

**VENTURA COUNTY BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING OF  
OCTOBER 24, 2016**

**A. CALL TO ORDER**

1. Call to Order, Pledge of Allegiance to the Flag, and Moment of Reflection  
The Regular Meeting of the Ventura County Board of Education, Agenda 16-13, was called to order by Dr. Mark Lisagor, Board President at 6:00 p.m. on Monday, October 24, 2016, in the Board Room of the VCOE Conference & Educational Services Center, 5100 Adolfo Road, Camarillo. The Pledge of Allegiance to the Flag was led by Dr. Lisagor, followed by a moment of reflection.
  
2. Roll Call  
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  
Richard Urias, Director, Charter School Support and Oversight  
Poul Hanson, Director, Facilities  
Nancy Akkerman, Senior Executive Assistant
  
3. Approval of Agenda.  
Mr. Kunicki moved the agenda be approved. Ms. Ulrich seconded the motion, and the motion carried unanimously (5:0).

**B. PUBLIC COMMENTS**

None.

**C. HEARINGS**

None.

**D. CLOSED SESSION**

None.

**E. PRELIMINARY**

1. Approval of Minutes of Regular Meeting of September 26, 2016.  
Ms. Ulrich moved the Minutes of the Regular Meeting of September 26, 2016 be approved. Dr. Flores seconded the motion, and the motion carried upon a 4:0:1 vote, with Ms. Ulrich, Mr. Bates, Dr. Flores and Dr. Lisagor voting aye and Mr. Kunicki abstaining.

**F. CORRESPONDENCE**

None.

**G. PRESIDENT'S AND BOARD MEMBERS' REPORTS**

1. Mr. Mantooth noted the upcoming Thanksgiving events at many VCOE operated schools. Mr. Mantooth distributed information on various upcoming events related to student services.
2. Ms. Ulrich and Dr. Lisagor will be attending the upcoming CSBA Conference in San Francisco.

**H. SUPERINTENDENT'S REPORT**

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

1. Letter from CDE noting approval of VCOE 2016-17 LCAP.
2. Classified School Employee Teacher Credentialing Program (CSEP). Our office is applying for a CSEP Grant which will allow classified employees to pursue teaching credentials.
3. First 5 Ventura County Case Statement noting the importance of education in the first 3 years of life.
4. VCOE Education Report to the Community. Our Focus on Education documents are now done electronically. This report is published and distributed to inform the community about what is happening in education countywide. It is geared to apply to a wide audience. It was distributed through the VC Star and electronically distributed to over 18,000 individuals and community groups. The writing, design and publication were all done in-house.
5. Todd Road Jail Graduation. Mr. Mantooth recently participated in a graduation event for a special education student who had previously attended Gateway and Providence and continued to receive special services while at Todd Road Jail. She recently earned her high school diploma and Mr. Mantooth participated in her graduation ceremony at the Todd Road Jail.
6. APlus+ Personalized Learning Network Association Award. Mr. Urias attended this conference which was designed to support charter schools. This agency acknowledged the support and collegial oversight that is provided by VCOE to its charter schools by presenting VCOE with the Synergy Award. Mr. Mantooth presented the award to Mr. Urias and thanked him for his excellent work with Ventura County charter schools.

**I. LEGISLATIVE REPORT**

None.

**J. CONSENT/ACTION**

1. Travel Expense Claim
2. Temporary County Certificates
3. Disposal of Property
4. Budget Calendar
5. Williams Quarterly Report to County Board of Education
6. Annual Review of Williams Countywide Visitations Report for 2015-16 School Year
7. Change Order No. 1, to Kiwitts General Building Contractor for Construction of the Douglas Penfield School Office Renovation Project
8. Notice of Completion for Kiwitts General Building Contractor of the Office Renovation Project at Douglas Penfield School
9. Change Order No. 1, to GRD Construction for Construction of the Phoenix Airport School Office Renovation Project
10. Change Order No. 2, to GRD Construction for Construction of the Phoenix Airport School Office Renovation Project
11. Notice of Completion for GRD Construction of the Office Renovation Project at Phoenix Airport School
12. 2016-17 School Year Calendar for VCOE operated Career Education Program at Moorpark
13. Action on Consent Items 1-12.  
Mr. Kunicki moved the Board approve Consent Items 1-12. Dr. Flores seconded the motion, and the motion carried unanimously (5:0).

**K. PRESENTATIONS**

None.

**L. DISCUSSION/INFORMATION/ACTION**

1. Annual Programmatic Audit Presentation by Vista Real Charter High School (VRCHS)  
Corrinne Manley, Principal, Vista Real Charter High School, presented information required in the annual programmatic audit. Vista Real operates Resource Centers in Oxnard, Santa Paula, Ventura (2), Simi Valley, Camarillo and Port Hueneme (opening next month). Their orientation and enrollment practices have remained the same - all students are welcome to enroll but must attend an orientation.

Current enrollment is 942 students with the majority being credit deficient. Grade is determined by credits earned. 74% of students are Hispanic compared with 51% countywide. 78% of students are socioeconomically disadvantaged; 13% receive special education services, and 13% are English Language Learners.

Staff includes 3 administrators, 46 teachers (6 special education and 2 ELD); 9 tutors, 3 counselors, 2 attendance technicians, 2 community liaisons, 1.5 clinical psychologists and 19 classified staff members. An additional counselor was added this year.

The budget and financials were reviewed. Revenues of \$18.2 million and expenses of \$18.1 million. Coupled with the beginning fund balance, leaves a reserve of \$1.9 million. Mr. Urias provided a copy of the unaudited actuals for 2015-16.

LCAP Goals include improvement in Student Retention; Credit Completion; Computer Literacy; College and Career Readiness and Stakeholder Involvement.

#### Student Retention

Past goal was to have 600 students considered continuously enrolled by CAASPP testing. Outcome was 732 students. 2016-17 Goal is to have 750 students continuously enrolled. Efforts have included additional support for new students adjusting to independent study; increased interventions for students – counselors, and attendance technicians; increased course options, extracurricular involvement and student recognition.

#### Graduation / Post Graduation Planning

Past goal was that 70% of students considered seniors on CBEDS day would graduate by June 30. Outcome was 59% graduation. Goal for 2016-17 will be the same – 70% will graduate. 186 students graduated in 2015-16. 911 students have graduated since opening. Efforts have included expanding the role of counselor especially with seniors; credit completion monitoring; personalized academic plans; senior events.

#### Academic Achievement

Past goal was to improve CAASPP scores. No significant improvement was made. CAASPP results were reviewed. Goal for 2016-17 is that 30% of students will meet or exceed standards on ELA portion; 10% will meet or exceed standards in Math. Efforts will include continual revisions of common core curriculum; full implementation of NWEA assessment in Math and English; small group instruction; Success Now Math intervention; Read 180 for students who need help with reading; and free tutoring. Many students are required to come in more than once a week.

### Student & Parent Satisfaction

2015-16 Goal was to add “high-interest” and CTE courses. Many courses were added, including a partnership with CEC. A CEC teacher now comes to the resource center and offers a course in medical training. Goal for 2016-17 is that 10% of Vista Real’s students will complete a CTE course.

583 student surveys and 472 parent surveys were completed. 94% of students indicate that enjoy school and VRCHS understands their educational needs. New course offerings include Yoga, Art2, Financial Literacy, Drug Awareness, Gardening and CTE Courses through CEC, athletics, and various clubs.

Parent involvement continues to be an area of focus. Efforts to improve include: frequent communication home; open house; awards night; and many parent conferences.

Mr. Bates asked about the coaches for athletics. The coaches are existing VRCHS teachers.

Ms. Ulrich asked about students who don’t have online resources. There are resources on-site and the resource centers are open from 8:00 to 6:00 p.m. Students are not required to have access to electronics at home.

Mr. Kunicki praised VRCHS for their summer school offerings. OUHSD students are able to take advantage of the summer school program.

Dr. Flores asked if students who do not complete the program are tracked. VRCHS tracks whether or not students return to their home district. Graduating seniors are also tracked to see where they go next – Community College, career.

Dr. Flores indicated his appreciation for the additional counseling staff.

Mr. Kunicki asked what VRCHS is doing to maintain appropriate ethnicity. Mr. Urias indicated that VRCHS opens resource centers in the areas where they are needed – Oxnard, Simi Valley, Santa Paula – taking the program to the students. The site based charter schools have a harder time doing this; however, they can continue to do more targeted outreach.

This item was presented for information only.

### 2. Superintendent’s Salary

Mr. Mantooth noted that this item was tabled until a full board could be in attendance. Ms. Key reviewed comparison data from local school districts, County Offices with similar countywide attendance, geographically proximate County Offices, and local countywide elected offices. A total salary column has been added. In addition, a section on Class II and III County Offices of Education of Similar Size and Programs now includes five additional county offices - Sacramento, Alameda, Fresno, Kern, and Contra Costa.

Ms. Ulrich asked if the PERS and STRS increases are factored into the future budgets. Ms. Key indicated that trend analysis are utilized which include a 1.5% approximate yearly increase in all salaries.

Dr. Lisagor indicated that the Superintendent's salary should be at least at the median rate for Class II and Class III counties - \$240,664 - approximately a 10% increase. This salary would also be in line with the salary of the Chancellor of the Ventura County Community Colleges.

Mr. Kunicki stated that based on the salaries of school district superintendents and other county officials, he feels that the Superintendent's salary should be set at \$240,000.

Dr. Flores reminded the Board that the Superintendent did not take any increases in many individual years. He also supports a salary of \$240,000.

Ms. Ulrich indicated her agreement.

Mr. Bates questioned the amount of the last salary increase. Ms. Key noted that the Superintendent's salary was increased from \$200,000 to \$220,000 in July 2014.

Mr. Kunicki moved the Board set the Superintendent's Salary at \$240,000 annually. Mr. Bates seconded the motion, and the motion carried unanimously (5:0).

Mr. Mantooth thanked the Board for recognizing the profile of this office.

4. First Reading and Possible Approval of Revisions to Board Policy 2126, Superintendent's Salary

Ms. Key suggested that Board Policy 2126 be revised to reflect the minimum salary currently paid to the Superintendent. The minimum could be set at what the Board considers an appropriate salary or at the Superintendent's salary which was just adopted.

Dr. Lisagor suggested that the minimum salary be set as a percentage of the current salary. He suggested 80% of the current salary.

Ms. Ulrich does not feel the salary should be set at the current rate for the Superintendent.

Mr. Bates stated that the Board will have to determine the salary at the time a new Superintendent is hired.

Mr. Kunicki noted that the Board has a history of rewarding outstanding service.

Mr. Bates suggested that the minimum salary be removed from #2 and that only a statement regarding an additional \$10,000 per year will be paid for a doctorate remain.

Mr. Kunicki suggested eliminating #2 entirely. No minimum salary will be stated, nor will a statement about a doctorate be included.

Mr. Kunicki moved that Board Policy 2126, Superintendent's Salary, be revised with the removal of #2 entirely. The second reading will be waived. Dr. Lisagor seconded the motion, and the motion carried unanimously (5:0).

5. Approval of Revised Objectives in Support of Ventura County Board of Education Goals

Mr. Mantooth noted that at the previous meeting, the Superintendent and Board reviewed progress made on objectives in support of County Board of Education goals. Nearly all of the goals and objectives were still relevant, except for the objectives in Goal 3. Three revised objectives were drafted.

After Board discussion it was determined that regarding Goal 3, Bullet #1 will return to its original form and proposed revisions to bullets 2 and 3 will be adopted.

Mr. Kunicki moved the Board approve the proposed revisions to the goals/objectives as discussed. Ms. Ulrich seconded the motion, and the motion carried unanimously (5:0).

6. Adoption of Resolution 16-10, Establishing a Debt Service Fund

Mr. Mantooth stated that the VCOE has sufficient undesignated reserves to repay the COPs bonds, which were issued to construct the Conference Center. Repaying the bonds in 2021 will save approximately \$3.2 million in taxpayer dollars. Ms. Key reported that the Board has the opportunity to commit certain funds to repay the debt. The first step in the process is to establish a debt service fund. All of the funds put into the fund will be used to repay the debt service. Mr. Bates moved the Board adopt Resolution 16-10, Establishing a Debt Service Fund. Mr. Kunicki seconded the motion, and the motion carried unanimously (5:0).

7. Adoption of Resolution 16-11, Committing a Portion of the General Fund Ending Balance for the Debt Service Fund

Mr. Bates moved the Board adopt Resolution 16-11, Committing a Portion of the General Fund Ending Balance for the Debt Service Fund. Mr. Kunicki seconded the motion, and the motion carried unanimously (5:0).

8. Revised Date of 2016 Annual Organizational Meeting

Mr. Mantooth explained that in accordance with Education Code, the 2016 Annual Organizational Meeting must be held between December 2 and December 16, 2016 (inclusive).

The Board had previously adopted December 12th as the date of the Annual Organizational Meeting. It has been requested that the Board consider holding the Annual Organizational Meeting on December 5, 2016.

Mr. Kunicki moved the Board adopt December 5, 2016 as the date of the 2016 Annual Organizational Meeting. Mr. Bates seconded the motion, and the motion carried unanimously (5:0).

9. Authorization to Bid VCOE Camarillo Special Education School (DSA# 03-114516)

Mr. Mantooth noted that VCOE is holding land next to the Conference Center for a special education facility. The Board had previously approved the expenditure of funds to design this school. The plans were submitted to the Division of State Architecture (DSA) and approved and the approval is set to expire on December 16, 2016. Although the Office's preference would be to wait to see if Prop 51 (State Bond) passes, the project must be under construction before the DSA approval expires. VCOE currently has enough state funding to start the first phase of construction (over-excavation and re-compaction of the building pad) but the bidding process must begin.

Mr. Kunicki noted that this is a usual occurrence in the building industry and encouraged the Board's support of this process.

Mr. Kunicki moved the Board authorize staff to begin bidding for the construction of the Camarillo Special Education School. Mr. Bates seconded the motion, and the motion carried unanimously (5:0).

**M. BOARD MEMBER COMMENTS**

None.

**N. FUTURE AGENDA ITEMS**

1. Charter School Annual Programmatic Audits:  
Ventura Charter School - November 28, 2016  
River Oaks Academy - January, 2017  
Bridges Charter School - TBD

**O. FUTURE MEETINGS**

Date: Monday, November 28, 2016  
Time: 6:00 p.m.  
Location: 5100 Adolfo Road, Board Room, Camarillo  
Purpose: Regular Meeting of the Board

Date: Monday, December 5, 2016  
Time: 6:00 p.m.  
Location: 5100 Adolfo Road, Board Room, Camarillo  
Purpose: Annual Organizational Meeting of the Board



**P. ADJOURNMENT**

Dr. Lisagor adjourned the meeting at 7:25 p.m.

***Approved by Board Action on 12/5/16.***

*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.*