

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

 APPROVED

**Board of Trustees' Meeting - Minutes**

November 19, 2019

5:30 PM - CLOSED SESSION; 6:00 PM - OPEN SESSION

**Trustees:**

John Briscoe, President  
Gina Clayton-Tarvin, Vice President  
Jack Souders, Clerk  
Patricia Singer, 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 Hoefler, Ph.D., Assistant Superintendent, Educational Services

**A. Call to Order**

The Regular meeting of the Board of Trustees was called to order by President John Briscoe at 5:30 p.m.

**B. Roll Call**

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

**C. Agenda Adoption - Regular Board of Trustees' Meeting of November 19, 2019**

Trustee Westwell pulled the following items from the Consent Calendar for discussion: Agenda Item M-5 (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. 49013 for Oak View Preschool) and Agenda Item M-7 (Certificated Employee Personnel Activity List - October 16, 2019, through November 5, 2019).

MOTION by Patricia Singer, seconded by Gina Clayton-Tarvin, and carried by the following vote to move Agenda Items M-5 and M-7 before O.1 New Business for consideration, and approve the remainder of the agenda as submitted:

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

## **D. Closed Session**

President Briscoe read aloud the item listed under Closed Session. The Board of Trustees moved to Closed Session at 5:34 p.m.

**D.1. Government Code Section 54956.9: Conference with Legal Counsel - Existing Litigation, pursuant to Government Code Section 54956.9(d)(1): OAH Case No. 2019100216/2019090264**

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

The Board of Trustees returned to Open Session at 6:01 p.m. The following action was taken in Closed Session:

MOTION by Patricia Singer, seconded by Norm Westwell, and carried by the following vote to approve the settlement agreement to resolve special education due process matter OAH Case No. 2019100216/2019090264 in the amount of \$72,840.00:

Yes John Briscoe

Yes Gina Clayton-Tarvin

Yes Patricia Singer

Yes Jack Souders

Yes Norm Westwell

## **F. Pledge of Allegiance**

President Briscoe led the Pledge of Allegiance.

**G. Introductions:** None.

## **H. Minutes**

### **H.1. Regular Board of Trustees' Meeting, November 5, 2019**

**Passed** with a motion by Norm Westwell and a second by Gina Clayton-Tarvin.

Yes John Briscoe

Yes Gina Clayton-Tarvin

Yes Patricia Singer

Yes Jack Souders

Yes Norm Westwell

### **H.2. Special Board of Trustees' Meeting, November 12, 2019**

**Passed** with a motion by Norm Westwell and a second by Patricia Singer.

Yes John Briscoe

Yes Gina Clayton-Tarvin

Yes Patricia Singer

Abstain Jack Souders

Yes Norm Westwell

## **I. Time Certain**

### **I.1. 6:05 p.m. Student Presentation - Vista View Middle School: Students will present examples of their STEAM projects.**

Students from Ms. Bees' class demonstrated their STEAM projects, including Accelerated Reader Maps and roller coasters that highlighted kinetic vs. potential energy.

## **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 Singer thanked the Vista View students and staff for sharing their STEAM projects; wished everyone a pleasant Thanksgiving.

Trustee Westwell commented on photographs shown on the screen that he had taken recently at Golden View, regarding issues with the site's fencing, as well as dogs on campus; concerned with misrepresentations by staff about these matters.

Trustee Souders spoke regarding his research on visual arts standards, and noted how visual arts could be incorporated into subject areas such as literacy and math; suggested expanding the visual arts program throughout the District.

Trustee Clayton-Tarvin rebutted her fellow trustee's comments about misrepresentations by staff regarding fencing and other issues at Golden View; stated her complete confidence in staff to address any issues that may exist; thanked the Vista View students for their informative STEAM presentation tonight; appreciated the efforts made by Dr. Hansen and Dr. Hoefer in arranging for the Board's subcommittee, composed of herself and Trustee Souders, to attend the upcoming science textbook adoption meetings; attended Democratic Party of California Convention, as well as a recent democratic presidential candidate debate.

President Briscoe urged everyone to attend the Huntington Beach Arts Festival in the spring to view phenomenal art by students; commented on the presence of dogs on campuses and enforcement; appreciated Trustee Westwell's efforts in bringing issues to the forefront for staff to address; congratulated Circle View on receiving their Blue Ribbon Award in Washington, D.C. this past week; is looking forward to receiving additional information regarding weed abatement options in the future.

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

Dr. Hansen commented on the various events held at the schools in honor of Veterans' Day; praised Harbour View's First Responders Fair and Patriotic Assembly, thanking all those involved in organizing this interactive event and celebration; attended ACSA's State Administrator of the Year Awards Ceremony, where Mr. Avila was recognized as the Human Resources Administrator of the Year in California; along with Circle View Principal Jessica Haag and teacher Anne Brasie, attended National Blue Ribbon Ceremony in Washington, D.C., where Circle View received their National Blue Ribbon award; shared information about upcoming events, including the Blue Ribbon Celebration/Flag Assembly at Circle View this Friday, followed by Village View's Pine Derby Contest sponsored by the Surf City Optimists; advised that Lake View's Science and Engineering Night (Star Party) will be rescheduled to a future date that will be shared with all; urged the public to check social media for the latest updates.

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

Leslie Sheridan, Roundtable President, discussed information shared at the November 4, 2019, Roundtable meeting. Highlights included the introduction of Trish Montgomery, the District's new Public Information Manager; the upcoming Re-Opening of the Golden View Farm; the recent Social Media parent workshop; review and clarification of the District's Wellness Policy; information provided by a U.S. Census Bureau representative; and vendor presentations. She requested assistance with the TB Risk Assessment portion of the volunteer vetting process, noting this has become an economic and time-consuming hindrance to volunteers who may be on the site for a few hours one day in the school year. Dr. Hansen encouraged Mrs. Sheridan to meet with her to address this matter and any other concerns.

In response to Trustee Singer's request, Dr. Hansen advised she will send the updated Wellness Policy to all Board members.

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

Jason Bozarth, CSEA President, shared information about the upcoming CSEA Benefits Fair in Los Alamitos; noted that plans are being developed in preparation for the CSEA State Board Meeting to be held in our District in May; is looking forward to the next round of contract negotiations; pleased to be involved in the *Toys for Tots* campaign, led by OVTA as part of the PAL process; noted that previous attempts at addressing the problem of dogs on campus have been met with considerable community backlash and suggested a balance of some kind be found in addressing this issue; wished everyone a wonderful Thanksgiving break.

OVTA: No report.

## **L. Reports**

### **L.1. HEART Customer Service Presentation**

Assistant Superintendent Avila narrated a PowerPoint presentation that focused on Customer Service training for all employees, based on HEART – Hear; Empathize; Accept; Resolve; Thanks. He reviewed the training timeline, with the goal to have all employees trained in this school year.

Mr. Avila responded to Board members' questions involving this training for teachers and plans to survey staff to gauge effectiveness of the training upon completion.

### **L.2. Board Priorities for 2020-2023 LCAP and Direction for LCAP Process**

Dr. Hoefer narrated a PowerPoint presentation, updating the Board on LCAP basics; Input on the 2020/21-2022/23 LCAP Goals; and Input on the LCAP Stakeholder Engagement Process. As she reviewed the recommended goals, she explained the rationale for staff's revisions, including eliminating redundancy and aligning the LCAP with the OVSD Blueprint. She further explained the Stakeholder Engagement process and timeline, noting that details and actions for each goal will be developed through this process. Dr. Hoefer shared that another part of this process includes receiving Board input through the Board Subcommittee (composed of Trustees Souders and Singer) on the LCAP Leadership Team, as well as during Board meeting presentations on the LCAP.

Dr. Hansen asked for Board consensus on the revised goal topics and process.

After discussion, it was the consensus of all Board members to move forward with the revised goal topics and Stakeholder Engagement process as presented.

Trustee Souders asked that any Board members contact him with their input, as he is a member of the Board Subcommittee and will share any Board input with the LCAP Leadership Team.

### **L.3. Budget Update**

Dr. Conroy narrated a detailed PowerPoint presentation regarding Comparative District Budget Analysis with other Orange County elementary school districts. Areas compared included Average Daily Attendance (ADA) 2018-19; total revenue per ADA 2018-19; total personnel related expenses, including certificated, classified, and benefits; and specific budget encroachments by special education, transportation, and fee-based Preschool.

He explained that next steps to reduce the fiscal impact beginning in the 2020-21 school year include bringing budget reduction recommendations for Board action in the areas of fee-based Preschool, Transportation, and Instructional Assistants. He noted that Classified Staffing Formulas, Special Education, and low school enrollments will be reviewed during the summer of 2020.

Dr. Conroy asked for Board consensus on these areas of budget reduction recommendations.

Discussion ensued regarding transportation options and recruitment of students in basic aid districts.

It was the consensus of the majority of the Board to have staff research the legality of Ocean View School District transporting students who currently attend nearby basic aid districts into our District to attend school.

Trustee Westwell read excerpts from Dr. Conroy's budget report.

A Point of Order was raised by Trustee Singer, and she made a motion to limit each trustee's discussion on this item to five minutes.

President Briscoe requested clarification from the Parliamentarian regarding this matter.

Acting as Parliamentarian, Trustee Souders advised that Trustee Singer can make a motion after Trustee Westwell has completed speaking, per Roberts Rules of Order, which gives each Trustee ten minutes to speak on an issue. Additional discussion ensued regarding time limits for Trustee comments on this item.

President Briscoe advised Trustee Westwell to continue with his comments at this time, and Trustee Westwell commented further.

It was the consensus of the majority of the Board to have staff move forward with bringing back the areas of budget reduction recommendations to the Board for action.

## **M. Consent Calendar**

### **M.1. Administrative Services: Gifts to the District**

**Passed** with a motion by Patricia Singer and a second by Gina Clayton-Tarvin.

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

### **M.2. Administrative Services: Payroll Check Registers from October 11, 2019, through November 10, 2019**

**Passed** with a motion by Patricia Singer and a second by Gina Clayton-Tarvin.

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

**M.3. Administrative Services: Purchase Orders for all Funds for October 30, 2019, through November 11, 2019**

**Passed** with a motion by Patricia Singer and a second by Gina Clayton-Tarvin.

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

**M.4. Administrative Services: School District Check Registers from October 15, 2019, through October 31, 2019**

**Passed** with a motion by Patricia Singer and a second by Gina Clayton-Tarvin.

Yes John Briscoe  
Yes Gina Clayton-Tarvin  
Yes Patricia Singer  
Yes Jack Souders  
Yes 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. 49013 for Oak View Preschool (Renewal)**

This Agenda Item was previously pulled from the Consent Calendar by Trustee Westwell for further discussion.

Dr. Hoefer responded to questions from Trustee Westwell regarding this matter.

MOTION by Patricia Singer, seconded by Jack Souders, and carried by the following vote to approve:

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

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

**Passed** with a motion by Patricia Singer and a second by Gina Clayton-Tarvin.

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

**M.7. Human Resources: Certificated Employee Personnel Activity List - October 16, 2019, through November 5, 2019**

This Agenda Item was previously pulled from the Consent Calendar by Trustee Westwell for further discussion.

Mr. Avila responded to questions from Trustee Westwell regarding this matter.

MOTION by Patricia Singer, seconded by Jack Souders, and carried by the following vote to approve:

Yes John Briscoe

Yes Gina Clayton-Tarvin

Yes Patricia Singer

Yes Jack Souders

No Norm Westwell

**M.8. Human Resources: Classified Employee Personnel Activity List - October 16, 2019, through November 5, 2019**

**Passed** with a motion by Patricia Singer and a second by Gina Clayton-Tarvin.

Yes John Briscoe

Yes Gina Clayton-Tarvin

Yes Patricia Singer

Yes Jack Souders

Yes Norm Westwell

**N. Old Business**

**N.1. Superintendent's Office: Proposed Additions/Revisions to Board Policy and Administrative Regulations Series 1000: Community Relations - Board Policy/ Administrative Regulation 1230 - School Connected Organizations (Second Reading) (Action)**

**Passed** with a motion by Norm Westwell and a second by Patricia Singer.

Yes John Briscoe

Yes Gina Clayton-Tarvin

Yes Patricia Singer

Yes Jack Souders

Yes Norm Westwell

**O. New Business**

**O.1. Superintendent's Office: FY 2020 California School Boards Association (CSBA) Delegate Assembly Nominations (Action)**

Trustee Westwell asked if there were any volunteers for the Delegate Assembly nomination.

President Briscoe ruled Trustee Westwell out of order.



A Point of Order was raised by Trustee Westwell regarding informal discussion on small boards when no motion is pending, stating that his previous question was made as part of informal discussion.

President Briscoe asked the Parliamentarian for a ruling.

Acting as Parliamentarian, Trustee Souders explained that Robert's Rules of Order does give this option to small boards, and ruled that this matter is under the purview of the Chair.

President Briscoe advised that he will facilitate the Agenda Item. He asked if there were any Board members who would like to be nominated.

The following trustees indicated their interest in the nomination: John Briscoe, Gina Clayton-Tarvin, Patricia Singer.

**MOTION** by Gina Clayton-Tarvin, seconded by Patricia Singer, and carried by the following vote to approve the names of John Briscoe, Gina Clayton-Tarvin, and Patricia Singer to move forward as nominees to the CSBA Delegate Assembly:

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

**O.2. Administrative Services: Contract Change Orders for Various Contractors for the Central Kitchen Project #17-302A (Action)**

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

Yes John Briscoe  
Yes Gina Clayton-Tarvin  
Yes Patricia Singer  
Yes Jack Souders  
No Norm Westwell

**O.3. Administrative Services: Contract Change Order for CTG Construction, Inc. dba C.T. Georgiou Painting Co. for the Harbour View Restroom Project #18-326 (Action)**

Jim Choate, Director of Facilities, responded to questions from Board members.

**MOTION** by Patricia Singer, seconded by Jack Souders, and carried by the following vote to approve:

Yes John Briscoe  
Yes Gina Clayton-Tarvin  
Yes Patricia Singer  
Yes Jack Souders  
No Norm Westwell

**O.4. Administrative Services: Contract Change Orders for J & A Engineering Corp. dba J & A Fencing for the Phase I Fencing Project #18-327 (Action)**

**Passed** with a motion by Jack Souders and a second by Gina Clayton-Tarvin.

Yes John Briscoe  
Yes Gina Clayton-Tarvin  
Yes Patricia Singer  
Yes Jack Souders  
No Norm Westwell

**O.5. Administrative Services: Contract Change Orders for Various Contractors for the Oak View School Gymnasium/MPR Project #17-298 (Action)**

**Passed** with a motion by Patricia Singer and a second by Gina Clayton-Tarvin.

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

**O.6. Administrative Services: File Notice of Completion: J & A Engineering Corp dba J & A Fencing on the Phase I Fencing Project #18-327 (Action)**

Trustee Westwell discussed security concerns related to fencing that should be addressed prior to closing out this project.

Trustee Clayton-Tarvin made a motion to call for the question.

Trustee Westwell raised a Point of Order, stating that he has the floor.

President Briscoe asked for a ruling from the Parliamentarian.

Acting as Parliamentarian, Trustee Souders advised that Trustee Westwell may continue to speak, after which Trustee Clayton-Tarvin can make her motion.

President Briscoe advised Trustee Westwell to continue his comments at this time.

Trustee Westwell continued his remarks, and referenced the unsafe practice of cars parking behind the District Office buildings.

Trustee Clayton-Tarvin raised a Point of Order, noting the current discussion did not relate to this Agenda Item.

President Briscoe agreed, and Trustee Westwell redirected his comments to this Agenda Item.

MOTION by Patricia Singer, seconded by Gina Clayton-Tarvin, and carried by the following vote to approve:

Yes John Briscoe  
Yes Gina Clayton-Tarvin  
Yes Patricia Singer  
Yes Jack Souders  
No Norm Westwell

**O.7. Administrative Services: File Notice of Completion: Various Contractors on the Oak View School Gymnasium/MPR Project #17-298 (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  
Yes Norm Westwell

**O.8. Administrative Services: File Notice of Completion: Various Contractors for the Westmont Elementary School Modernization Project #17-301 (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  
Yes Norm Westwell

**O.9. Administrative Services: Sublease Agreement between Grace Lutheran Church of Huntington Beach, Inc. (Grace Lutheran Church and Schools) and United Chinese Learning Center, Inc. at the Robinwood Site (Action)**

**Passed** with a motion by Norm Westwell and a second by Patricia Singer.

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

**O.10. Educational Services: Overnight Field Trip for Oak View Elementary School to Irvine Ranch Outdoor Education Center (Action)**

**Passed** with a motion by Gina Clayton-Tarvin and a second by Patricia Singer.

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

**O.11. Human Resources: Reappointment of CSEA Chapter #375 Nominee to the Personnel Commission (Action)**

**Passed** with a motion by Norm Westwell and a second by Patricia Singer.

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

**O.12. Human Resources: Williams Settlement Legislation First Quarter Report 2019-2020 (Information)**

Received for information.

**P. Any Other Public Comments to the Board of Trustees**

Emily Anderson, parent, spoke regarding the tone of tonight's meeting, reminding everyone that the focus should be on solutions and the challenges that students face; commented on customer service training for teachers and substitutes.

**Q. Future Agenda Items (As requested by Board Members)**

Trustee Clayton-Tarvin:

-censure of Trustee Westwell for his inappropriate behavior at Board meetings and elsewhere around the District

Trustee Westwell:

-Nichols property legal entanglement boondoggle;  
-Board Bylaws and how the Board is not following them or Robert's Rules of Order;  
-removing useless "Future Agenda Items" off the agenda;  
-flat student achievement numbers and what the Board plans to do about it;  
-upcoming school closure and modernizing a school that will be closing

**R. Board of Trustees' Roundtable**

Trustee Singer thanked the audience for staying through the meeting; discussed the importance of Board members treating each other with kindness and respect, even during disagreements; noted there are always areas to improve, as we focus on students and meeting their needs; wished everyone a happy Thanksgiving.

Trustee Souders read from Robert's Rules of Order regarding the subsidiary motion for the Previous Question, advising the motion cannot be made when another member has the floor; suggested that Board members review the options for rules applicable to small boards and decide on which rules to follow in order to streamline meetings; wished everyone a happy Thanksgiving.

Trustee Clayton-Tarvin shared her understanding of calling the question and being recognized by the Chair as being in order; explained her reasons for requesting a censure of one trustee, and urged her colleagues to review the facts and move forward with a censure.

President Briscoe requested Administration look into the possible lack of uniformity across the District regarding patriotic activities taking place on a daily basis; expressed his desire to have every elementary school teach a new patriotic song each month, as well conducting monthly patriotic flag raisings and student recognitions; urged direction be given to school sites to acknowledge holidays on the school marquees.

Trustee Westwell discussed his serious concern with a fellow trustee's comments, the District's lack of attention to details, his speech being stifled, this Board not following the Board Bylaws or Robert's Rules of Order, staff making misrepresentations to this Board, and flat student achievement not being addressed; noted that censures are done under penalty of perjury and he will bring legal action against anyone who commits perjury.

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

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

**U. Adjournment**

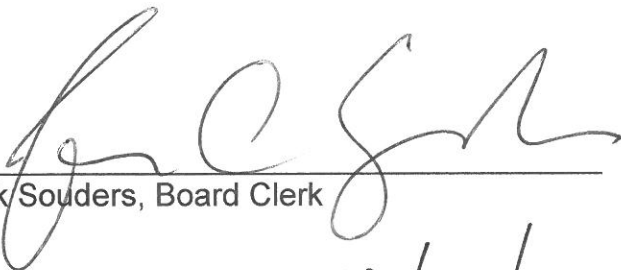
Time: 9:33 p.m.

**Passed** with a motion by Norm Westwell and a second by Patricia Singer.

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



\_\_\_\_\_  
Carol Hansen, Ed.D., Superintendent



\_\_\_\_\_  
Jack Souders, Board Clerk

12/11/19

\_\_\_\_\_  
Date