

**VENTURA COUNTY BOARD OF EDUCATION
MINUTES OF ANNUAL ORGANIZATIONAL MEETING OF
DECEMBER 5, 2016**

A. CALL TO ORDER / ANNUAL ORGANIZATIONAL MEETING

1. Call To Order, Pledge of Allegiance to the Flag, and Moment of Reflection
The Annual Organizational Meeting of the Ventura County Board of Education, Agenda No. 16-15, was called to order by Mr. Stanley C. Mantooth, Ventura County Superintendent of Schools and Ex-Officio Secretary and Executive Officer of the Board, at 6:00 p.m. on Monday, December 5, 2016, in the Ventura County Office of Education, Conference & Educational Services Center, Board Room, 5100 Adolfo Road, Camarillo. The Pledge of Allegiance to the Flag was led by Mr. Mantooth, and followed by a moment of reflection.
2. Oath of Office
Mr. Stan Mantooth administered the Oath of Office to:
Dr. Mark Lisagor, Trustee Area 3
Dr. Ramon Flores, Trustee Area 5
3. Roll Call and Acknowledgement of Guests
Trustees Present:
Rachel Ulrich, Area 1
Marty Bates, Area 2
Dr. Mark Lisagor, Area 3
Dean Kunicki, Area 4
Dr. Ramon Flores, Area 5

VCOE Personnel Present:
Stanley C. Mantooth, Ventura County Superintendent of Schools and Ex-Officio Secretary and Executive Officer of the Board
Dr. Roger Rice, Deputy Superintendent, Student Services
Misty Key, Associate Superintendent, Fiscal and Administrative Services
Dr. Antonio Castro, Associate Superintendent, Educational Services
Mary Samples, Assistant Superintendent, SELPA
Dave Schermer, Director, Communications
Tom Etchart, Director, Internal Business Services
Richard Urias, Director, Charter School Support and Oversight
Poul Hanson, Director, Facilities
Kenny Loo, Principal, Gateway Community School
Nancy Akkerman, Senior Executive Assistant

The Board adjourned at 6:05 p.m. for a 10 minute break for a Reception for Newly Sworn-in Board Trustees. Mr. Mantooth reconvened the meeting at 6:15 p.m.

4. Approval of Agenda

Mr. Kunicki moved the agenda be approved. Dr. Flores seconded the motion, and the motion carried unanimously (5:0).

5. Organizational – Election of Officers: Board President

Mr. Mantooth opened the nominations for the position of Board President for 2017.

Dr. Lisagor nominated Mr. Kunicki as Board President for 2017. Mr. Kunicki declined the nomination.

Ms. Ulrich nominated Dr. Flores as Board President for 2017.

Mr. Bates moved that the nominations be closed. Dr. Lisagor seconded the motion, and the motion passed unanimously (5:0).

Dr. Lisagor moved Dr. Flores be elected Board President for 2017. Mr. Kunicki seconded the motion, and Dr. Flores was elected upon a unanimous vote (5:0).

Mr. Mantooth noted that in accordance with Board Policy No. 9121, Official Duties of the President, the Board President, will also serve as representative to vote in election for members of the County Committee on School District Organization at the County Committee's annual meeting.

Mr. Mantooth presented a plaque honoring Dr. Lisagor for his service as Board President for 2016.

Dr. Flores, newly elected Board President for 2017, assumed leadership of the meeting. He thanked his fellow Board members for their confidence in him.

6. Organizational – Election of Officers: Board Vice President

Dr. Flores opened the nominations for the position of Board Vice President for 2017.

Ms. Ulrich nominated Mr. Kunicki as Board Vice President for 2017.

Dr. Lisagor moved that the nominations be closed. Ms. Ulrich seconded the motion, and the motion passed unanimously (5:0). Mr. Kunicki was elected Board Vice President for 2017, upon a unanimous vote (5:0).

Mr. Kunicki noted his appreciation for the consistent work of this Board. This Board puts aside their political difference and works together for the good of the children and the County Office of Education. Mr. Kunicki thanked staff for their work.

7. Organizational – Election of Committee Representative: California School Boards Association County Board Delegate Nominee

Dr. Flores opened the nominations for the position of California School Boards Association County Board Delegate Nominee.

Mr. Bates nominated Dr. Lisagor for the position of California School Boards Association County Board Delegate Nominee. Mr. Kunicki seconded the motion. Hearing no further nominations, Dr. Flores closed the nominations.

Dr. Lisagor was elected CSBA County Board Delegate Nominee, upon a unanimous vote (5:0).

8. Organizational – Set Date, Time and Place of Meetings

Mr. Mantooth presented the proposed calendar for 2017 Ventura County Board of Education meetings. Regular meetings are scheduled on the fourth Monday of each month from 6:00 – 9:00 p.m., and mid-month meetings, for the purposes of Budget Study Sessions, are held on the second Friday from 8:00 to 10:00 a.m. Only two Budget Study Sessions are proposed in 2017.

Dr. Lisagor and Ms. Ulrich noted that they were unavailable on April 13, 2017. It was proposed that this meeting be held on Wednesday, April 12, 2017.

Dr. Lisagor moved the Board adopt the proposed 2017 Ventura County Board of Education Calendar of meetings be approved as amended. Mr. Kunicki seconded the motion, and the motion carried unanimously (5:0).

9. Organizational – Certification of Signatures

Dr. Lisagor moved the Certification of Signatures be adopted. Mr. Kunicki seconded the motion, and the motion carried unanimously (5:0).

Each of the Board Trustees signed the Certification of Signatures document.

B. PUBLIC COMMENTS

None.

C. HEARINGS

None.

D. CLOSED SESSION

None.

E. PRELIMINARY

1. Approval of Minutes of Regular Meeting of October 24, 2016.

Mr. Kunicki requested the following correction: Under Roll Call that Trustee, Area 4 be added. Mr. Kunicki moved the Minutes of the Regular Meeting of October 24, 2016 be approved as amended. Ms. Ulrich seconded the motion, and the motion carried unanimously (5:0).

F. CORRESPONDENCE

1. Email dated November 7, 2016, titled, November 28th Meeting Cancelled and CSBA/CCBE Nominations.
2. Email dated November 23, 2016, titled, Providence Graduations.

G. PRESIDENT’S AND BOARD MEMBERS’ REPORTS

1. Dr. Flores noted the upcoming events.
2. Ms. Ulrich reported that she attended the CSBA Conference. She attended a session on Digital Equity. Districts are equipping busses with wi-fi routers and parking them in neighborhoods in the evening as hotspots. The wi-fi access turns off at 10:00 p.m. She also attended a session on issues revolving around sex trafficking which is occurring in many schools.
3. Dr. Lisagor reported that he attended a Providence graduation. He also attended the CCBE Board of Directors meeting, CSBA Delegate Assembly and CSBA Conference. CCBE has been working on policies pertaining to charter schools. They are excellent. VCOE is still the poster child on charter schools – the VCOE Evaluation Matrix is spot on. He attended a workshop on High School / Middle College where students graduate high school with their AA degree. It’s an interesting program.
4. Dr. Flores reported that he attended the Providence graduation but was unable to attend the CSBA Conference.

H. SUPERINTENDENT’S REPORT

Mr. Mantooth reported on the following activities of the Office:

1. Ms. Ulrich questioned the effect of Proposition 57 which disallows minors from being charged as adults. Will VCOE be serving additional students?
Mr. Mantooth responded that VCOE is not currently experiencing any increased enrollment from this Proposition.

I. LEGISLATIVE REPORT

None.

J. CONSENT/ACTION

1. Travel Expense Claim
2. Temporary County Certificates
3. Action on Consent Items 1-2.
Ms. Ulrich moved the Board approve Consent Items 1-2. Mr. Bates seconded the motion, and the motion carried unanimously (5:0).

K. PRESENTATIONS

None.

L. DISCUSSION/INFORMATION/ACTION

1. 2015-16 Audit Report

Kelly Kavanaugh presented the 2015-16 Audit Report. The VCOE audit received a rating of “unmodified” which is the highest rating possible. No significant issues were identified. There was one student improperly categorized for LCFF funding.

Deficit spending occurred in the past two years and will continue for the next few years was noted. VCOE has a \$52 million liability for public pensions (page 14).

Mr. Kunicki noted that setting aside funds to pay off the COPs was a positive step. The ability to have a reserve will help the Office address the public pension liability.

Ms. Ulrich moved the Board accept the 2015-16 Audit Report for the Ventura County Office of Education as presented. Mr. Kunicki seconded the motion, and the motion carried unanimously (5:0).

2. Annual Programmatic Audit Presentation by Ventura Charter School of Global Arts and Education (VCS)

Mr. Urias introduced Mary Galvin, Lisa Hildebrand, Benny Martinez, and VCS Board members. Ms. Galvin and Ms. Hildebrand presented the Annual Programmatic audit of Ventura Charter School (VCS).

Enrollment is currently 435. The enrollment has steadily increased with the installation of two additional portables. VCS has requested another administration building from VUSD. Current attendance rate is 95.37% and their goal is 97% this year. Six students were suspended last year; none this year.

Student ethnicity data was reviewed. They are a largely diverse population; giving admissions preference to students in the EP Foster attendance area. The entire website is available in Spanish; Spanish language tours are available, current second language speakers are supported.

Subgroup comparison data for VUSD and VCS was reviewed. VCS has increased their number of socio-economically disadvantaged and EL students.

Mr. Martinez reviewed the financial data for VCS. Figures for the current and the following two years was presented. VCS enrollment is projected to increase to 457 students. VCS will have a surplus of \$61,000 this year, followed by deficit spending in the following two years. This is due to one-time funding of \$343,000 received this year

Future facilities expenses are designated in 2016-17 as VCS begins to look for a new location.

Employees received a 7% increase and an additional 0.5 FTE was added for technology assistance. In addition, six white boards are being purchased and funds are being set aside for the purchase of a van to provide limited transportation. VCS budget is in great financial state.

Mr. Kunicki asked about the reserves especially in light of the pension issue. Mr. Martinez noted that many of the expenses are one time in nature. The reserves are available to make adjustments to the budget to address issues such as pensions. There is a little bit of surplus built into the line items so funds could be saved if necessary. The past four years have been bumper crop years and the Governor continues to support education with additional one time funding.

Ms. Hildebrand reviewed academic achievement data. VCS students have done well on CAASPP, decreasing in ELA and increasing in Math. These scores are significantly better than those of the local school district and the State. Results for home school were separated out and reviewed. They demonstrate a steady gain in ELA scores. In Math, both 7th and 8th graders are meeting or exceeding standards, allowing them to be well prepared for high school.

Dr. Flores asked for clarification on the middle school program. Ms. Hildebrand responded that students begin experiencing multiple teachers per day in 5th grade.

There is not an achievement gap for economically disadvantage students in ELA, but there is in Math. For Hispanic students, the gap is greater so VCS is working to provide additional instruction during school, after school and during the summer for English Language Learners. There are currently 22 ELL students, five have been redesignated. The number of students scoring at or above grade level is increasing. Intervention is now being provided during the school day rather than after school to allow for addition access to support for EL students.

LCAP Goals and results were reviewed. Goal 1 was to improve student achievement for all VCS students. The objective was to meet or exceed standards by 3%. They did not meet this goal, but increased by 2%.

Goal 2 iss to Implement State Standards through Project Based learning. This has been done and work continues.

Goal 3 is to create a safe welcoming climate for all students. Work is done to support limited English-speaking families so they can participate fully. ELAC meetings are held quarterly. School counselor works with parents and students. Parental involvement is encouraged. PAC meetings are held.

Will the LCAP goals be increased next year? VCS feels the goals are still relevant. The goals are being reviewed with stakeholders at this time.

Parent Survey Results. 90-96% of parents indicate that the school is adequately meeting their child's needs. The school is communicating with parents sufficiently about their child's progress. Parents feel informed. Most parents agreed that the school met their child's needs in Math, Science, Language Arts and Social Studies.

Student Survey Results. 92-99% of students are satisfied with the school, feel they are cared about, treated fairly, and that they know how to work out conflicts with their classmates. Student supports were reviewed.

VCS has consistent leadership with a stable Board. Parental partnerships are strong. Anti-bias training was offered for all staff and 98% of students report they feel safe.

Ms. Ulrich asked if the effect of preferential enrollment is tracked. Mr. Urias noted that last year, the Board requested an outreach plan for shifting the demographics. This has been implemented through the preference for neighborhood school students which will begin with the 2017-18 enrollment. VCS is just beginning enrollment this week and it will be interesting to see the numbers next year.

Mr. Kunicki asked if VCS is utilizing any of their reserves to increase outreach activities. Mailers are created in different languages, documents and the website are translated, allowing for additional outreach. The efforts being made will be evaluated next year.

VCS is also looking into providing protected Wi-Fi to those students who do not have access. Ms. Ulrich noted that schools in the north have partnered with local businesses who were willing to provide safe access to Wi-Fi after school hours.

Dr. Flores noted his appreciation for the collaboration between the charter school staff and Mr. Urias and for VCS' efforts to increase student diversity.

This item was presented for information only.

3. Budget Revision #1

Ms. Key noted the adjustments that were included in Budget Revision #1. Balances carried forward from last year are included. A 3% on schedule salary increase for employees is now reflected in the expenditures. There were a significant number of unfilled positions budgeted in the special education department which have been "cleaned up" to reflect that the positions have not been filled.

Mr. Kunicki asked if the percentage increase for health benefits or retirement benefits could be added. Ms. Key noted that PERS contributions are currently 13.888% of salary. If the fixed dollar salary moves up the PERS is adjusted accordingly.

Open positions which were determined would not be filled, caused a significant reduction in health insurance. This year the cost of health insurance for a paraeducator was actually more than their salary.

The Office has been experiencing an audit of Medi-Cal claims. Medi-Cal has taken back funds for prior year claims which translates to no funding for the prior year claims. This will cause \$2 million deficit spending for Medi-Cal spending. The audit was for 2011-12 and it was determined that \$800,000 in services should be disallowed. These funds are taken from the current year's revenue. Because this audit is for services provided in 2011-12, the same issue will continue for 3-4 more years. The majority of these services were tube feeding for special education students, seizure disorder, and diabetes. A funding source for these services for the next 4-5 years will need to be found. When this program started, significant amounts of money were set aside to cover just these types of audits. CCSESA is actively involved in trying to correct these issues. A solution will be presented in next year's budget.

The payment to the COPs is reflected in the increased expenses for the Fiscal and Administration Services branch (page 7).

Mr. Kunicki moved the Board approve Budget Revision #1 as presented. Dr. Lisagor seconded the motion, and the motion carried unanimously (5:0).

4. First Interim Report

Mr. Mantooth noted that the same changes included in Budget Revision #1 are included in the First Interim Report, just on State adopted forms.

Ms. Key noted that Page 2, Column D, Projected Year Totals include \$11 million revenue; \$14 million expenditures; resulting in \$3 million in deficit spending.

The \$12.6 million set aside for debt service fund is shown on page 60. Debt payment services were due in December so revenue is shown. There is enough fund balance to pay all of the debt services until 2021. Ms. Key thanked the Board for their action to reserve these funds for payment of the debt.

Page 67 reflects the positive cash balance for the next months. This was especially important due to the set aside of funds.

Page 76 shows a lump sum payment of \$2 million to reflect the missing payments for Medi-Cal.

Mr. Kunicki moved the Board acknowledge review of the First Interim Report with the Superintendent's positive certification. Ms. Ulrich seconded the motion, and the motion carried unanimously (5:0).

Ms. Key thanked the fiscal department for their work on the budget. She also noted that Mr. Etchart has announced his retirement effective March 31, 2017.

5. College Readiness Block Grant

Mr. Mantooth noted that the College Readiness Block Grant will affect three schools – Triton, Phoenix and Gateway. Each school will receive \$75,000. The goal of these funds is to support students' enrollment and eventual success in institutions of higher education.

Mr. Loo, Principal, Gateway School, shared that College Readiness Block Grant funds will help 53 seniors. College is often seen as a faraway dream. VCOE holds the belief that all students can be college bound. Much of the funding will build on current efforts – to increase exposure to colleges, increase students' understanding of the benefits of higher education, and build on partnerships with local IHEs. The funding will be used to target the special needs of VCOE students, providing resources to visit colleges, STEM events, host college nights for families, create a senior seminar that will provide a handholding process to apply to college, and additional course support. Ultimately the funding extends our core efforts.

Dr. Lisagor asked if there was any one thing that could help these students. Mr. Loo noted that the biggest change that came as a result of the block grant is the addition of a senior seminar. Seniors who are on track to graduate attend the senior seminar one period a day, every day. The course provides them with assistance in all parts of the college enrollment process, including transportation to and from the college as needed.

Gateway facility has been wonderfully upgraded. The current project is a redo of the student welcome room. The room has been designed with the students' input as another effort to upgrade the school culture. This is one more effort to have the students choose to continue at the site. There are a variety of strategies as students respond to a varying efforts of individualized personal support.

This item was presented for information and will be returned in January for action.

6. First Reading and Possible Approval of Revisions to Board Policy 5145.7, Student Sexual Harassment

Mr. Mantooth reported that Board Policy 5145.7, Student Sexual Harassment, was revised four years ago, and now needs further revision. These revisions were made to conform to new regulations and sample CSBA policies were utilized to confirm necessary revisions.

Ms. Ulrich asked why the directions as to where complaints and concerns are to be addressed was deleted from the Board Policy. Dr. Rice responded that the new regulations state that Sexual harassment complaints are to be resolved utilizing the Uniform Complaint Procedures.

Ms. Ulrich moved the Board waive the second reading and approve revisions to Board Policy 5145.7, Student Sexual Harassment. Mr. Kunicki seconded the motion, and the motion carried unanimously (5:0).

Administrative Regulation 5145.7 was presented for the Board's information.

7. Approval of Bid for First Phase of Construction of VCOE Camarillo Special Education School (DSA# 03-114516)

Mr. Mantooth reported that on October 24, 2016, the Board authorized staff to begin bidding procedures for the first phase of construction (over-excavation and re-compaction of the building pad) of the Camarillo Special Education School to avoid the expiration of the approved plans. The school bond has now passed.

Ms. Key noted the bids were received and Summer Construction, Inc. of Santa Paula submitted the lowest bid in an amount of \$112,428. This contractor is local.

Mr. Mantooth questioned the certification process since the work is not being done under the general contractor. Mr. Hanson noted that the certification will be done by an independent certification agency.

Ms. Ulrich moved the Board approve the bid of Summer Construction, Inc. for the first phase of construction on the VCOE Camarillo Special Education School. Dr. Lisagor seconded the motion, and the motion carried unanimously (5:0).

M. BOARD MEMBER COMMENTS

1. Ms. Ulrich expressed that she has appreciated using Board Docs.

N. FUTURE AGENDA ITEMS

1. Charter School Annual Programmatic Audits:
River Oaks Academy - January, 2017
Bridges Charter School - TBD

O. FUTURE MEETINGS

Per the adopted 2017 Ventura County Board of Education Calendar of Regular meetings (Agenda Item A.8), future meetings are as follows:

Date: Monday, January 23, 2017
Time: 6:00 p.m.
Location: 5100 Adolfo Road, Board Room, Camarillo
Purpose: Regular Meeting of the Board

Date: Monday, February 27, 2017
Time: 6:00 p.m.
Location: 5100 Adolfo Road, Board Room, Camarillo
Purpose: Regular Meeting of the Board

P. ADJOURNMENT

Dr. Flores adjourned the meeting at 8:07 p.m.

Approved by Board Action on 01/23/17

Board meetings are recorded by audio tape pursuant to Government Code Section 54953.5(b).

Copies of these audio tapes are available by request to this office at (805) 383-1900.