, Assistant Superintendent, Educational Services

17. CONFERENCE - HUMAN RESOURCES - Certificated

17.a [Report Regarding Williams Uniform Complaint Procedures Quarterly Report Pursuant to AR 1312.4 for Quarter Ending June 30, 2023.](#)

The Superintendent or designee shall report summarized data on the nature and resolution of all Williams Uniform Complaints to the Board of Education and the County Superintendent of Schools on a quarterly basis. For the quarter ending June 30, 2023, no complaints were filed with any school in the district.

Ms. Gina Wolowicz, Assistant Superintendent, Human Resources

CONSENT CALENDAR

It is recommended that the department item numbers **18 to 22** 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 ___

18. CONSENT- EDUCATIONAL SERVICES

18.a [Overnight and Out of the Tri County Field Trips](#)

Foothill Technology High School is requesting permission to send students from their **cross-country team** to travel overnight and out of the tri-county to a tournament to be held at the **Snowflower Condominiums, Mammoth Lakes, CA**, Mono County. The trip will take place on August 7-12, 2023. Board approval is requested to send twenty 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.

Ventura High School is requesting permission to send students from their **boys water polo team** to travel out of the tri-county to a match to be held at **Rancho Cucamonga High School, Rancho Cucamonga, CA**, San Bernardino County. The trip will take place on August 25, 2023. Board approval is requested to send forty students and one chaperone 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. CONSENT - HUMAN RESOURCES - Certificated

19.a [Ratification of Administration's Approval of Employment of Adult Education Teachers](#)

Ratification of administration's approval for the individuals listed on the attached list for the Adult Education Programs.

Ms. Gina Wolowicz, Assistant Superintendent, Human Resources

19.b [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

19.c [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

19.d [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

19.e [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

20. CONSENT - HUMAN RESOURCES - Classified

20.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 2023-2024 fiscal year.
Ms. Andrea Crouch, Director, Classified Human Resources

21. CONSENT - BUSINESS SERVICES

21.a [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 20, 2023 to July 7, 2023

Purchase Orders:	\$4,068,693.30
Change Orders:	\$13,441.87
Grand Total:	\$4,082,135.17

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

21.b [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: June 1, 2023 to July 6, 2023

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

21.c [Ratification of Change Order #1, C2-24 Juanamaria HVAC](#)

The following change orders are related to current or continuing projects throughout the District. Additional details for each change order request are attached.

Project	C/O#	Vendor	Total Add'l Cost	Total Project Cost
Juanamaria HVAC	1	AP Construction	\$13,193.23	\$1,909,193.20

Ratification of the listed change orders are requested at this time.

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

22. CONSENT - SUPERINTENDENT

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

- Regular Board of Education Meeting Minutes for June 6, 2023

23. BOARD REPORTS

24. COMING EVENTS

25. FUTURE BOARD ITEMS

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

27. CLOSED SESSION

28. ADJOURNMENT

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe___, Peterson___, Callahan ____, Dannenberg___, Rodriguez ___