

**VENTURA COUNTY BOARD OF EDUCATION
MINUTES OF ANNUAL ORGANIZATIONAL MEETING OF
December 16, 2019**

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. 19-13, 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 16, 2019, 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. Roll Call and Acknowledgement of Guests

Trustees Present:
Rachel Ulrich, Area 1
Mike Teasdale, Area 2
Dr. Mark Lisagor, Area 3
Rob Collins, Area 4
Dr. Ramon Flores, Area 5

Guests Present:
Claudia Weintraub, River Oaks Academy
Corrinne Manley, Vista Real Charter School

VCOE Personnel Present:
Stanley C. Mantooth, Ventura County Superintendent of Schools and Ex-Officio Secretary and Executive Officer of the Board
Misty Key, Associate Superintendent, Fiscal and Administrative Services
Dr. Antonio Castro, Associate Superintendent, Educational Services
Dr. Cesar Morales, Associate Superintendent, Student Services
Emily Mostovoy-Luna, Assistant Superintendent, SELPA
Lisa Cline, Executive Director, Internal Business
David Fateh, Director, Facilities
Tom McNerney, Applications Specialist, Technology
Marlo Hartsuyker, Director, Charter School Support
Nancy Akkerman, Senior Executive Assistant
Bryan Meza, Facilities Technician

3. Approval of Agenda
Ms. Ulrich moved the agenda be approved. Mr. Collins seconded the motion, and the motion carried upon a unanimous vote (5:0).

4. Organizational – Election of Officers: Board President

Mr. Mantooth opened the nominations for the position of Board President for 2020. Mr. Mantooth noted that in accordance with Board Policy No. 9121, the elected 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. Collins nominated Dr. Flores for Board President for 2020. Hearing no further nominations and confirming that Dr. Flores would be willing to serve, Mr. Mantooth closed the nominations.

Dr. Flores was elected Board President for 2020 upon a unanimous vote (5:0).

Dr. Flores, newly elected Board President for 2020, assumed leadership of the meeting. He thanked the Board for this honor.

Mr. Mantooth thanked Dr. Lisagor, for his services as Board President for 2019.

5. Organizational – Election of Officers: Board Vice President

Dr. Flores opened the nominations for the position of Board Vice President for 2020.

Dr. Lisagor nominated Mr. Teasdale as Board Vice President for 2020. Hearing no further nominations, Dr. Flores closed the nominations.

Mr. Teasdale was elected Board Vice President for 2020 upon a unanimous vote (5:0).

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

Mr. Mantooth presented the proposed calendar for 2020 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 two mid-month meetings, for the purposes of Budget Study Sessions, are held on Fridays from 8:00 to 10:00 a.m. Only two Budget Study Sessions are proposed in 2020.

Dr. Flores and Dr. Lisagor reported that they would not be available to attend the April 24th Board Budget Study Session. Mr. Mantooth noted that this meeting does not require action; and staff could provide tutorials to those Board members who were unable to attend.

Mr. Teasdale moved the Board adopt the proposed 2020 Ventura County Board of Education Calendar of meetings as presented. Mr. Collins seconded the motion, and the motion carried upon a unanimous vote (5:0).

9. Organizational – Certification of Signatures

Mr. Mantooth noted that VCOE has a new Purchasing Manager – Maggie Rogers. Ms. Ulrich moved the Certification of Signatures be adopted. Dr. Lisagor seconded the motion, and the motion carried upon a unanimous vote (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 28, 2019.

Mr. Teasdale moved the Minutes of the Regular Meeting of October 28, 2019 be approved. Ms. Ulrich seconded the motion, and the motion carried upon a unanimous vote (5:0).

F. CORRESPONDENCE

None.

G. PRESIDENT’S AND BOARD MEMBERS’ REPORTS

1. Mr. Mantooth noted that the Upcoming Events include many of the student competitions that VCOE hosts. He invited all Board members to attend the VCOE All Staff Day on January 31st.

2. Dr. Lisagor reported that he attended the CSBA Annual Education Conference with all the Board members. He attended four valuable workshops – Census; English Language Learners; Equal Opportunity Schools program where any student can enroll in any program; and New Charter School legislation. It was a valuable conference. Dr. Lisagor also attended a Providence graduation.

Dr. Lisagor shared that the Tri-County Education Coalition will be meeting in Oxnard on January 10, 2020.

3. Mr. Collins reported that he attended the many interesting workshops at CSBA Annual Conference - one discussing legislation for education. There were two bills proposed, Full and Fair School Funding, and Schools and Communities First. The Full and Fair Funding Coalition pulled this initiative until November 2022 to avoid conflict with other measures to fund public education. The Schools and Communities First initiative is sponsored by CTA. California currently ranks 41st in education funding. Cities and Counties will receive 60% and 40% will go to K-12. It will be a lot of work to pass this initiative.

4. Mr. Teasdale reported that he found the CSBA Annual Conference to be very valuable and informative.
5. Ms. Ulrich reported that during the CSBA Delegate Assembly meeting there was a lively discussion on Prop 13. One of the Region 11 Delegates asked about distribution of funds. It appears that funds will be distributed based on demographics and need; those districts in hold harmless may not receive any assistance. Another discussion was on climate change and school closures that are only affecting certain areas and not others. Due to the power outages, many districts are utilizing diesel generators which add to the harmful effects to the climate. Suzanne Kitchens, PVSD, was elected CSBA President-Elect.

Ms. Ulrich noted that she attended a Providence Graduation. The student will soon be attending Oxnard College. She also attended a VCSBA Dinner meeting and Executive Board meeting. The March 9th VCSBA Dinner will highlight the 2020 Census. There will be an additional dinner meeting on April 20th.

6. Dr. Flores reported that the CSBA Conference general session speakers were phenomenal. He attended a session on legislative issues where much of the conversation focused on AB1505. He also attended a session on Charter Schools. In the city of Oakland, 1/3rd of the students attend Charter Schools.

H. SUPERINTENDENT'S REPORT

1. Ventura College Foundation's 2018-29 Annual Gratitude Report was mailed to all Board members. Articles are about great success stories for students. Each of the three Community Colleges has their own foundation. One is currently being formed for the College District.
2. AB1505, Charter School legislation, will take effect on July 1, 2020. This legislation does not affect the current renewals of three of our charter schools. Decisions will be based on current legislation governing Charter Schools.
3. Ventura County Community Foundation (VCCF) offers \$1 million per year in scholarships. Mr. Mantooth distributed VCCF scholarship information cards and challenged Board members to distribute them to deserving students who could apply for a VCCF scholarship. The applications are now online.

I. LEGISLATIVE REPORT

None.

J. CONSENT/ACTION

1. Mileage Expense Claim
2. Temporary County Certificates
3. Change Order No. 12 to Viola, Inc. for Camarillo Special Education New Construction: 20 Classroom School Bid 2018-34
4. Change Order No. 2 to United Construction & Landscape, Inc. for Carl Dwire School Modernization Phase III All Remaining Work Bid 2018-31

Ms. Ulrich asked why teachers receive a TCC that is approved in December but will expire in January? It is a question of timing for teachers.

Mr. Teasdale asked about the Edison connection. Mr. Mantooth noted that the contractor had to rebid this item due to variations on the utilities from what was shown on the drawings they supplied. These changes are covered under the cost allowances and the cost to litigate the issue with Edison may be prohibitive and time consuming. He urged staff to remain vigilant. Ms. Key will provide Board members with a budget of this project contingency.

Ms. Ulrich moved the Board approve Consent Items 1-4. Mr. Collins seconded the motion, and the motion carried upon a unanimous vote (5:0).

K. PRESENTATIONS

None.

L. DISCUSSION/INFORMATION/ACTION

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

Marlo Hartsuyker introduced Ventura Charter School representatives, Mary Galvin, Lisa Hildebrand, and Board members who were in attendance.

Representatives from Ventura Charter School (VCS) presented the Annual Programmatic Audit which included dashboard data. This is the 14th year of operation for VCS. Current enrollment is 418 students and 25 homeschool students; 108 students are on the waiting list. Average attendance rate is 97%. Demographics remain steady, lagging behind Ventura Unified in diversity, but there has been a very small increase in the number of Hispanic students. 38% of students qualify for free and reduced lunch and 11% special education. 33% of 7th grade students have active IEPs.

Benny Martinez reviewed the financials for VCS. The three year projection includes 440 students and a projection of 442 students. The audit report was just received and there were no exceptions. The budget is based on the Governor's budget from June 2019. STRS and PERS savings are included. One time discretionary funding was not allocated. VCS has received \$422,000 in discretionary funding since inception. In 6 years, STRS contributions have increased from 8.25% to 17%, while PERS has increased from 11% to 19.21%. Fund balances are solid. The COLA for next year could drop to 1.75% which could reduce funding. The budget does include the cost of health benefits.

Ms. Ulrich asked about capital outlay and undesignated. Mr. Martinez noted the the VCS Board has set aside funds for the possible purchase of a school site. These dollars are deposited in the Ventura County Treasury and are from unrestricted funds.

Mr. Teasdale asked how much the STRS and PERS increases have cost. STRS has increased by \$150,000 since 2013-14. Employee benefits have increased by double digits as well.

Dashboard results were reviewed. Suspension rate is in the yellow; all remaining indicators are in the green. There have been two suspensions in 19-20. VCS has an active restorative process; the counselor works with each student involved. VCS is on the right track for closing the achievement gaps for subgroups, but there is still work to do. Comparison data for similar schools in Ventura Unified School District was provided. VCS plans to provide an ELA Intervention specialist and is working to become an EL Network School. Professional development is offered.

LCAP Goals were reviewed. Goals 1 and 2 were met. Goal 3 was to create a safe welcoming climate. VCS struggled to meet the 90% survey responses; they only received 50%. Parental involvement is encouraged but not required; PAC meets monthly; ELAC meetings are held monthly; and a Strategic Planning process was implemented. Three goals were developed to ensure that VCS has the talent, resources and space to preserve the integrity of the model.

Parent and student survey results were reviewed. VCS had one due process complaint and it was resolved successfully. Best practices are shared. Impact II grants are applied for and won. New programs are being reviewed.

Ms. Ulrich questioned the LCAP Goals – as VCS meets their goals, will they change the goals in future years? VCS noted that it will continue to address reducing the student achievement gaps. Ms. Ulrich asked if the home school student data could be separated. VCS noted that the current homeschool students are primarily K-2, so that data would not be beneficial.

Mr. Teasdale indicated that he appreciates VCS sharing their best practices. This helps every child in the County to improve. Slide 18 shows comparisons where VCS is not the best so they can learn from it. He further questioned the suspension rate. Ms. Hildebrand noted that all were for physical incidents. One was a Kindergartener who was not ready for school. Some were part of getting to an IEP. One left the school to go to the private school. Each has their own story; 2 were for selling and buying of vaping materials. They are all different. All avenues are addressed; trying to take a whole child approach. Most suspensions are for one day only.

VCS was asked how they could change the demographics to increase Hispanic students. VCS has an outreach committee; translators are hired for every meeting; diligent with interpreters at IEPs and student access. Word of mouth is the main reason parents consider the school. Priority registration is given to the local schools with high percentages of Hispanic students.

Do similar schools that were selected for comparison have similar demographics? 70% of students are meeting or exceeding the standards but 30% don't. VCS is looking for avenues of support through EL Education and working to make classes more engaging. Student engaged assessments are provided with checks for understanding. Reflections are done at the end of each chapter.

Mr. Teasdale noted that parent engagement seems to be greater at charter schools. The largest achievement gap is with those students that are socio-economically disadvantaged.

Mr. Teasdale questioned the LCAP goal of professional development for teachers. What is VCS working on and why? VCS is currently addressing how they can make sure they are welcoming to all students. Is there any unconscious bias? All grade levels are involved. The main focus now is EL education and becoming an EL network school.

Mr. Collins asked about additional efforts to recruit from the community around VCS. Ms. Ulrich noted that it seems to be a parent issue – that they don't know and understand that other programs, like charter schools, are available.

Dr. Flores thanked Ventura Charter School for breaking down the data by grade levels. He cautioned them on moving and to consider what the impact would be on the existing school population.

2. Revised Memorandum of Understanding for Ventura Charter School of Global Arts and Education (Ventura Charter School)

Ms. Hartsuyker noted that revisions are required to update the existing Memorandum of Understanding between Ventura Charter School and the Ventura County Board of Education. Revisions were made to match the term of the MOU with the current term of the charter. This MOU will go through June 30, 2021. The goal is to review the MOU only at the time of renewal unless there is a large legislative change.

The majority of the changes were made to address legislative changes and for insurance coverage issues to increase limits of liability. Special Education language was updated as well; changes to the state mandated tests, compliance with transparency laws and language on appeals. The goal is also to make the MOUs similar for all charter schools.

Ms. Ulrich asked about the liability increases. If a Charter School was sued would the authorizer be responsible as well? Ms. Atilano suggested the new liability coverages. Most of the charter schools have excellent coverage.

Mr. Teasdale noted that the renewals of the charter schools will be done prior to the changes in law. Are there any revisions that we would want in the MOUs in anticipation of the new laws? Ms. Hartsuyker noted that the current Administrative Regulation and evaluation matrix will need to be changed to address the new law, but our office has consistently required many items in the existing MOUs that were later addressed in legislation. Language has been tightened.

Mr. Mantooth noted that these MOUs are forward thinking and have always been very transparent. The renewals will not be subject to the new laws until the new laws become effective. Any appeals will also be judged based on the old laws. Training and information on the new Charter School laws will be provided to the Board in May prior to the laws taking effect on July 1, 2020.

Ms. Ulrich moved the Board approve the Revised Memorandum of Understanding between Ventura Charter School of Global Arts and Education (Ventura Charter School), the Ventura County Office of Education and the Ventura County Board of Education as presented. Dr. Lisagor seconded the motion, and the motion carried upon a unanimous vote (5:0).

3. 2018-19 Audit Report

Ms. Key presented the 2018-19 Audit Report. The firm of Vavrenik, Trine, Day has changed names to Eide Bailly. Auditors provide opinions in the form of assurances. A sampling of financial transactions related to the Audit Guide for Schools are reviewed, and based on that gathered data, opinions are formed. The highest level of assurance is an “Unmodified Opinion.” Qualified or adverse opinions would be lower levels. Auditors issue one primary opinion and two ancillary opinions. Eide Bailly issued an Unmodified Opinion for the 2018-19 VCOE budget. The auditors indicated that they did have sufficient and appropriate information to use and all reports were good. There were no material weaknesses found, a low risk of any issues, and no findings were listed.

Ms. Ulrich asked what are the misstatements and what makes them uncorrected? Ms. Key responded that this is information that could have been corrected, but it wasn’t material to the audit. In this instance, cash was not converted to fair market value i.e. interest wasn’t included with the cash value.

Mr. Collins noted that at the CSBA Conference it was reported that there will be a big demand for more accountability of how the funds are being used to support the work for subgroups. The focus will be on where the funding goes versus the services to increase student’s achievement.

Dr. Flores asked if there is a concern with having the same auditing firm for more than 3 years. The statute is to change audit managing partners after 6 years.

Mr. Mantooth acknowledged the work of Ms. Key and Ms. Cline for the lack of comments on the audit.

Dr. Lisagor moved the Board accept the 2018-19 Audit Report for the Ventura County Office of Education. Mr. Collins seconded the motion, and the motion carried upon a unanimous vote (5:0).

4. Budget Revision #1

Ms. Key noted that Budget Revision #1 includes information on changes that have occurred since the budget was adopted by the Board in June. The First Interim Report includes the same information as reported to the State.

Budget Revision #1 includes the following assumptions: all known financial data is up to date through October 31st. Any contracts have been added and grants are continuously updated. Salaries and expenditures are up to date.

If a position is not filled for 3 months, those savings are recaptured. A change in health insurance benefits became effective on October 1st saving approximately \$900,000.

SELPA. Each program is identified. SELPA program budget expenditures and revenues are listed. Deficit spending is anticipated at this time, revenue has not been received.

Student Services. The largest change is in Transportation. The contract provider changes from Durham to First Student. This contract increased by approximately \$1 million.

Educational Services received a new grant, Local Solutions Grant (LSG). This grant helps teachers to get credentials in Special Education and Designated Subjects. Fiscal and Administrative Services did not have any major changes.

Totals indicate that there is \$122 million in revenue and \$123 million in expenditures. LCFF brings in a small amount to County Offices. School districts get a larger amount of LCFF funding. County offices receive more in restricted funds.

A project budget for the Mary E. Samples Center has been created. There are usually three phases of construction. The guessing phases, the planning phase and the building phase. The project contingency line is in place due to the long timeline, and therefore required changes between planning and building. This budget includes the architect, planning costs, site prep (underground facilities); planning checks by agencies; testing of soils. During construction include construction contractor, inspectors, etc. There is approximately \$500,000 in project contingency.

Mr. Fateh noted that the anticipated completion date is early May. Rain would delay some portions of the project, including playground development.

Mr. Mantooth noted that a date for the Grand Opening of the Mary E. Samples Center has been set for June 4, 2020. Students, staff and families will be invited

to attend and Triton Middle school and High School student graduations will be held in conjunction with the opening. Late August or September will be the actual start date for school.

Future change orders may include the deceleration lane that is being required by the City of Camarillo. The underground testing has been completed. Utilities have had to be relocated for Spectrum and water services. Door and hardware revisions have been made as well as miscellaneous changes to landscaping. Zero faced curbs will be installed; security cameras will be added, and a second shade structure is planned.

Ms. Ulrich asked if the use of solar panels was considered. This was not included in the original contract. Cost was a factor at the time. The cost for solar is decreasing and it may be added later. The State did not allow money for this.

Ms. Ulrich moved the Board approve Budget Revision #1 as presented. Mr. Teasdale seconded the motion, and the motion carried upon a unanimous vote (5:0).

5. First Interim Report

Ms. Key provided a detailed explanation of the materials.

Page 11, Cashflow Report. Payroll is the biggest expense every month. The ending cash balance is a positive number each year. The month of March includes the lowest amount of \$440,000. In December and April, property taxes are received and the cashflow issues are resolved.

Ms. Ulrich asked if Special Education billing was changed. Ms. Key noted that Special Education billing is now done approximately quarterly which has helped address cashflow issues for the Office and districts. This process is continually refined.

Mr. Teasdale asked if there is an accounts receivable deadline and if there is an employee who handles this? The Office does employ an accounts receivable person and our terms are net 30 days payable.

Mr. Teasdale asked if property taxes are given to education in a lump sum? There is a monthly allocation that comes from State Aid and property taxes. LCFF comes from local property taxes and state revenue which comes in a monthly apportionment. The Office is required to certify ADA numbers and the amount of property taxes received to the State twice a year.

Page 13, Unrestricted Revenue and Expenditures. There are four sources of revenue: LCFF; Federal Revenue; Other State Revenue (Grants, Lottery); and Other Local Revenue (fee for service, rebates, refunds).

Page 29, Total of General Fund Revenue. Column A includes the budget as adopted in June and included \$113 million in revenue. Column D, Projected Year totals includes \$119 million in revenue. The biggest change is the cost of transportation; and the new grant.

Page 30. The budget adopted in June projected a deficit of \$1.9 million. This deficit is now projected to be \$764,000.

Page 34, Health and Welfare Benefits. Health insurance was the 3rd largest expense for the Office. The projected cost was originally \$14.7 million. New options were negotiated and implemented in October during Open Enrollment. Employees can accept or not accept insurance, a “Cadillac” plan was removed, and new options were provided. Benefit managers met with staff and gave people confidence in the changes. The result is health benefits are now estimated at \$12.2 million.

The cost of all expenditures increase each year. STRS and PERS increase as does step and column movement.

Ms. Ulrich moved the Board acknowledge review of the First Interim Report with the Superintendent’s positive certification. Mr. Teasdale seconded the motion, and the motion carried upon a unanimous vote (5:0).

6. Adoption of Resolution 19-09, Schools and Communities First

Dr. Lisagor presented Resolution 19-09, Schools and Communities First Initiative. He noted that on Friday, January 10th, at 10:00 a.m., the Tri-County Education Coalition is coming to Oxnard and will address this initiative. CTA Office in Oxnard, 1930 Outlet Center Drive, Oxnard.

Ms. Ulrich noted her reservations about the distribution of funds if this initiative passes, as it includes cities and communities.

Mr. Collins shared that if the initiative fails, the Education Coalition has agreed to support the CSBA Full and Fair Funding proposition in 2022. There is concern that this is the year of a presidential election.

Mr. Teasdale noted that the resolution is an opportunity to inform the public about the funding challenges that face education.

Mr. Teasdale moved the Board adopt Resolution 19-09, endorsing the Schools and Communities First Funding Act for a ballot measure in November 2020.

Mr. Collins seconded the motion, and the motion carried upon a unanimous vote (5:0).

M. BOARD MEMBER COMMENTS

1. Dr. Lisagor thanked the Board for their support during his term as Board President.
2. Mr. Collins welcomed Mr. Mantooth back and thanked Dr. Morales for his help during the conference.
3. Mr. Teasdale thanked Dr. Lisagor for his impeccable service.
4. Dr. Flores congratulated Pacifica High School for winning the CIF-Southern Section Division 6 championship. Congratulations to the school and the student athletes.

N. FUTURE AGENDA ITEMS

1. Charter School Programmatic Audits and Renewal Requests
River Oaks Academy Programmatic Audit and Renewal – *February 2020*
Bridges Charter School Programmatic Audit and Renewal – *March 2020*
Vista Real Charter Programmatic Audit and Renewal – *April 2020*
2. AB1505, Charter School Law Revisions – May 2020

N. FUTURE MEETINGS

Per the adopted 2020 Ventura County Board of Education Calendar of Regular meetings (Agenda Item A.6), future meetings are as follows:

Date: Monday, January 28, 2020
Time: 6:00 p.m.
Location: 5100 Adolfo Road, Board Room, Camarillo
Purpose: Regular Meeting of the Board

Date: Monday, February 24, 2020
Time: 6:00 p.m.
Location: 5100 Adolfo Road, Board Room, Camarillo
Purpose: Regular Meeting of the Board

O. ADJOURNMENT

Dr. Flores adjourned the meeting at 8:30 p.m.

Minutes Approved by Board Action on 01/27/20.