



**MEETING MINUTES**

**CLOSED SESSION: 5:15 P.M.**

**OPEN SESSION: 6:00 P.M.**

**Voting Members**

Gina Clayton-Tarvin, President

Patricia Singer, Vice President

Jack Souders, Clerk

John Briscoe, Trustee

Norm Westwell, Trustee

**Administration**

Michael Conroy, Ed.D., Superintendent

Julianne Hoefer, Ph.D., Assistant Superintendent, Educational Services

Keith Farrow, Assistant Superintendent, Administrative Services

Reagan Headrick, Assistant Superintendent, Human Resources

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**A. Call to Order**

The Regular Meeting of the Board of Trustees was called to order by President Gina Clayton-Tarvin at 5:15 p.m.

**B. Roll Call**

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

Norm Westwell arrived at 5:17 p.m.

**C. Agenda Adoption- Regular Board of Trustees' Meeting of October 25, 2022**

Approve as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - Not Present

**D. Closed Session**

Clerk Souders read aloud the items listed under Closed Session. As there was no one present wishing to speak on these matters, the Board moved to Closed Session at 5:17 p.m.

1. **Government Code Section 54956.9(2)(D): Conference with Legal Counsel - Anticipated Litigation; A Point Has Been Reached Where, In The Opinion Of The Legislative Body Of The Local Agency On The Advice Of Its Legal Counsel, Based On Existing Facts And Circumstances, There Is A Significant Exposure To Litigation Against The Local Agency.**
2. **Government Code Section 54956.9(d)(1): Existing Litigation: OAH Case No. 2022090034**

**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 actions were taken in Closed Session:

MOTION by John Briscoe, seconded by Patricia Singer, and carried by the following roll call vote to indemnify the Board member pursuant to Government Code Section 825:

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

MOTION by John Briscoe, seconded by Patricia Singer, and carried by the following roll call vote to approve the settlement agreement to resolve special education existing litigation OAH Case Number 2022090034 in the amount of \$21,000.00:

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

**F. Pledge of Allegiance**

President Clayton-Tarvin led the Pledge of Allegiance.

**G. Introductions**

President Clayton-Tarvin introduced the new District Logo Sign behind the dais, noting the California Distinguished School sign has been moved to the reception area at the District Office.

**H. Minutes**

**1. Regular Board of Trustees' Meeting Minutes, October 11, 2022**

Approve as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

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

**I. Time Certain**

**1. 6:05 p.m. Spring View Middle School: Student Presentation**

Spring View Principal Isis Ortiz and ASB representatives Cadence Lee and Abraam Youssef spoke about the variety of activities which the school provides to promote positive messages and help students stay connected. Some of these activities include Power Hour, Sparty Parties, dances, skits, games, videos, and philanthropic events organized by student committees. Principal Ortiz discussed the school's Advancement Via Individual Determination (AVID) program, sharing highlights of their recent visit to USC's *Student For a Day* program, where 36 AVID students toured the school and attended the USC Trojan football game.

Trustee Briscoe commented on the student's presentation, including the AVID students' visit to USC.

**J. Public Comment:** None.

**K. Communications**

**1. \*Written Communications to the Board**

President Clayton-Tarvin advised that the following correspondence had been submitted online:

1. Written comment dated October 24, 2022, from Anonymous regarding the Middle School Bell Schedule.

Copies of the above correspondence have been provided to the Board members and are available for public review at the District Office.

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

**3. Trustees' Communications**

Trustee Souders commended the Spring View students on their well-spoken delivery of information about their school; praised the Food and Nutrition Services Department for the delicious food provided to the Board tonight.

Trustee Singer attended the Association of California School Boards Administrators (ACSA)/Orange County School Boards (OCSBA) joint dinner meeting; participated in Oak View's Literacy Night; is looking forward to attending Park View's Reopening Ceremony to showcase the park at the former Park View School site, as well as attending the Grand Reopening of Vista View Middle School; pleased to hear about

the wonderful happenings at Spring View Middle School; reminded everyone that November 8 is election day and encouraged all to vote; is hopeful she will be reelected, along with her colleagues, to the Board of Trustees, as it is her pleasure to serve our students and community.

Trustee Briscoe was delighted to learn about the successful AVID program at Spring View; attended the ACSA/OCSBA joint dinner meeting; happy to hear that students are enjoying the new food selections provided by Food and Nutrition Services Director Jim Riner and his staff.

President Clayton-Tarvin apologized on behalf of the Board to Dr. Conroy and Principal Ortiz for earlier comments made by Trustee Briscoe; thanked the Spring View staff and students for their wonderful presentation tonight; attended her son's teacher/parent conference this week; is looking forward to attending the upcoming ribbon cutting ceremony at Park View later this week to officially open the park at the site, as well as the Grand Reopening of Vista View Middle School; attended Oak View Literacy Night and thanked Principal Landero, staff, and the Oak View community for organizing this event; will be attending the Teacher of the Year Banquet at Disneyland Hotel, and various seasonal parades and celebrations next week at the school sites.

#### **4. Superintendent's Communications**

Dr. Conroy welcomed new Central Kitchen Chef, Natalie Vargas, to the Ocean View team, and shared that she attended Le Cordon Bleu Culinary School before having a successful career as an Executive Sous Chef working for Wolfgang Puck at Sony Studios. The Food and Nutrition Services Department has established an afterschool supper program at Westmont to support the new Expanded Learning Opportunities Program. In addition to new breakfast programs at Circle, Hope, and Star View Schools, the elementary sites now offer a "second chance" breakfast by offering breakfast at recess for those students who were not able to partake of breakfast before school began. He noted that this new feature has increased breakfast service by 35%.

As part of his "Connections Before Content" theme, Dr. Conroy reminded the Board of his challenge to teachers to write a positive, encouraging note home to every student by the end of October. He then shared some of the responses that Principals and teachers received from the parents after their child received the special note. Oak View Principal Jenna Landero sent positive note cards to District Office staff and other departments in the District. She reports seeing her cards displayed on classrooms walls and in staff work areas.

He praised the Information Technology (IT) Department for their ability to pivot at a moment's notice. Multimedia Technician Steve Hunter worked with Facilities staff, adding cameras and assisting with the

installation of the intercom/door releases at all the school site offices. Mr. Hunter demonstrated an important part of IT's values, stepping up to meet the challenges in our District.

Dr. Conroy recognized staff members Rai Soyangco and Sandra Cerda who work in the District's Child Development Program. Both employees solve daily staffing problems for Kids' Club, making early morning phone calls to find coverage for absent facilitators and/or attendants, as well as substituting themselves in the Kids' Club program. In addition, Special Education Program Specialist Bryan Leipper substitutes as an instructional aide in special education classrooms. These examples clearly show that Ocean View employees continue to go above and beyond to help with classified staffing challenges.

During the past week, Dr. Conroy attended the Measure R Citizens' Oversight Committee Meeting; visited Vista View Middle School for his Coaching Tuesday rounds; attended the Huntington Beach Kiwanis Club lunch meeting; joined President Clayton-Tarvin and Trustees Singer and Briscoe at the ACSA/OCSBA Joint Dinner Meeting; facilitated the monthly Leadership Institute professional development meeting for all certificated and classified management team members; and conducted the annual "Great Shakeout" emergency evacuation drill, along with districts throughout the state. He noted that Executive Cabinet met with CSEA's Executive Board as part of the Partnership with Administration and Labor (PAL) process; and he met with OVTA President Heidi Webb as part of ongoing PAL conversations.

He commented on his Coaching Tuesday visit this week at Circle View, where 5th grade teacher Alissa Buccat shared that a parent told her she was brought to tears when she read the letter Ms. Buccat had sent to her son, making him feel so loved and appreciated. The teacher commented on how rewarding it was to hear what an impact a simple letter had on the child and family.

He mentioned meeting with Dr. Elaine Keeley, daughter of the late Dr. Ralph Bauer and former colleague of his while they were in the doctorate program at USC. Dr. Keeley also met with Dr. Hoefler to discuss the ST-Math program in the District.

Referencing the new modern signage behind the dais, Dr. Conroy acknowledged Public Information Manager Trish Montgomery and Assistant Superintendent Farrow for their work on this project. He noted that the logo was hand-designed in the 1960s by an unknown artist.

Finally, he reminded everyone of the ribbon-cutting ceremony at Park View this Friday to officially open the new park, and invited all to attend the Grand Reopening of Vista View Middle School on Thursday, November 3, 2022.

5. **PTA/PTO/PTSA/PTSO Presidents' Roundtable:** No report.
6. **Employee Associations' Communications (CSEA, OVTA)**

Dr. Conroy read aloud the following comments from OVTA President Heidi Webb, who was unable to attend tonight's meeting:

"All the teachers appreciate the recognition of their hard work and dedication when the vote came in last week to ratify our contract agreement. Everyone feels the appreciation and is pleased. I look forward to further work with administration and our classified partners as we delve deeper into PAL, having classified and certificated work together with administration to resolve issues."

## **L. Reports**

### **1. Construction Update**

Jim Choate, Executive Director of Facilities, provided Measure R modernization updates for Vista View, Star View, and Mesa View. The Vista View Grand Reopening Ceremony is November 3, and final preparations for the ceremony are underway. The Star View modernization project continues on schedule, with sitework and construction in progress, including the reorientation of the new school office facing Newland Street. Mesa View is in the development and design phase, with plans to be submitted to the Division of State Architect soon.

At approximately 6:58 p.m., the Zoom recording of the meeting experienced technical difficulties.

At 7:00 p.m., there was a motion by Gina Clayton-Tarvin, seconded by Jack Souders, and carried by the following roll call vote to recess the meeting for ten minutes:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - No

The meeting reconvened at 7:10 p.m.

As video difficulties continued, President Clayton-Tarvin advised that the video of the meeting can be accessed through her Facebook page, *President Gina Clayton-Tarvin, Ocean View School District*.

## **M. Consent Calendar**

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

Approved as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

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

**2. Administrative Services: Payroll Check Registers from September 11, 2022, through October 10, 2022**

Approve as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

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

**3. Administrative Services: Purchase Orders for all Funds from September 30, 2022, through October 13, 2022**

Approve as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

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

**4. Administrative Services: School District Check Registers from September 24, 2022, through October 7, 2022**

Approve as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

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

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

Approve as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - Yes

**6. Human Resources: Certificated Employee Personnel Activity List - September 29, 2022, through October 11, 2022**

Approve as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - Yes

**7. Human Resources: Classified Employee Personnel Activity List - September 29, 2022, through October 11, 2022**

Approve as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - Yes

**N. Old Business:** None.

**O. New Business**

- 1. Administrative Services: Amendment No. 1 to the Renewal Agreement for HVAC Maintenance, Service, and Repair (As Needed) Districtwide Between Ocean View School District of Orange County and Therma, LLC (Action)**



Approve as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - Yes

Prior to the foregoing vote, Dr. Conroy responded to Board questions regarding the overall conditions of the various HVAC site systems, and the need to continue using the services of Therma, LLC to address the District's HVAC issues.

The Board discussed the lack of HVAC applicants; problems with the Personnel Commission office processing the applications received in a timely manner; issues with communication between the Personnel Commission office and applicants; and the use of taxpayer funds to contract with these companies when staff is not available due to a lack of timely progression through the application process by the Personnel Commission office.

Further discussion ensued regarding the Personnel Commissioners, including their appointment and accountability to the District. In order to gain an understanding of the requirements, timelines, and overall work done by the Personnel Commission, President Clayton-Tarvin requested a future report to the Board on the overall work done by the Personnel Commission in order to gain a thorough understanding of the issues.

**2. Educational Services: Agreement Between Orange County Department of Education and Ocean View School District of Orange County for Early Learning Professional Development Training Session for the Fiscal Year 2022-2023 (Action)**

Approve as submitted.

Motion made by: Jack Souders

Motion seconded by: Patricia Singer

Voting:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - Yes

**3. Educational Services: Agreement Between Orange County Department of Education and Ocean View School District of Orange County for Physical Education Professional Development Training Session for the Fiscal Year 2022-2023 (Action)**

Approve as submitted.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - Yes

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

Approve as submitted.

Motion made by: Patricia Singer

Motion seconded by: Jack Souders

Voting:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - Yes

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

Approve as submitted.

Motion made by: Patricia Singer

Motion seconded by: Jack Souders

Voting:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - Yes

**6. Educational Services: Overnight Field Trips for Circle View, Golden View, Harbour View, Hope View, Lake View, and Village View Elementary Schools (Action)**

Approve as submitted.

Motion made by: Jack Souders  
Motion seconded by: Patricia Singer  
Voting:  
Gina Clayton-Tarvin - Yes  
Patricia Singer - Yes  
Jack Souders - Yes  
John Briscoe - Yes  
Norm Westwell - Yes

7. **Educational Services: Public Hearing on Resolution No. 20:2223: A Resolution of the Ocean View School District of Orange County Board of Trustees Determining Steps to Ensure Availability of Textbooks and Instructional Materials for 2022-2023**

President Clayton-Tarvin opened the Public Hearing at 7:58 p.m. There being no one present wishing to address the Board on this matter, the Public Hearing was closed at 7:59 p.m.

8. **Educational Services: Resolution No. 20:2223: A Resolution of the Ocean View School District of Orange County Board of Trustees Determining Steps to Ensure Availability of Textbooks and Instructional Materials for 2022-2023 (Action)**

Approve as submitted.

Motion made by: John Briscoe  
Motion seconded by: Patricia Singer  
Voting:  
Gina Clayton-Tarvin - Yes  
Patricia Singer - Yes  
Jack Souders - Yes  
John Briscoe - Yes  
Norm Westwell - Yes

9. **Human Resources: Memorandum of Understanding between Ocean View School District of Orange County and the California School Employees Association and Its Ocean View Chapter 375**

Approve as submitted.

Motion made by: John Briscoe  
Motion seconded by: Patricia Singer  
Voting:  
Gina Clayton-Tarvin - Yes  
Patricia Singer - Yes  
Jack Souders - Yes  
John Briscoe - Yes  
Norm Westwell - Yes

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

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

Trustee Singer:

-Consider conducting a study session to understand the Personnel Commission's function, procedures, timelines, the Merit System, etc. so that we can work collaboratively to meet the District's needs.

**R. Board of Trustees' Roundtable**

Trustee Westwell recommended the Board members attend a Personnel Commission meeting to possibly shed light on some of the concerns expressed tonight.

Trustee Souders referenced the list on the dais of upcoming site parades, festivals, etc., noting there are many fun events to attend.

Trustee Singer thanked her colleagues for a productive meeting; is looking forward to attending the upcoming Oak View Preschool Halloween Parade; expressed appreciation to the staff in the audience for attending tonight's meeting.

Trustee Briscoe retracted his earlier comments referenced by President Clayton-Tarvin; acknowledged Dr. Conroy for his initiative to have every teacher write a positive note to every student.

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

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

**U. Adjournment**

Time: 8:31 p.m.

Motion made by: John Briscoe

Motion seconded by: Patricia Singer

Voting:

Gina Clayton-Tarvin - Yes

Patricia Singer - Yes

Jack Souders - Yes

John Briscoe - Yes

Norm Westwell - Yes

Michael Conroy, Ed.D., Superintendent

Jack Souders, Clerk

November 11, 2022

Date