



August 29, 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 6:00 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, or any individual requiring an interpreter, 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, August 29, 2023
Ventura Unified School District
ESC - Board Room
255 W. Stanley Ave. Suite 100
Ventura, CA 93001

1. **OPENING PROCEDURE - Board Room- 5:00 p.m.**
Streaming at <https://www.venturausd.org/board-meetings-live>

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)

6. **Motion to go to Closed Session**
Moved:
Seconded:

ROLL CALL VOTE:
Forsythe___, Peterson___, Callahan ____, Dannenberg___, Rodriguez ___

7. **REGULAR SESSION - Board Room - 6:00 p.m.**

8. **Pledge of Allegiance**
 - Moment of Silence

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

12. Correspondence

12.a [VCOE Acknowledgment Letter and Provisional Appointment Forms](#)

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. 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. Time will be allocated towards the beginning of the agenda for all **general public comments**. Public Comments on **agendized items** will be heard after the relevant agenda item is presented by staff and discussed by the board; please indicate the agenda item on your speaker card. Please note, the Board is prohibited from taking action on any item that is not part of the printed and published agenda.

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14. PUBLIC HEARING(S)

14.a [Public Hearing: Intent to Request Waiver](#)

Ventura Unified School District will consider seeking a waiver from the State Board of Education of the competitive bidding procedures set forth in Education Code section 17466 et seq. for the following properties:

Real property located at 255 West Stanley Avenue, Suite 100, Ventura, CA 93001, known as the Education Services Center; real property located at 264 7 North Ventura Avenue, Ventura, CA 93001, known as Avenue Elementary; real property located at 96 MacMillan Avenue, Ventura, CA 93001, known as the Washington School; the real property located south of Telephone Road, north of Bristol Rd., east of Tamarin, Ventura, CA 93003, known as the Jewett Estate; and the real property located between Foothill Road and Telegraph Road, west of Saticoy Avenue, Ventura, CA 93004, known as the Sudden Estate (collectively, the "Properties")This waiver will give the District the option of using a Request for Proposal (RFP) process if the District decides to pursue selling or leasing the Properties in the future. This waiver application will not require or commit the District to sell or lease the Properties. The RFP process will give the District flexibility when assessing potential sales or leases of the Properties if the District decides to pursue sales or leases in the future. Thus, this public hearing only relates to the waiver action because the Board will not take any further action with respect to the Properties at this time. The Board may take future further action, in open session, if it decides to further pursue selling or leasing any of the Properties in the future.

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.

The Board of Education invites public testimony regarding this matter.

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

15. ACTION ITEMS

1. Staff presentation
2. Board questions
3. Public comment
4. Board deliberation
5. Board action

15.a [Presentation Regarding Filling Board Member Vacancy and Consideration of Resolution #23-28, For Appointment of Provisional Board Member \(First Reading\)](#)

Education Code section 5091 provides that the governing board "shall, within 60 days of the vacancy or the filing of the deferred resignation, either order an election or make a provisional appointment to fill the vacancy. Board Member Amy Callahan filed her letter of resignation with the County Superintendent of School on August 18, 2023, with a deferred resignation of September 1, 2023.

Consideration of Resolution #23-28, to appoint a provisional board member, pursuant to Education Code 5091.

Moved:
Seconded:

ROLL CALL VOTE:
Forsythe ____, Peterson ____, Callahan ____, Dannenberg ____, Rodriguez ____

Dr. Antonio Castro, Superintendent

15.b [Consideration of Resolution #23-29, Regarding The Timeline For Filling Board Member Vacancy \(First Reading\)](#)

Discussion and approval of timeline and procedures to fill the vacancy on the Board of Trustees, including the application, public notices, proposed dates for the application period and candidate interview.

Moved:
Seconded:

ROLL CALL VOTE:
Forsythe ____, Peterson ____, Callahan ____, Dannenberg ____, Rodriguez ____

Dr. Antonio Castro, Superintendent

15.c [Consideration of Resolution #23-26, Public Agency Retirement Services \(PARS\) Supplementary Retirement Plan](#)

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

15.d [Consideration of the Agreement for Administrative Services Between Public Agency Retirement Services \(PARS\) and Ventura Unified School District](#)

The Ventura Unified School District has worked with Public Agency Retirement Services (PARS) to design a Supplementary Retirement Plan (SRP), which is a retirement incentive that is designed to encourage senior employees at the top of the salary schedule to retire early. The goal of the program is to generate savings, or at a minimum, no cost to the District by increasing the number of retirements in the 2023-24 school year.

As the administrator of the Supplementary Retirement Plan (SRP), PARS will assist the District in the initial design, perform plan communication and enrollment, and conduct all ongoing administration of the program. PARS will provide education regarding the program to eligible employees and will be available for questions throughout the enrollment period. Pacific Life Insurance Company will serve as the plan insurer and will assume all investment and mortality risk of the program. Pacific Life is rated Aa3 (Excellent) by Moody's Investors Services.

The Supplementary Retirement Plan (SRP) would provide participating employees with a tax-qualified annuity equal to 90% of the employee's Final Pay. This annuity is paid for by the District over a five-year period. The program requires all employees to resign from District employment before the end of the 2023-24 school year. To qualify, employees must be at least 55 years of age (if Certificated) or 50 years of age (if Classified) with 5 years of District service; or must be at least 50 years of age (Certificated) with minimum 5 years of District service and 30 years total STRS service. Approximately 600 employees are eligible for the offer.

The ultimate savings or cost of the program will be determined based on the actual number of enrolled employees, resulting replacement employee costs and the number of positions backfilled. A final analysis based on the actual enrolled employees will be presented to the Board after the close of the enrollment window. If the program is unable to demonstrate fiscal savings and/or doesn't meet the district's operational objectives, the program may be rescinded. The plan will only move forward if there is sufficient employee participation and demonstrated fiscal savings to the District.

Total cost of the agreement is \$360,562.00, the funding source is General Funds.

Board approval of the attached agreement is requested.

Moved:
Seconded:

ROLL CALL VOTE:
Forsythe ____, Peterson ____, Callahan ____, Dannenberg ____, Rodriguez ____

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

- 15.e [Consideration of Resolution #23-27: Resolution of the Board of Education of the Ventura Unified School District Authorizing the Request for a Waiver of the Surplus Property Competitive Bidding Procedures Under Education Code Section 17466 Et Seq. \(First Reading\)](#)

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

- 15.f [Request for Approval of Contracts Exceeding \\$25,000 \(First Reading\)](#)
Board approval of contracts exceeding \$25,000 is requested. Please see attached list.

Period: August 1, 2023 to August 23, 2023

Moved:
Seconded:

ROLL CALL VOTE:
Forsythe ____, Peterson ____, Callahan ____, Dannenberg ____, Rodriguez ____

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

- 15.g [Approval of Provisional Intern Permits \(PIP\) and Waivers \(First Reading\)](#)
For the 23-24 SY, Ventura Unified has several assignment areas where we are not able to find fully credentialed candidates to fill our openings. To help meet our employment needs, the Commission on Teacher Credentialing has several alternative assignment options school districts can use to fill the assignments with qualified personnel that may not have completed all of their credentialing requirements. Attached are the candidates that Ventura Unified will be employing to fill vacant assignments under Provisional Intern Permits (PIP) or Waiver authorizations detailing the area that needs to be waived.

The Board is asked to approve the attached Provisional Intern Permits and/or Waivers.

Moved:
Seconded:

ROLL CALL VOTE:
Forsythe ____, Peterson ____, Callahan ____, Dannenberg ____, Rodriguez ____

Ms. Gina Wolowicz, Assistant Superintendent, Human Resources

15.h [Announcement of Intended Appointee to the Personnel Commission and Notice of Public Hearing \(First Reading\)](#)

It is recommended that the Board of Education take action and announce Ms. Anne Campbell as its intended appointee to the Personnel Commission per Education Code §45246, and set the date of the public hearing on their intended appointment of Ms. Campbell for October 10, 2023 at 6:30 p.m.

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe___, Peterson___, Callahan ____, Dannenberg___, Rodriguez ___

Ms. Andrea Crouch, Director, Classified Human Resources

15.i [Revisions to Classified Exempt Salary Schedule \(First Reading\)](#)

It is recommended that the Board of Education adopt the attached changes to the Classified Exempt Hourly Salary Schedule. Minor modifications are proposed, which include establishing two levels of Student Interns (high school and college/adult ed) which will help provide internship opportunities for students within VUSD and the community. These opportunities would be exempt, temporary assignments on an as needed basis.

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe___, Peterson___, Callahan ____, Dannenberg___, Rodriguez ___

Ms. Andrea Crouch, Director, Classified Human Resources

CONFERENCE ITEMS

1. **Staff presentation**
2. **Board questions**
3. **Public comment**
4. **Board deliberation**

16. CONFERENCE - EDUCATIONAL SERVICES

16.a [ESGI Software Adoption](#)

District staff will give a presentation on the recommendation for the ESGI Software to assist in the administration of district and teacher created assessments for grades: TK, Kindergarten, First and Intervention classes.

Dr. Greg Bayless, Assistant Superintendent, Educational Services; Dr. Soledad Molinar, Executive Director, Elementary Education

CONSENT CALENDAR

1. **Staff presentation**

- 2. Board questions
- 3. Public comment
- 4. Board deliberation
- 5. Board action

It is recommended that the department item numbers **17 to 20** 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 ___

17. CONSENT- EDUCATIONAL SERVICES

17.a [Request for Approval of Consolidated Application \(ConApp\) for Federal Title Programs](#)

This application is the yearly application for federal Title I, II, III and IV funding, which for the 2023-24 school year will provide \$3,980,216:

(\$2,975,521) Title I, Part A – Instructional Supports for English/Multilingual Learners, Low Income/Socioeconomically Disadvantaged, Foster Youth and Homeless Students

(\$484,261) Title II, Part A – Supporting Effective Instruction/Professional Development/Teacher Quality

(\$336,832) Title III – English Learner/ Supplementary Programs for English/Multilingual Learners

(\$183,602) Title IV, Part A– Student and School Support, Provide Access to Well-Rounded Education, Improve Conditions for Learning, Use of Technology for Academic Achievement

The ConApp is due August 31, 2023 and is required to be board approved prior to submittal. **Dr. Greg Bayless, Assistant Superintendent, Educational Services; Mr. Ahsan Mirza, Assistant Superintendent, Business Services**

17.b [Overnight, Out of the Tri-County Field Trips](#)

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 September 1, 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.

DATA Middle School is requesting permission to send students from their school to travel overnight for an **Outdoor Education field trip to Santa Cruz Island**. The trip will take place on September 26-28, 2023. Board approval is requested to send sixty students and eleven 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 to Ventura Harbor will be provided by district vehicles and transportation to Santa Cruz Island will be provided by Island Packers Cruises. 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 meet to be held at **Woodward Park, Fresno, CA**, Fresno County. The trip will take place on October 6-7, 2023. Board approval is requested to send twenty-eight 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 meet to be held at **Woodward Park, Fresno, CA**, Fresno County. The trip will take place on October 6-7, 2023. Board approval is requested to send fourteen 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 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 **cross-country team** to travel overnight to a meet to be held at **Mt. San Antonio College, Walnut, CA**, Los Angeles County. The trip will take place on November 10-11, 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.

Ventura High School is requesting permission to send students from their **cross-country team** to travel overnight to a meet to be held at **Mt. San Antonio College, Walnut, CA**, Los Angeles County. The trip will take place on November 17-18, 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.

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 meet to be held at **Woodward Park, Fresno, CA**, Fresno County. The trip will take place on November 24-25, 2023. Board approval is requested to send twenty-eight 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.

Dr. Greg Bayless, Assistant Superintendent, Educational Services

18. CONSENT - HUMAN RESOURCES - Certificated

- 18.a [Ratification of Administration's Approval of Assignments Through Various Education Codes](#)
 Current statutes and regulations recognize that there may be situations of a temporary nature in which a teacher with the appropriate credential is not available to the School District or the assignment is part-time and not conducive for recruitment. Senate Bill 435 has made it possible to assign staff with their permission to these areas in several ways:
- **Education Code 44256(b)** states that the holder of a self-contained type credential may be assigned, with his or her consent, teach any subject in departmentalized classes, below grade 9, in which the teacher has 12 semester hours of coursework in the subject area.
 - **Education Code Section 44831** allows an individual who holds a master's degree in communication disorders; meets the basic skills requirement; has a valid license from the Speech-Language Pathology and Audiology Board; and has the criminal record summary according to EC §44332.6 to provide speech and language services.

The board is asked to approve the individuals on the attached list per the Education Code noted.

Ms. Gina Wolowicz, Assistant Superintendent, Human Resources

- 18.b [Ratification of Administration's Approval of Resignations, Retirements and Release for Certificated Personnel for the 2023-24 School Year](#)
 Ratification of administration's approval of resignations, retirements and release for certificated personnel on the attached list.

Ms. Gina Wolowicz, Assistant Superintendent, Human Resources

- 18.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. CONSENT - HUMAN RESOURCES - Classified

- 19.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

20. CONSENT - BUSINESS SERVICES

20.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: August 1, 2023 to August 22, 2023 Purchase Orders: \$1,908,240.78 Change Orders: \$59,770.58 Grand Total: \$1,968,011.36

Purchase Orders:	\$1,908,240.78
Change Orders:	\$59,770.58
Grand Total:	\$1,968,011.36

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

20.b [Ratification of Purchase Orders, Contracts, and Checks - LIMITED](#)

For the following period, the items attached are part of the limited consent items and will be pulled as a separate item to allow board members to abstain from voting on these items per request. All reasonable effort has been made to ensure that the attached list is complete per request.

Period: August 1, 2023 to August 22, 2023

Purchase Orders:	\$65,315.78
Change Orders:	\$0.00
Grand Total:	\$65,315.78

Check Period: August 1, 2023 to August 22, 2023

Check Total:	\$65,315.78
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Mr. Ahsan Mirza, Assistant Superintendent, Business Services

20.c [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: August 1, 2023 to August 22, 2023

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

21. BOARD REPORTS

22. COMING EVENTS

23. FUTURE BOARD ITEMS

- PLA/CWA - TBD
- Surplus Properties - TBD

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

25. CLOSED SESSION

26. ADJOURNMENT

Moved:

Seconded:

ROLL CALL VOTE:

Forsythe___, Peterson___, Callahan ____, Dannenberg___, Rodriguez ___