

VENTURA COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION
SPECIAL MEETING
Thursday, February 10, 2022, 4:00 p.m.

Virtual Meeting

Link: <https://zoom.us/j/98182506043>

Call in: US: +1 669 900 6833

Ventura County Office of Education, 5189 Verdugo Way, Camarillo, CA 93012

Somis Union School District, 5268 North Street, Somis, CA 93066

Santa Clara Elementary School District, 20030 East Telegraph Road, Santa Paula, CA 93060

Oxnard Union High School District, 1800 Solar Drive, Oxnard, CA 93030

Mupu Elementary School District, 4410 N. Ojai Road, Santa Paula, CA 93060

MINUTES

The Secretary to the Ventura County Committee on School District Organization will preside over the meeting until the Chair has been elected.

1. Call to order

The meeting of the Ventura County Committee on School District Organization was called to order by Misty Key, Secretary to the Ventura County Committee on School District Organization, at 4:00 p.m.

2. Roll call and acknowledgement of guests

The following members of the Ventura County Committee on School District Organization were in attendance:

Kathi Smith, representing Supervisorial District # 1
Mindee Stekkinger, representing Supervisorial District # 1
Pat Phelps, representing Supervisorial District # 2
Denise Helfstein, representing, S Supervisorial District # 2
Barbara Wagner, representing Supervisorial District # 3
Terri Lisagor, representing Supervisorial District # 3
Arleigh Kidd, representing Supervisorial District # 4
Robert Perez, representing Supervisorial District # 4
Robin Freeman, representing Supervisorial District # 5
Charles Weis, representing Supervisorial District # 5
Ramon Flores, Member-at-Large

Also in attendance:

*Misty Key, Secretary to the VCCSDO, and Deputy Superintendent,
Fiscal and Administrative Services, Ventura County Office of Education*
Tami Peterson, Chief Business Official, Ventura County Schools Business Services Authority
David Lopez, Cooperative Strategies, LLC
David Soldani, Atkinson, Andelson, Loya, Rudd and Romo
Julie Judd, Chief Technology Officer, Ventura County Office of Education
Cathy Samuel, Executive Assistant, Ventura County Office of Education

Misty Key stated the next item on the agenda is the approval of Resolution 22-01, holding virtual Board meetings in accordance with Assembly Bill 361, in order to hold the Ventura County Committee on School District Organization meeting.

Dr. Flores asked if the County Committee will be meeting in the subsequent 30 days, or should the resolution be extended to 60 days? Ms. Key said pursuant to the AB 361 the resolution would have to be adopted every 30 days if the County Committee wishes to proceed as virtual. There are a couple school districts that are in the process of requesting a change in election methodology. If those districts were to complete their process and asked for a County Committee meeting within the next 30 days, it's possible they could convene another County Committee meeting virtually.

3. Approval of Resolution 22-01, Holding Virtual Board Meetings in accordance with Assembly Bill 361:

Terri Lisagor made a motion to approve Resolution No 22-01 holding virtual meetings in accordance with Assembly Bill 361. The motion was seconded by Robert Perez.

Misty Key took roll call vote to approve Resolution 22-01. Motion passed unanimously.

	AYES	ABSTAIN	NOES	ABSENT
<i>Kathi Smith</i>	X			
<i>Mindee Stekkinger</i>	X			
<i>Patricia Phelps</i>	X			
<i>Denise Helfstein</i>	X			
<i>Barbara Wagner</i>	X			
<i>Terri Lisagor</i>	X			
<i>Arleigh Kidd</i>	X			
<i>Robert Perez</i>	X			
<i>Robin Freeman</i>	X			
<i>Charles Weis</i>	X			
<i>Ramon Flores</i>	X			

4. Organization – Election of Officers

Misty Key asked for nominations for the Chair of the County Committee. Terri Lisagor made a motion to nominate Charles Weis as Chair. The motion was seconded by Dr. Flores. Charles Weis accepted the nomination. Ms. Key asked if there were any other nominations. There were none.

Roll call vote for Charles Weis to be Chairperson. Motion passed unanimously.

	AYES	ABSTAIN	NOES	ABSENT
<i>Kathi Smith</i>	X			
<i>Mindee Stekkinger</i>	X			
<i>Patricia Phelps</i>	X			
<i>Denise Helfstein</i>	X			
<i>Barbara Wagner</i>	X			
<i>Terri Lisagor</i>	X			
<i>Arleigh Kidd</i>	X			
<i>Robert Perez</i>	X			
<i>Robin Freeman</i>	X			
<i>Charles Weis</i>	X			
<i>Ramon Flores</i>	X			

Newly elected Chairperson Charles Weis assumed leadership of the meeting and asked for nominations for Vice-Chair. A motion was made by Chairperson Charles Weis to nominate Terri Lisagor as Vice-Chair. Terri Lisagor accepted the nomination.

Roll call vote for Terri Lisagor to be Vice-Chair. Motion passed unanimously.

	AYES	ABSTAIN	NOES	ABSENT
<i>Kathi Smith</i>	X			
<i>Mindee Stekkinger</i>	X			
<i>Patricia Phelps</i>	X			
<i>Denise Helfstein</i>	X			
<i>Barbara Wagner</i>	X			
<i>Terri Lisagor</i>	X			
<i>Arleigh Kidd</i>	X			
<i>Robert Perez</i>	X			
<i>Robin Freeman</i>	X			
<i>Charles Weis</i>	X			
<i>Ramon Flores</i>	X			

5. **Public Comments**

Chairperson Charles Weis read the process for making comments online or by phone.

There were no public comments.

6. **Information about the Ventura County Board of Education Trustee Area Redistricting Process to Adjust Boundaries Pursuant to the 2020 Census.**

Ms. Key said there is an action item to adjust the boundaries of the Ventura County Board of Education (VCBE). The VCBE already has an election methodology system by trustee area. They are adhering to Education Code 1002 which provides that every ten years upon the federal census data being updated that the VCBE is to consider all the data and make sure the trustee areas are still balanced and adhere to all the code sections. The VCBE engaged the same demographer that the Ventura County Board of Supervisors used to analyze the same election data within the County of Ventura. The current lines of the VCBE are basically the same as the Ventura County Board of Supervisors by-trustee areas. There is a slight difference because there was a territory transfer in the upper northeast side of the county. The VCBE had transferred some territory to Kern County so the students in the Gorman area are closer to a school district in Kern County and could be served by the Kern County School District.

In November and December 2021, the Ventura County Board of Supervisors made a change to their trustee areas with some significance. The VCBE had the opportunity to follow the new trustee areas that the Ventura County Board of Supervisors adopted or engage a demographer and study their own trustee areas. That process started December 2021 through January 2022. They wanted to maintain the same existing trustee areas with some slight modifications to consider the school district boundaries. They considered two maps, Plan A and Plan B and took action to adopt Plan B which followed closely to school district boundaries.

7. **Discussion and Action:**

A motion was made by Kathi Smith to adopt County Committee Resolution 22-02 approving the adjusted trustee areas boundaries for the Ventura County Board of Education. Motion was seconded by Terri Lisagor.

Pat Phelps asked if there were charts drawn of population distribution. Ms. Key said in January 2022, the VCBE was presented with thorough data. The complete reports and data sets are available on the Ventura County Office of Education website under the VCBE agendas. Meetings were held on January 5, 2022, and January 19, 2022.

Chairperson Chuck Weis asked if there was another section of the county that is not on the Plan B map, referring to the upper left had corner above trustee area 1, Cuyama School District. He said the Cuyama School District votes in Santa Barbara County, but part of their district is in Ventura County. Cuyama is a dual county school district.

Misty Key clarified the County line may be different.

Dr. Flores said when looking at the maps the rational was keeping the districts as equal as possible by population and boundaries. There was a delta they were trying to stay below, and they met that requirement. The folks in Trustee Area 1 encompasses all of Ojai and Ventura Unified. That's why the line was shifted a little to the right in Plan B map. In Area 4 they wanted to keep Simi Valley and Moorpark Unified together as much as possible.

Chairperson Charles Weis took roll call vote to approve the County Committee Resolution 22-02. Motion passed unanimously.

	AYES	ABSTAIN	NOES	ABSENT
<i>Kathi Smith</i>	X			
<i>Mindee Stekkinger</i>	X			
<i>Patricia Phelps</i>	X			
<i>Denise Helfstein</i>	X			
<i>Barbara Wagner</i>	X			
<i>Terri Lisagor</i>	X			
<i>Arleigh Kidd</i>	X			
<i>Robert Perez</i>	X			
<i>Robin Freeman</i>	X			
<i>Charles Weis</i>	X			
<i>Ramon Flores</i>	X			

8. **Information about Somis Union School District's Desired Change in Election**

David Lopez from Cooperative Strategies said the Somis School District undertook the process voluntarily to change from an at-large election system to a by-trustee area election system. The Somis Union School District was a pleasure to work with. Staff and Board members were very engaged. He showed the District Demographics – 2020 Census map which shows a total population of 3,154 people and a map of the Citizen Voting Age Population Estimates that shows the largest minority group is Hispanic/Latino.

Mr. Lopez gave an overview of the trustee area process:

- September 14, 2021, Board meeting: First pre-map public hearing and presentation
- October 12, 2021, Board meeting: Second pre-map public hearing
- November 9, 2021, Board meeting: First public hearing on trustee area scenarios
- December 14, 2021, Board meeting: Second public hearing on trustee area scenarios
- January 11, 2022, Board meeting: Third public hearing on trustee area scenarios
 - Board selection of trustee area map
 - Board consideration of change of election method
- February 10, 2022, County Committee on School District Organization holds a public hearing and considers approval of change of election method and trustee area map
- February -March 2022, Cooperative Strategies sends final trustee area map to the County Registrar of Voters.
- November 8, 2022, First election held utilizing trustee areas

The Board was compliant with section 10010 of the Elections Code. The two public hearings occurred on September 14, 2021, and October 12, 2021. All hearings were properly noticed in advance. The district held three such hearings on November 9, 2021, December 14, 2021, and January 11, 2022, prior to adopting the final map scenario. All maps were posted at least seven days prior to consideration and all public hearings were properly noticed in advance.

Mr. Lopez explained the considerations in creating the trustee area:

- Each area shall contain nearly equal number of inhabitants
- Drawn to comply with the Federal Voting Rights Act
- Compact and contiguous, as much as possible
- Respect communities of interest, as much as possible
- Follow man-made and natural geographic features, as much as possible
- Respect incumbency, if possible
- Other local considerations (i.e., school boundaries, locations of school sites)

Mr. Lopez gave an overview of the community outreach:

- Public notices and newspaper articles
- Opportunities for community to submit map ideas and dividing lines
- Promoted on Somis Union SD website with maps and presentations

The Board members selected Scenario 5A. They felt it gave the best representation of their district.

Misty Key explained the roll and function of the VCCSDO governing body is to approve the change in the election methodology of school districts.

Pat Phelps said it looks like the final map Scenario 5A, has all the current trustees in different areas. David Lopez said each of the trustees are in their own trustee area.

9. PUBLIC HEARING:

Chairperson Charles Weis opened the public hearing at 4:34 p.m. on the Somis Union School District's desired change in election process from an at-large electoral process to a by-trustee area election process, pursuant to Education Code Section §5019(c)(1). Chairperson Charles Weis asked if there were any public comments. There were none. He closed the public hearing at 4:35 p.m.

10. Discussion and Action:

A motion was made by Pat Phelps to adopt County Committee resolution 22-03 approving the establishment of trustee areas and changing the method of election to trustee area in the Somis Union School District. Motion was seconded by Kathi Smith.

Chairperson Charles Weis took roll call vote to approve the County Committee Resolution 22-03. Motion passed unanimously.

	AYES	ABSTAIN	NOES	ABSENT
<i>Kathi Smith</i>	X			
<i>Mindee Stekkinger</i>	X			
<i>Patricia Phelps</i>	X			
<i>Denise Helfstein</i>	X			
<i>Barbara Wagner</i>	X			
<i>Terri Lisagor</i>	X			
<i>Arleigh Kidd</i>	X			

<i>Robert Perez</i>	X			
<i>Robin Freeman</i>	X			
<i>Charles Weis</i>	X			
<i>Ramon Flores</i>	X			

11. Information regarding Santa Clara Elementary School District's Desired Change in Election

David Lopez said the Santa Clara Elementary School District is a single school site district, located in Ventura County midway between the cities of Fillmore and Santa Paula on Highway 126. The Santa Clara Elementary School District undertook the transition from an at-large election system to a by-trustee area election system voluntarily and engaged in an open process to create voting areas that ensured fair representation for all residents.

Mr. Lopez said half of their Board meetings were in person and half virtual. The student and general population of the Santa Clara Elementary School District is small.

The District Demographics 2020- Census shows a total population of 218 people. The Santa Clara Elementary School District has three Board of Trustees.

Mr. Lopez gave an overview of the trustee area process:

- October 20, 2021, Board meeting: First pre-map public hearing and presentation
- November 17, 2021, Board meeting: Second pre-map public hearing
- November 18, 2021- December 8, 2021, Preparation of draft trustee area scenarios
- December 15, 2021, Board meeting: First public hearing on trustee area scenarios
- January 19, 2022, Board meeting: Second public hearing on trustee area scenarios
 - Board selection of trustee area map
 - Board consideration of change of election method
- February 10, 2022, County Committee on School District Organization holds a public hearing and considers approval of change of election method and trustee area map
- March 2022, Cooperative Strategies sends final trustee area map to the County Registrar of Voters.
- November 8, 2022, First election held utilizing trustee areas

The Board was compliant with section 10010 of the Elections Code.

Mr. Lopez explained the considerations of creating the trustee area:

- Each area shall contain nearly equal number of inhabitants
- Drawn to comply with the Federal Voting Rights Act
- Compact and contiguous, as much as possible
- Respect communities of interest, as much as possible
- Follow man-made and natural geographic features, as much as possible
- Respect incumbency, if possible
- Other local considerations (i.e., school boundaries, locations of school sites)

Mr. Lopez gave an overview of the community outreach:

- Public notices and newspaper articles
- Opportunities for community to submit map ideas and dividing lines
- Promoted on Santa Clara SD website with maps and presentations

Mr. Lopez said there were three map scenarios presented. Following the required public hearings on the maps and deliberation by the Board members, the Santa Clara Elementary School District Board members approved the selection of Scenario 3 on January 19, 2022. They felt it best represented their community.

12. PUBLIC HEARING:

Chairperson Charles Weis opened the public hearing at 4:43 p.m. on the Santa Clara Elementary School District's desired change in election process from an at-large electoral process to a by-trustee area election process, pursuant to Education Code Section §5019(c)(1). Chairperson Charles Weis asked if there were any public comments. There were none. He closed the public hearing at 4:44 p.m.

13. Discussion and Action:

A motion was made by Terri Lisagor to adopt County Committee Resolution 22-04 approving the establishment of trustee areas and changing the method of election to a by-trustee area election process in the Santa Clara Elementary School District. Motion was seconded by Arleigh Kidd.

Chairperson Charles Weis asked for any questions or discussion from the County Committee. He commented that he was glad they found a way for the incumbents to be in the map because finding people to run for the Santa Clara Elementary School District Board is always difficult.

Chairperson Charles Weis took roll call vote to approve the County Committee Resolution 22-04. Motion passed unanimously.

	AYES	ABSTAIN	NOES	ABSENT
<i>Kathi Smith</i>	X			
<i>Mindee Stekkinger</i>	X			
<i>Patricia Phelps</i>	X			
<i>Denise Helfstein</i>	X			
<i>Barbara Wagner</i>	X			
<i>Terri Lisagor</i>	X			
<i>Arleigh Kidd</i>	X			
<i>Robert Perez</i>	X			
<i>Robin Freeman</i>	X			
<i>Charles Weis</i>	X			
<i>Ramon Flores</i>	X			

14. Information regarding Oxnard Union High School District's Desired Change in Election

David Lopez said the Oxnard Union High School District was established in 1901 and serves 17, 400 students in grades 9-12. The Oxnard Union High School District undertook the transition from at-large election system to a by-trustee area election system voluntarily and engaged in an open process to create voting areas that ensured fair representation for all residents.

Mr. Lopez shared the District Demographics – 2020 Census which shows a total population of 326,945 people and a map of the Citizen Voting Age Population Estimates that shows the largest minority group is Hispanic/Latino.

Mr. Lopez gave an overview of the trustee area process:

- September 15, 2021, Board Meeting: First pre-map public hearing and presentation
- October 13, 2021, Board Meeting: Second pre-map public hearing
- October 14, 2021, Community Meeting – Pacifica High School
- October 18, 2021, Community Meeting – Adolfo Camarillo High School

- October 19, 2021, Community Meeting – Hueneme High School
- October 25, 2021, Community Meeting - Hueneme High School
- October to November 2021, Preparation of draft trustee area scenarios
- November 10, 2021, Board Meeting: First public hearing on trustee area scenarios
- December 15, 2021, Board meeting: Second public hearing on trustee area scenarios
- February 10, 2022, County Committee on School District Organization holds a public hearing and considers approval of change of election method and trustee area map
- November 8, 2022, First election held utilizing trustee areas

Mr. Lopez explained the considerations of creating the trustee area:

- Each area shall contain nearly equal number of inhabitants
- Drawn to comply with the Federal Voting Rights Act
- Compact and contiguous, as much as possible
- Respect communities of interest, as much as possible
- Follow man-made and natural geographic features, as much as possible
- Respect incumbency, if possible
- Other local considerations (i.e., school boundaries, locations of school sites)

Mr. Lopez said they received a tremendous amount of feedback from the community which heavily influenced the map the Board chose. The Board was compliant with section 10010 of the Elections Code.

There were translators at all the meetings. There were four map scenarios, Scenario 1, Scenario 1A, Scenario 1B, and Scenario 4.

Mr. Lopez gave an overview of the community outreach:

- Public notices and newspaper articles
- A total of four (4) community input meetings were held at local high schools to explain the transition process
- Opportunities for community to submit map ideas and dividing lines
- Promoted on Oxnard Union High School District website with maps and presentations

Additionally, there was a web-based tool available from November 15, 2021, to approximately December 7, 2021. On December 15, 2021, the Board members adopted Scenario 1B.

Mr. Lopez said this was a very transparent process. There were ample opportunities for community input. The Board took a very deliberate, methodical process and was very happy with the selection and the engagement of the community.

David Soldani said he has not seen a greater effort at reaching out to the community and engaging the public the way he saw the Oxnard Union High School District engage in this process. They are to be commended for the level of outreach in care and concern they had for the thoughts and opinions of their constituents.

15. **PUBLIC HEARING:**

Chairperson Charles Weis opened the public hearing at 4:56 p.m. on the Oxnard Union High School District's desired change in election process from an at-large electoral process to a by-trustee area election process, pursuant to Education Code Section §5019(c)(1). Chairperson Charles Weis asked if there were any public comments. There were none. He closed the public hearing at 4:57 p.m.

16. Discussion and Action:

A motion was made by Kathi Smith to adopt County Committee Resolution 22-05 approving the establishment of trustee areas and changing the method of election to a by-trustee area election process in the Oxnard Union High School District. Motion was seconded by Barbara Wagner.

Dr. Flores commented there are two trustees in the purple area of map Scenario 1B. Trustee area 4 term expires in 2022. Dr. Flores is presuming this would be treated as an expiration of term and that individual would not be able to run again. Mr. Lopez confirmed that is correct.

Chairperson Charles Weis took roll call vote to approve the County Committee Resolution 22-05. Motion passed unanimously.

	AYES	ABSTAIN	NOES	ABSENT
<i>Kathi Smith</i>	X			
<i>Mindee Stekkinger</i>	X			
<i>Patricia Phelps</i>	X			
<i>Denise Helfstein</i>	X			
<i>Barbara Wagner</i>	X			
<i>Terri Lisagor</i>	X			
<i>Arleigh Kidd</i>	X			
<i>Robert Perez</i>	X			
<i>Robin Freeman</i>	X			
<i>Charles Weis</i>	X			
<i>Ramon Flores</i>	X			

17. Information regarding Mupu School District's Desired Change in Election

Mr. Lopez said the Mupu School District was established in 1879 and has served the families in the Santa Paula canyon for over 141 years. The Mupu School District undertook the transition from an at-large election system to a by-trustee area election system voluntarily and engaged in an open process to create voting areas that ensured fair representation for all residents.

The District Demographics 2020- Census shows a total population of 836 people in this school district boundary and a map of the Citizen Voting Age Population Estimates that shows the largest minority group is Hispanic/Latino.

The Mupu Board was able to accomplish this process with four meetings. The Board was compliant with section 10010 of the Elections Code.

Mr. Lopez gave an overview of the trustee area process:

- October 20, 2021, Board Meeting: First pre-map public hearing and presentation
- November 17, 2021, Board Meeting: Second pre-map public hearing
- November 18, 2021, to December 8, 2021, Preparation of draft trustee area scenarios
- December 15, 2021, Board Meeting: First public hearing on trustee area scenarios
- January 19, 2022, Board meeting: Second public hearing on trustee area scenarios
- February 10, 2022, County Committee Meeting
- March/April 2022, Cooperative Strategies sends final trustee area map to the County Registrar of Voters.
- November 8, 2022, First election held utilizing trustee areas

Mr. Lopez explained the considerations that went in creating the trustee area that were gone over with the Board members and the community:

- Each area shall contain nearly equal number of inhabitants
- Drawn to comply with the Federal Voting Rights Act
- Compact and contiguous, as much as possible
- Respect communities of interest, as much as possible
- Follow man-made and natural geographic features, as much as possible
- Respect incumbency, if possible
- Other local considerations (i.e., school boundaries, locations of school sites)

Mr. Lopez gave an overview of the community outreach:

- Public notices and newspaper articles
- Opportunities for community to submit map ideas and dividing lines
- Promoted on Mupu School District website with maps and presentations

Mr. Lopez said there were four map scenarios. On January 19, 2022, the Board members chose Scenario 4.

Mupu Board members were very deliberate, transparent, and methodical. They also included opportunities for community and staff feedback.

18. PUBLIC HEARING:

Chairperson Charles Weis opened the public hearing at 5:03 p.m. on the Mupu School District's desired change in election process from an at-large electoral process to a by-trustee area election process, pursuant to Education Code Section §5019(c)(1). Chairperson Charles Weis asked if there were any public comments. There were none. He closed the public hearing at 5:04 p.m.

19. Discussion and Action:

A motion was made by Terri Lisagor to adopt County Committee Resolution 22-06 approving the establishment of trustee areas and changing the method of election to a by-trustee area election process in the Mupu School District. Motion was seconded by Robin Freeman.

Terri Lisagor noted the whole process is very impressive.

Chairperson Charles Weis took roll call vote to approve the County Committee Resolution 22-06. Motion passed unanimously.

	AYES	ABSTAIN	NOES	ABSENT
<i>Kathi Smith</i>	X			
<i>Mindee Stekkinger</i>	X			
<i>Patricia Phelps</i>	X			
<i>Denise Helfstein</i>	X			
<i>Barbara Wagner</i>	X			
<i>Terri Lisagor</i>	X			
<i>Arleigh Kidd</i>	X			
<i>Robert Perez</i>	X			
<i>Robin Freeman</i>	X			
<i>Charles Weis</i>	X			
<i>Ramon Flores</i>	X			

David Soldani thanked the County Committee members, staff, and technical assistance.

Chairperson Charles Weis thanked David Soldani and David Lopez for their presentations.

Misty Key thanked David Soldani and David Lopez for being such a fabulous team and for everything they do for the districts and the county. She also thanked the County Committee members.

20. Information on future meetings

Upcoming meetings will be held when other districts finish their process.

21. Adjournment

Chairperson Charles Weis asked for a motion to adjourn the meeting. Motion was made by Terri Lisagor. Motion was seconded by Kathi Smith. Meeting adjourned at 5:08 p.m.