

**Ocean View School District**  
17200 Pinehurst Lane, Huntington Beach, CA 92647

**Board of Trustees' Meeting - Minutes**  
March 03, 2020  
5:15 PM - CLOSED SESSION; 6:00 PM - OPEN SESSION

APPROVED

**Trustees:**

Gina Clayton-Tarvin, President  
Patricia Singer, Vice President  
Jack Souders, Clerk  
John Briscoe, Member  
Norm Westwell, Member

**Administration:**

Carol Hansen, Ed.D., Superintendent  
Michael Conroy, Ed.D., Deputy Superintendent, Administrative Services  
Felix Avila, Assistant Superintendent, Human Resources  
Julianne Hoefer, Ph.D., Assistant Superintendent, Educational Services

**A. Call to Order**

The Regular meeting of the Board of Trustees was called to order by President Clayton-Tarvin at 5:19 p.m.

**B. Roll Call**

Members present: John Briscoe, Gina Clayton-Tarvin, Patricia Singer, Jack Souders

Members absent: Norm Westwell

**C. Agenda Adoption - Regular Board of Trustees' Meeting of March 3, 2020**

**Motion Passed:** Passed with a motion by Patricia Singer and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**D. Closed Session**

President Clayton-Tarvin read aloud the items listed under Closed Session. There was no one in the audience wishing to speak regarding these items.

**D.1. Government Code Section 54957: Public Employee Discipline/Dismissal/Release**

**D.2. Government Code Section 54957.6: Conference with Labor Negotiators - Agency designated representative: Felix Avila, Assistant Superintendent, Human Resources; Employee Organizations: CSEA and OVTA**

**E. Return to Open Session/Report of Closed Session Action**

The Board of Trustees returned to Open Session at 6:00 p.m. The following action was taken in Closed Session:

MOTION by Patricia Singer, seconded by Jack Souders, and approved by the following vote to issue notices of release and non-reelection to 29 temporary certificated employees pursuant to Education Code Section 44954, effective at the end of the 2019-2020 school year, and directed the Superintendent or designee to send out appropriate legal notices:

Yes John Briscoe  
Yes Gina Clayton-Tarvin  
Yes Patricia Singer  
Yes Jack Souders  
Absent Norm Westwell

**F. Pledge of Allegiance**

President Clayton-Tarvin led the Pledge of Allegiance.

**G. Introductions:** None.

**H. Minutes**

**H.1. Regular Board of Trustees' Meeting, February 18, 2020**

**Passed** with a motion by John Briscoe and a second by Patricia Singer.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**I. Time Certain:** None.

**J. Public Comments:** None.

**K. Communications**

**K.1. \*Written Communications to the Board:** None.

**K.2. Board/Committee Reports:** None.

### **K.3. Trustees' Communications**

Trustee Souders thanked everyone for attending the meeting; noted that he had questions about the coronavirus which he posed to the Superintendent, and reported that all of his questions were answered to his satisfaction; he is confident that District Administration keeps up-to-date on the latest news from our local and state health authorities, and is well-prepared to take appropriate actions to keep our students and staff safe.

Trustee Singer commented on the recent LCAP Leadership Team meeting attended by herself and Trustee Souders, where stakeholders gathered to review LCAP goals and provide feedback for the draft document; attended the Presidents' Roundtable meeting, and thanked Dr. Conroy for the reassuring report he provided on the District's preparations related to the coronavirus.

Trustee Briscoe spoke about the upcoming Oratorical Contest; shared information about the City's water supply and his decision to drink bottled water at future meetings; reminded everyone that there is no comma in the Pledge of Allegiance line, "One nation under God."

President Clayton-Tarvin acknowledged that today is election day, and urged everyone to vote at the local voting centers; attended *Teacher Created Materials (TCM)* event at Golden View on Read Across America Day, where *TCM* volunteers read to classrooms, presented all students with backpacks, and helped with renovation projects on the farm; attended Hope View's volunteer breakfast and Special Americans Wax Museum event; congratulated Teachers of the Year Holly Sjogren and Scott Vanatta; stated that our District has experience in crisis management, and is prepared to handle the coronavirus situation; advised the Superintendent was authorized to file an amicus brief in support of the City of Costa Mesa in their opposition to the government's plan to house coronavirus patients at the Fairview facility, noting that Costa Mesa prevailed in this matter.

### **K.4. Superintendent's Communication**

Dr. Hansen spoke regarding the coronavirus concern, and reassured the public that Administration continues to monitor the situation closely, through the latest information provided by the Orange County Health Care Agency and the California Department of Public Health; participated in a teleconference with the Orange County Health Care Agency where officials shared that the risk for local transmission is low and there is no need to alter daily activities; urged everyone to practice good health hygiene; commented on the successful PAL<sup>2</sup> Retreat, where CSEA representatives and District administrators came together to collaborate and strengthen their labor-management partnership; attended Read Across America event at Golden View; recognized Teachers of the Year Holly Sjogren and Scott Vanatta, noting they will be officially honored by the Board at an upcoming Board meeting in April; mentioned that Mrs. Sjogren will represent our District in the County competition; shared information about the upcoming Student Oratorical Contest.

### **K.5. PTA/PTO/PTSA/PTSO Presidents' Roundtable**

Leslie Sheridan, Roundtable President, reported on the March 2 Roundtable meeting. Highlights of the meeting included coronavirus information and updates; tracking of student absences; emergency disaster bin supplies, and the upcoming events at all the sites; commented on future invitations to Trustees from their adopted schools; pleased with the continuous updates sent to parents regarding the coronavirus.

### **K.6. Employee Associations' Communications (CSEA, OVTA)**

Jason Bozarth, CSEA President, discussed the important work done by preschool educators, and requested the Board consider this aspect in their deliberations tonight involving proposed layoffs.

Marisa Joslyn, OVTA President, congratulated the Teachers of the Year; attended the PAL<sup>2</sup> retreat in support of the PAL process; is looking forward to OVTA's upcoming PAL retreat, and invited CSEA President Jason Bozarth to attend this event.

## **L. Reports**

### **L.1. Second Interim Budget Report**

Dr. Conroy narrated an informative PowerPoint presentation regarding the Second Interim Report. He reviewed the budget components, including the budget calendar; enrollment trends; budget assumptions; fiscal stabilization plan to address budget challenges; General Fund balance summary and multi-year projections; emergency reserve; and cash flow.

Based on best information known today, staff is recommending that the Board approve the Second Interim Report and certify that the District will be able to meet its financial obligations for the current fiscal year and subsequent two fiscal years, which equates to a Positive Certification.

President Clayton-Tarvin and Dr. Conroy responded to questions from the Board of Trustees.

## **M. Consent Calendar**

### **M.1. Administrative Services: Addition of American Speech-Language-Hearing Association (ASHA) Membership to the Annual Professional Organization Memberships Listing 2019-2020**

**Passed** with a motion by John Briscoe and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**M.2. Administrative Services: Gifts to the District (Erratum)**

**Passed** with a motion by John Briscoe and a second by Jack Souders, to include erratum.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**M.3. Administrative Services: Purchase Orders for all Funds for February 7, 2020, through February 20, 2020**

**Passed** with a motion by John Briscoe and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**M.4. Administrative Services: School District Check Registers from February 1, 2020, through February 14, 2020**

**Passed** with a motion by John Briscoe and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**M.5. Educational Services: Agreement between Orange County Department of Education and Ocean View School District of Orange County for Quality Rating and Improvement System (QRIS) Block Grant Services Agreement No. 49770 for Oak View Preschool (Renewal)**

**Passed** with a motion by John Briscoe and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**M.6. Educational Services: Listing of Conferences, Meetings, Workshops, and Consultants**

**Passed** with a motion by John Briscoe and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**M.7. Human Resources: Certificated Employee Personnel Activity List - February 5, 2020, through February 18, 2020**

**Passed** with a motion by John Briscoe and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**M.8. Human Resources: Classified Employee Personnel Activity List - February 5, 2020, through February 18, 2020**

**Passed** with a motion by John Briscoe and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**M.9. Human Resources: Chapman University Affiliation Agreement between Ocean View School District of Orange County and Chapman University (Renewal)**

**Passed** with a motion by John Briscoe and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**N. Old Business:** None.

**O. New Business**

**O.1. Human Resources: Resolution No. 12:1920 - Layoff by Reduction of Work Year and/or Reduction of Work Hours for Classified Positions Due to Lack of Work and/or Lack of Funds (Action)**

MOTION by Patricia Singer and seconded by Jack Souders to approve.

Yezmin Ayala, staff member, spoke about the trickle down and bumping effects of the layoffs that would not be in the best interest of the community and students.

Sheila Clark, staff member, commented on her history with the District, and spoke against reductions in hours or benefits.

Norma Vazquez, staff member, shared past experiences when her son attended preschool, noting that being a preschool educator provides her the opportunity to give back to the community.



Dr. Hansen reiterated the facts in Dr. Conroy's earlier budget presentation, including the necessity of these reductions to avoid a qualified or negative budget. With these reductions in place, the preschool program will still be available to families.

The Board discussed equity among certificated and classified staff reductions over the past years; staffing effects on the classroom; the non-mandated aspect of the fee-based preschool; and the financial realities of the District's budget that require the Board to make these difficult decisions.

Vote on motion to approve:

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**O.2. Human Resources: Resolution No. 13:1920 - Layoff by Elimination of Classified Positions Due to Lack of Work and/or Lack of Funds (Action)**

**Passed** with a motion by John Briscoe and a second by Patricia Singer.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**O.3. Human Resources: Resolution No. 15:1920 - Reduction or Elimination of Particular Kinds of Services Performed by Certificated Employees (Action)**

**Passed** with a motion by Patricia Singer and a second by John Briscoe.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**O.4. Administrative Services: 2018-2019 Second Interim Report (Action)**

**Passed** with a motion by Patricia Singer and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**O.5. Administrative Services: Amendment No. 2 to Lease Agreement EML-1038 Between Ocean View School District of Orange County and Elite Modular Leasing and Sales, Inc. (Action)**

**Passed** with a motion by Patricia Singer and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**O.6. Educational Services: 2019-2020 Consolidated Application for Funding Categorical Aid Programs, Winter Data Collection (Action)**

**Passed** with a motion by Patricia Singer and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**O.7. Educational Services: Agreement for Non-Public School/Services for a Special Education Student as Determined by Individualized Education Program (IEP) (Action)**

**Passed** with a motion by Patricia Singer and a second by Jack Souders.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**O.8. Educational Services: Contract for Independent Educational Evaluation (IEE) for a Student with Special Needs (Action)**

**Passed** with a motion by John Briscoe and a second by Patricia Singer.

Yes	John Briscoe
Yes	Gina Clayton-Tarvin
Yes	Patricia Singer
Yes	Jack Souders
Absent	Norm Westwell

**P. Any Other Public Comments to the Board of Trustees:** None.

**Q. Future Agenda Items (As requested by Board Members):** None.



**R. Board of Trustees' Roundtable**

Trustee Briscoe asked about the District's financial contingency plan with regard to the coronavirus; thanked the Roundtable Presidents for acknowledging the Trustees' adopted schools and looks forward to attending his adopted schools' events; noted that because the Board President creates the agenda in conjunction with the Superintendent, she is able to answer many of the questions involving agenda items.

Trustee Souders commended President Clayton-Tarvin on her professional demeanor in leading tonight's meeting; understands that difficult decisions were necessary tonight in light of the District's financial situation.

Trustee Singer spoke regarding the tough decisions that had to be made tonight for the greater good of the District; pleased that the preschool program will continue; thanked staff for their work in and out of the classrooms.

President Clayton-Tarvin commented on how unpleasant it was to have to take certain actions tonight, even when it is fiscally necessary; assured staff that they are valuable and thanked them for what they do every day.

**S. Closed Session (if needed):** None.

**T. Return to Open Session/Report of Closed Session Action:** n/a

**U. Adjournment**

Time: 7:34 p.m.

**Passed** with a motion by John Briscoe and a second by Patricia Singer.

- Yes John Briscoe
- Yes Gina Clayton-Tarvin
- Yes Patricia Singer
- Yes Jack Souders
- Absent Norm Westwell



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Carol Hansen, Ed.D., Superintendent



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Jack Souders, Board Clerk

*March 17, 2020*

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Date