



November 14, 2023

Board of Education Meeting Agenda

BOARD OF EDUCATION

Mrs. Sabrena Rodriguez– President
Dr. Jerry Dannenberg – Vice President
Mr. Calvin Peterson
Mr. James Forsythe
Mrs. Alicia LaVere

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, November 14, 2023
Ventura Unified School District
ESC - Board Room
255 W. Stanley Ave. Suite 100
Ventura, CA 93001

1. OPENING PROCEDURE - Board Room- 4:30 p.m.

Streaming at <https://www.venturausd.org/board-meetings-live>

2. Call to Order

3. Adoption of Agenda

Moved:

Seconded:

ROLL CALL VOTE:

LaVere___, Forsythe___, Peterson___, 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 Conference with Labor Negotiators, Pursuant to Government Code Section 54957.6

a. District Negotiators:	Gina Wolowicz Ahsan Mirza Andrea Crouch
Employee Organizations:	Ventura Unified Education Association (VUEA) Ventura Education Support Professionals Association (VESPA)

5.c Conference with Legal Counsel - Existing Litigation Pursuant to Government Code 54956.9(d)(1)

a. Name of Case: John Doe R.L., an individual, vs. DOE 1, a public entity; and DOES 2-60, inclusive. Case No. 56-2022-00568330-CU-MC-VTA

6. Motion to go to Closed Session

Moved:

Seconded:

ROLL CALL VOTE:

LaVere___, Forsythe___, Peterson___, Dannenberg___, Rodriguez ___

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

8. Pledge of Allegiance

9. Roll Call:

Sabrena Rodriguez, President ____, Dr. Jerry Dannenberg, Vice-President ____, Calvin Peterson ____, James Forsythe ____, Alicia LaVere ____, Dr. Antonio Castro ____, Sienna Mody (ECHS) ____, Rhea Gill (FTHS) ____, Mark Gabino (VACE) ____,

10. Report of Actions Taken in Closed Session

11. Superintendent's Report

- Good News
 - Attendance Awareness Poster Contest Winners
 - Gratitude Awards
- Student Board Reports
 - Sienna Mody (ECHS)
 - Rhea Gill (FTHS)
 - Mark Gabino (VACE)

12. Correspondence

12.a [Ventura County Office of Education 2022-23 Unaudited Actuals](#)

- Unaudited Actuals Financial Report
- Letter to Board President Sabrena Rodriguez regarding the approval of the 2022-23 Unaudited Actuals

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

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

14.a [Consideration of Supplemental Novels Recommended by the Supplemental Text Recommendation Committee \(Full-Committee Review - First Reading\)](#)

The Educational Services Department is requesting consideration of supplemental novels. The Supplemental Text Recommendation Committee recommends these novels without reservation for the grade level(s) listed on the attachment.

Moved:
Seconded:

ROLL CALL VOTE:

LaVere ____, Forsythe ____, Peterson ____, Dannenberg ____, Rodriguez ____

Dr. Greg Bayless, Assistant Superintendent, Educational Services

14.b [Resolution #23-34, Continued Funding Application for State Preschool Program 2024-25 \(First Reading\)](#)

It is recommended that the Board of Education approve the attached Resolution #23-34 for the purpose of providing child care and development services. This resolution authorizes the designated personnel to sign future contract documents for fiscal year 2024-25. Designees: Superintendent or Assistant Superintendent, Business Services Division, are authorized to sign the transaction for the Governing Board.

Moved:

Seconded:

ROLL CALL VOTE:

LaVere ____, Forsythe ____, Peterson ____, Dannenberg ____, Rodriguez ____

Dr. Greg Bayless, Assistant Superintendent, Educational Services; Ms. Cara Dallamora, Early Childhood Education Coordinator

14.c [Request for Board Approval of Proposed Changes, Deletions or Additions to Board Policies, Administrative Regulations, and Exhibits related to Educational Services, Human Resources, Business Services, and the Superintendent's Office. \(First Reading\)](#)

Attached are the revised board policies for each department. Individual departments have reviewed and updated these policies and have made the changes to meet the needs of our district. Board approval of the attached board policies is requested at this time.

Moved:
Seconded:

ROLL CALL VOTE:

LaVere ____, Forsythe ____, Peterson ____, Dannenberg ____, Rodriguez ____

Dr. Antonio Castro, Superintendent

14.d [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:
LaVere ____, Forsythe ____, Peterson ____, Dannenberg ____, Rodriguez ____

Ms. Gina Wolowicz, Assistant Superintendent, Human Resources

14.e [Request for Approval of the Public Agency Retirement Services \(PARS\) Supplementary Retirement Plan for Ventura Unified School District](#)

Background

The Ventura Unified School District has worked with Public Agency Retirement Services (PARS) to design a Supplementary Retirement Plan (SRP), which was initially approved by the Board on August 29, 2023. The SRP was designed as a retirement incentive that encouraged eligible district employees to retire early.

The goal of the program was to generate savings, or at a minimum, create no cost to the District by increasing the number of retirements in the 2023-24 school year. The District offered a retirement incentive benefit equal to 90% percent of Final Pay which encouraged a total of one hundred and fifteen (115) eligible employees to enroll in the plan and submit resignation letters effective no later than June 30, 2024.

Fiscal Impact

Based on feedback from the District related to staffing replacement levels for those who enrolled, the PARS post-analysis projects that Ventura USD will save approximately \$15,920,285 over a five year period.

Recommendation

Staff recommends the Board approve the implementation of the District's Supplementary Retirement Plan administered by PARS and accept the resignations of the one hundred and fifteen (115) employees who enrolled.

Moved:
Seconded:

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

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

- 14.f [Ventura Unified School District \(VUSD\) and Ventura Unified Education Association \(VUEA\) Memorandum of Understanding \(MOU\) - \(First Reading\)](#)
Consideration for approval of the attached VUSD and VUEA Memorandum of Understanding (MOU).

Moved:
Seconded:

ROLL CALL VOTE:

LaVere___, Forsythe___, Peterson___, Dannenberg___, Rodriguez ___

Ms. Gina Wolowicz, Assistant Superintendent, Human Resources; Mr. Ahsan Mirza, Assistant Superintendent, Business Services

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

Period: October 06, 2023 to November 08, 2023

Moved:
Seconded:

ROLL CALL VOTE:

LaVere___, Forsythe ____, Peterson ____, Dannenberg ____, Rodriguez ___

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

15. CONFERENCE ITEMS

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

16. CONFERENCE - EDUCATIONAL SERVICES

- 16.a [2023 CAASPP and VUSD Literacy Initiative Update](#)
Staff will provide a presentation on the 2023 CAASPP and VUSD Literacy Initiative Update.
Dr. Greg Bayless, Assistant Superintendent, Educational Services

17. CONFERENCE - BUSINESS SERVICES

- 17.a [Joint Use Agreements](#)
Staff will present information on Joint Use Agreements.
Mr. Ahsan Mirza, Assistant Superintendent, Business Services

18. CONFERENCE - SUPERINTENDENT

- 18.a [Board Appointed Committees and Board Meetings Dates/Structure for 2024](#)
The Board and Superintendent will discuss perspective meeting dates, structure, and Board Appointed Committees for the upcoming 2024 year. Please see attached documents as reference.
Dr. Antonio Castro, Superintendent; Ms. Sabrena Rodriguez, Board President

CONSENT CALENDAR

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

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:

LaVere ___, Forsythe ___, Peterson ___, Dannenberg ___, Rodriguez ___

19. CONSENT- EDUCATIONAL SERVICES

19.a [Overnight, Out of the Tri-County and Ratification Field Trips](#)

Ratification of the Superintendent's approval for students from **Ventura High School boys water polo team** to travel overnight and out of the tri-county to a match on October 20-21, 2023 is requested. This event was held at **San Juan Hills High School, San Juan Capistrano, CA**, Orange County. Seven students and one chaperone attended. **At least one teacher or other certificated personnel accompanied students on this trip according to Administrative Regulation 6153.** Transportation was provided by district vehicles. All required paperwork was on file at the school before departure.

Ratification of the Superintendent's approval for students from the **Expanded Learning Opportunities Program** to travel overnight to the Expanded Learning Fall Break Camp on October 26-27, 2023 is requested. This event was held at **Malibu Creek State Park, Calabasas, CA**, Los Angeles County. Forty students and four chaperones attended. **At least one teacher or other certificated personnel accompanied students on this trip according to Administrative Regulation 6153.** Transportation was provided by district vehicles. All required paperwork was on file at the school before departure.

Ratification of the Superintendent's approval for students from **Ventura High School boys water polo team** to travel out of the tri-county to a match on November 2, 2023 is requested. This event was held at **San Juan Hills High School, San Juan Capistrano, CA**, Orange County. Twenty-five students and three chaperones attended. **At least one teacher or other certificated personnel accompanied students on this trip according to Administrative Regulation 6153.** Transportation was provided by charter bus. All required paperwork was on file at the school before departure.

Ratification of the Superintendent's approval for students from **Buena High School** to travel overnight and out of the tri-county to the Unified Special Olympics Youth Summit on November 10-12, 2023 is requested. This event was held at **Fountain Valley Recreation Center, Fountain Valley, CA**, Orange County. Two students and one chaperone attended. **At least one teacher or other certificated personnel accompanied students on this trip according to Administrative Regulation 6153.** Transportation was provided by district vehicles. All required

paperwork was on file at the school before departure.

Ratification of the Superintendent's approval for students from **Buena High School** to travel overnight to the Unified Special Olympics Youth Summit on November 14-15, 2023 is requested. This event was held at **Dignity Health Sports Park, Carson, CA**, Los Angeles County. Two students and one chaperone attended. **At least one teacher or other certificated personnel accompanied students on this trip according to Administrative Regulation 6153.**

Transportation was provided by district vehicles. All required paperwork was on file at the school before departure.

Ventura High School is requesting permission to send students from their **boys soccer team** to travel out of the tri-county to a game to be held at **Frazier Mountain High School, Frazier Park, CA**, Kern County. The trip will take place on November 15, 2023. Board approval is requested to send thirty 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.

Foothill Tech High School is requesting permission to send students from their **girls basketball team** to travel overnight to a tournament to be held at **Santa Maria High School, Santa Maria, CA**, Santa Barbara County. The trip will take place on November 16-18, 2023. Board approval is requested to send ten 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.

Foothill Tech 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 thirty 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.

Buena High School is requesting permission to send students from their school to travel out of the tri-county for an **Environmental Science field trip to Santa Cruz Island**. The trip will take place on November 21, 2023. Board approval is requested to send fifty students and five 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.

Pacific High School is requesting permission to send students from their school to travel overnight for an **outdoor educational field trip at Lake Piru, Piru, CA**, Ventura County. The trip will take place on November 30-December 1, 2023. Board approval is requested to send two 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.

Buena High School is requesting permission to send students from their **girls water polo team**

to travel overnight and out of the tri-county to a competition to be held at **Saddleback High School, Santa Ana, CA**, Orange County. The trip will take place on December 1-2, 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 **girls water polo team** to travel out of the tri-county to matches to be held at **Sunny Hills High School, Fullerton, CA**, Orange County and **La Habra High School, La Habra, CA**, Orange County. The trip will take place on December 28, 2023. Board approval is requested to send thirty-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 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 **girls wrestling team** to travel overnight and out of the tri-county to a competition to be held at **Santiago High School, Corona, CA**, Riverside County. The trip will take place on December 29-30, 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 **girls basketball team** to travel out of the tri-county to a competition to be held at **Caruthers High School, Caruthers, CA**, Fresno County. The trip will take place on January 3, 2024. Board approval is requested to send twelve 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 **girls wrestling team** to travel overnight and out of the tri-county to a competition to be held at **Huntington Beach High School, Huntington Beach, CA**, Orange County. The trip will take place on January 12-13, 2024. 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 school to travel overnight and out of the tri-county to the All-State Music Education Conference to be held at **SAFE Credit Union Convention Center, Sacramento, CA**, Sacramento County. The trip will take place on January 31- February 4, 2024. Board approval is requested to send ten 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.

Poinsettia Elementary School is requesting permission to send students from their school to travel overnight for an outdoor educational field trip to be held at **Camp Whittier, Santa Barbara, CA**, Santa Barbara County. The trip will take place on February 6-9, 2024. Board

approval is requested to send fifty two students and twelve 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 school to travel overnight and out of the tri-county to the Festival of Gold to be held at **Schermerhorn Symphony Center, Nashville, TN**. The trip will take place on April 12-16, 2024. Board approval is requested to send seventy eight students and twelve 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 chartered vehicles. All required paperwork will be on file at the school before departure.

Junipero Serra Elementary School is requesting permission to send students from their school to travel out of the tri-county for an **outdoor educational field trip to Santa Cruz Island**. The trip will take place on May 16, 2024. Board approval is requested to send seventy-seven students and twelve 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.

Lincoln Elementary School is requesting permission to send students from their school to travel out of the tri-county for an environmental science field trip to be held at the **Catalina Island Marine Institute - Fox Landing, Avalon (Catalina Island), CA**, Los Angeles County. The trip will take place on May 20-22, 2024. Board approval is requested to send thirty 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

20. CONSENT - HUMAN RESOURCES - Certificated

- 20.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 44258.2** authorizes holders of secondary-type credential to be assigned to teach classes in middle school, grade 5-8; Requires 12 semester units or 6 upper division units and teacher's consent.
 - **Education Code 44258.7(b)** allows full-time teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for one period a day.
 - **Education Code 44263** authorizes that the holder of a teaching credential may be assigned, with his or her consent, to teach any single subject class in which the teacher has 18 semester hours of coursework in subject area being taught or a self contained classroom with 60 semester hours distributed among four of the following subjects: language studies, literature, mathematics, science, social science, history, humanities, the arts, physical education, and human development.

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

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 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

21. CONSENT - HUMAN RESOURCES - Classified

- 21.a [Classified Personnel Changes](#)
The Personnel Commission approved the attached list of Classified Personnel Changes at its October 18, 2023 meeting. It is recommended that the Board of Education approve the changes at this time.
Ms. Andrea Crouch, Director, Classified Human Resources

21.b [Winter Recess Leave for Classified Employees](#)

There are some District Classified employees who are scheduled to work through the Winter Recess. Some of these employees do not have vacation or other discretionary leave time available to them.

It has been the District's practice to have the Board of Education provide for these few individuals to take leave without pay during the Winter Recess, but not lose pay for the holidays (December 25, 26, 27 and January 1 and 2) due to the fact they are not in paid status the day before or the day after a holiday. Although there could be an estimated cost of \$6,000, there is also the potential for cost savings, due to the fact that these employees could take days off without pay.

It is recommended that the Board of Education provide this opportunity to Classified employees again for the 2023-2024 Winter Recess with the understanding that any leave time must be approved in advance by the employee's supervisor.

Ms. Andrea Crouch, Director of Classified Human Resources

21.c [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

22. CONSENT - BUSINESS SERVICES

22.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: September 19, 2023 to November 7, 2023

Purchase Orders:	\$55,211,510
Change Orders:	\$184,609
Grand Total:	\$55,396,119

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

22.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: September 19, 2023 to November 7, 2023

Mr. Ahsan Mirza, Assistant Superintendent, Business Services

22.c [Ratification of Change Order #2, C2-24 Juanamaria HVAC](#)

The change order for AP Construction consists of the following:

1.	PCO#003 Kindergarten FA & Electrical Re-Route	\$9892.50
2.	PCO#004 Added HVAC Electrical Room 24	\$7596.14
3.	PCO#005 Relocate Library Light Fixture	\$427.42
4.	PCO#006 Covers for Electrical & Condensate Lines	\$24,505.83
5.	PCO# 007 Downspout Relocation at Admin	\$1,107.91
6.	PCO#008 Remove RTU & Ductwork at Room B6	\$2,760.45
7.	PCO#009 Credit for Deletion of RA Louvers	\$<5,204.10>
8.	PCO#010 Added Fence Enclosure Safety Posts	\$3,289.66
	Total for Change Order #2	44,375.81

It is recommended that the Board ratify change order #2 in the amount of \$44,375.81 for C2-24 Juanamaria HVAC for a total contract of \$1,909,193.20. Approval of the change order is requested at this time.

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

22.d [Award of Bid E2-23 JV Softball Field Site Improvements](#)

The bid opened on October 20, 2023. Bids were received from two (2) prequalified contractors, Lee Construction Co. and EJS Construction, Inc. A recapitulation is provided below:

BIDDER	BID
Lee Construction	\$173,261.00
EJS Construction	\$221,000.00

Approval is requested to award E2-23 JV Softball Field Site Improvements @ Ventura HS to the lowest responsive, responsible bidder, Lee Construction Company, in the amount of \$173,261.00.

Mr. Ahsan Mirza, Assistant Superintendent, Business Services; Mr. Adam Dutter, Bond Program Manager

23. CONSENT - SUPERINTENDENT

23.a **Consideration of Board Meeting Minutes**

- Regular Board of Education Meeting Minutes for September 12, 2023
- Regular Board of Education Meeting Minutes for September 26, 2023
- Special Board of Education Meeting Minutes for September 26, 2023
- Special Board of Education Meeting Minutes for October 5, 2023
- Regular Board of Education Meeting Minutes for October 10, 2023

24. BOARD REPORTS

25. COMING EVENTS

26. FUTURE BOARD ITEMS

- Budget SBM - December 8, 2023 at 12:00 p.m.
- Bond Update SBM - January 18, 2024 at 1:00 p.m.
- Arts Master Plan Update - 1/23/2023
- PLA/CWA SBM - February 1, 2024 at 4:00 p.m.
- Historic Preservation, Washington School - TBD

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

28. CLOSED SESSION

29. ADJOURNMENT

Moved:

Seconded:

ROLL CALL VOTE:

LaVere___, Forsythe___, Peterson___, Dannenberg___, Rodriguez ___