

**VENTURA COUNTY BOARD OF EDUCATION  
MINUTES OF ANNUAL ORGANIZATIONAL MEETING OF  
DECEMBER 11, 2017**

**A. CALL TO ORDER**

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. 17-14, 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 11, 2017, 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  
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  
Dawn Anderson, Director, Comprehensive Health and Prevention Services  
Julie Judd, Chief Technology Officer  
  
Kenny Loo, Principal, Court and Community Schools  
Nancy Akkerman, Senior Executive Assistant
3. Approval of Agenda  
Mr. Kunicki moved the agenda be approved. Dr. Flores seconded the motion, and the motion carried unanimously (5:0).

**B. PUBLIC COMMENTS**

None.

## **C. ANNUAL ORGANIZATIONAL MEETING**

### **1. Election of Officers: Board President**

Mr. Mantooth opened the nominations for the position of Board President for 2018.

Dr. Lisagor nominated Ms. Ulrich as Board President for 2018.

Mr. Bates nominated Mr. Kunicki as Board President for 2018.

Both accepted the nomination.

Ms. Ulrich was elected Board President for 2018 upon a 3:1:1 vote with Dr. Lisagor, Ms. Ulrich and Dr. Flores voting for Ms. Ulrich; Mr. Bates voting for Mr. Kunicki and Mr. Kunicki abstaining.

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 honored Dr. Flores for his service as Board President for 2017.

Ms. Ulrich, newly elected Board President for 2018, assumed leadership of the meeting.

### **2. Election of Officers: Board Vice President**

Ms. Ulrich opened the nominations for the position of Board Vice President for 2018.

Dr. Lisagor nominated Mr. Kunicki as Board Vice President for 2018.  
Mr. Kunicki accepted the nomination.

Mr. Kunicki was elected Board Vice President for 2018 upon a unanimous vote (5:0).

### **3. Set Date, Time and Place of Meetings**

Mr. Mantooth presented the proposed calendar for 2018 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 a Friday from 8:00 to 10:00 a.m.

Dr. Flores noted that he has a conflict on Friday, May 18, 2018 and suggested Wednesday, May 16, 2018 at 8:00 a.m. as an alternative. Dr. Lisagor noted that he would be unavailable and suggested May 17<sup>th</sup> at 8:00 a.m.

After further discussion, Dr. Lisagor moved the Board adopt the proposed 2018 Ventura County Board of Education Calendar of meetings with the following change: The May Budget Study Session be held on May 17, 2018 at 8:00 a.m. Dr. Flores seconded the motion, and the motion carried unanimously (5:0).

4. Organizational – Certification of Signatures

Mr. Kunicki moved the Certification of Signatures be adopted. Dr. Flores seconded the motion, and the motion carried unanimously (5:0). Each of the Board Trustees signed the Certification of Signatures document.

**D. HEARINGS**

None.

**E. CLOSED SESSION**

None.

**F. PRELIMINARY**

1. Approval of Minutes of Regular Meeting of November 27, 2017.

Mr. Bates moved the Minutes of the Regular Meeting of November 27, 2017 be approved. Dr. Lisagor seconded the motion, and the motion carried upon a 4:0:1 with Mr. Bates, Dr. Lisagor, Dr. Flores and Ms. Ulrich voting aye and Mr. Kunicki abstaining.

**G. CORRESPONDENCE**

None.

**H. PRESIDENT’S AND BOARD MEMBERS’ REPORTS**

1. Dr. Flores reported that he attended the CSBA Conference which included a valuable workshop on Charter School authorizers. Ventura County is doing an excellent job in this area.
2. Dr. Lisagor reported that he continues to be the County Delegate for CSBA and CCBE Boards. CCBE will be offering an Advanced Governance workshop for seasoned Board members in March in Sacramento. The CCBE has formed a task force on Superintendent Compensation. Most County Boards have an elected superintendent. Sample guidance rubrics were distributed - one of which was submitted by VCOE.

The incoming president of CSBA is a County Board member. Delegate Assembly continues to discuss pension costs and how to make the legislators understand the financial impact of this on local school districts.

This CSBA Conference had a computer science focus. The founder of Code.org was a featured speaker who addressed the need to include technology as a basic skill set. Computer science knowledge will be fundamental for everyone.

3. Ms. Ulrich noted that she too attended the CSBA Annual Conference. Many districts are trying to find creative ways to fund growing contributions to employee pensions. Also, Technology and Educational Services being merged.

## **I. SUPERINTENDENT'S REPORT**

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

1. Triton School Relocation Update. VCOE has opened the 30 day comment period for the mitigated negative declaration. This will conclude with a public hearing on December 18<sup>th</sup>. Demolition of the old building should begin over the winter break. Triton staff has visited the temporary site and are excited. The permanent Triton location will be here on Adolfo Road. Plans have been approved and preliminary work has been done to keep the plans current. This project is in the queue for funding, which will hopefully be received by the end of the year.
2. First 5 California Impact Grant. The goal of this \$1.4 million grant is to support the early childhood education QRIS program for 2018-19. It requires a match which will be provided by First 5. VCOE would use existing Early Learning block grant funding in 2019.

The Becktel Corporation has made funds available for Math and Science grants. VCOE will receive \$35,000 for the Science grants for the region.

3. VCOE received a CalPADS Data Management Recognition for data management and its accuracy.
4. River Oaks Data Comparison. River Oaks Academy provided follow-up data comparing ROA to Oxnard School District.

## **J. LEGISLATIVE REPORT**

1. Dr. Lisagor reported that the CSBA Legislative Action Day will be held on March 13, 2018.

## **K. CONSENT/ACTION**

1. Travel Expense Claim
2. Change Order No. 1 to California Electric Company for Construction for the Camarillo Special Education School Phase II: Site Utilities & Stormwater Filtration Bid Package 2017-05C Plumbing.
3. Change Order No. 1 to California Electric Company for Construction for the Camarillo Special Education School Phase II: Site Utilities & Stormwater Filtration Bid Package 2017-05A General Engineering.
4. Notice of Completion for California Electric Company of the Camarillo Special Education School Phase II: Site Utilities & Stormwater Filtration Bid Package 2017-05A General Engineering.

Mr. Bates moved the Board approve Consent Items 1-4. Dr. Lisagor seconded the motion, and the motion carried unanimously (5:0).

## **L. PRESENTATIONS**

### **1. Ventura County Office of Education LCAP Update**

Dr. Rice provided an update on the VCOE LCAP. The State has developed a dashboard and have requested that staff report to their Board on the local indicators and the process used to identify areas where progress has been made and where additional work is needed. The most recent iteration reflects that all indicators have been met.

Dr. Flores questioned the indicators that are not currently available. The SBE has indicated that data on chronic absenteeism will be available in March 2018. VCOE will continue to monitor progress in this area whether or not statewide data is available.

The LCAP includes an opportunity for self-assessment of each indicator. The LCAP team can either respond to a series of questions or provide a narrative response.

Priority 1 – Appropriate Teacher Assignments - has been met.

Priority 2 – Implementation of Academic Standards. VCOE is doing well in English and Math. New standards were recently developed for Social Science and Science so the process of evaluating progress is just beginning.

Full implementation and sustainability vs. full implementation. Full implementation means the materials are on hand and available and staff is working with them; sustainability means the materials have been accepted and staff is “all in” for using them. Level 2 means that staff is beginning to look at materials and professional development. This is a much earlier stage in the process. All the matrixes are self-reported at this time.

Other adopted academic standards would be Career Education Center integration. Foreign language and Arts results are likely low as many of the students arrive credit deficient and need to focus their time and effort in the basic areas. Many students graduate without taking a foreign language. Foreign Language can be taken as an online course.

Support for teachers. The VCOE Curriculum and Instruction department provides our professional development.

### **Priority 3 – Increased Parent Engagement**

VCOE continues to be creative in how to attract parents to the school. Transportation is provided. Local support agencies attend as well. We continue to make progress but we don’t anticipate full implementation due to the nature of the majority of our parents. The electronic call out system has been updated and staff made exceptional efforts to ensure that up to date information was provided. This was especially helpful in contacting parents in the recent fire situation.

#### Priority 6 – Local Climate Survey

VCOE utilizes the Healthy Kids Survey. Our students reported the same level of school connectedness (approximately 40%) as general education students. However, we can do better. This is an area of continued growth. As part of the self-assessment, demographic differences were to be reviewed. This cannot be done due to the small sample size. There are only 144 students. The data demographically is Hispanic. Females feel slightly more connected to the school than males.

Ms. Ulrich questioned why only 144 students reported. Dr. Rice explained that only Gateway enrollment is included; not Special Education or Career education. The cumulative Gateway enrollment was 300 which is a rolling enrollment, with rarely more than 150 students enrolled at any given time. We hope to increase connectedness through community circles, social activities, sports and field trips.

Dr. Rice thanked Mr. Kenny Loo and Gateway staff for their efforts and progress in service learning. 79-80% drop in the number of suspensions.

Priorities 9 and 10 – Coordinating services for Expelled Students and Homeless Students. VCOE is currently updating the 3 year plan for expelled students. Probation, Public Defender, District Attorney, Boys and Girls Club, City Impact, and local school districts are all taking part in the plan development.

Coordination of services to Foster Youth. Data sharing has been facilitated which has been very helpful. Staff has implemented a much more collaborative system to address the needs of and services to Foster Youth.

Ms. Ulrich asked if there are continued efforts to coordinate credits through districts and Gateway. A matrix showing district's Board policies on acceptance of partial credits or how to give partial credits is being created. This effort continues.

#### **M. DISCUSSION/INFORMATION/ACTION**

1. Approval of Resolution 17-08, Exception to the 180-Day Wait Period  
Mr. Mantooth explained that California retirement law and federal tax law provide specific employment restrictions for retirees who, without reinstating from retirement, return to work with an employer in the same public retirement system from which they receive a benefit. CalPERS retirees who have been retired for a period of 180 days or more can work as an employee of a CalPERS employer without reinstatement from retirement as a retired annuitant. This resolution allows school districts to allow them to begin prior to 6 months. Ojai is isolated geographically and runs a lean program. They believe that the employment of Joyce Heath is necessary so the district will not lose continuity.

Barbi Rice was in attendance representing Ojai Unified School District. Ojai has combined their classified and certificated personnel offices. She will be taking over the direction of both offices, and needs Ms. Heath's expertise.

Mr. Kunicki moved the Board adopt Resolution 17-08, Exception to the 180-Day Wait Period, California Government Code Sections 7522.56 & 21221(h), regarding Joyce Heath, Ojai Unified School District employee #9205, as presented. Dr. Lisagor seconded the motion, and the motion carried unanimously (5:0).

2. 2016-17 Audit Report

Kelly Kavanaugh of Vavrinek, Trine and Day, presented the 2016-17 Audit Report. Ms. Kavanaugh reported that the 2016-17 audit received an unmodified opinion (page 2). The County Office had significant deficit spending due to the transfer to the debt service fund (page 75). Current liabilities are accounts payable - expenditures that had not been paid as of June 30, 2017. This is part of accrual accounting. Accounts receivable are also treated in this way.

Dr. Lisagor moved the Board accept the 2016-17 Audit Report for the Ventura County Office of Education. Dr. Flores seconded the motion, and the motion carried unanimously (5:0).

3. Budget Revision #1

Ms. Key reported that Rudy Calasin, VCOE Budget Manager, has accepted a position with BSA and will now be working with Benny Martinez on the charter schools.

There has been no significant change in revenue. Salary adjustments include a 3% on schedule salary increase for all employees. The benefits have increased also. A Management Salary Study was completed in Spring 2017 and implemented in July 2017. These revisions are noted as well. The salary schedule and job titles were changed. Three position salaries were increased in excess of \$10,000 annually and in accordance with Education Code 1302(a) must be disclosed publicly. Those positions were: Principal, Triton; Executive Director, School Business Advisory Services; and Director, School Business Advisory Services.

Page 2. The Career Education balance increased due to the grant that was received in late 2016-17. This is reflected as a large ending balance but there is a multiyear plan to expend these funds to continue these programs in 2018-19 and 2019-20.

Page 3. Educator Support Services also has a large beginning balance because there are two positions that remain unfilled. These positions will be filled at a later time. All positions that open due to attrition are reviewed to make sure the positions best fit the needs of the program.

Page 4. SELPA. The Superintendents Policy Council approved the use of \$1.5 million to help pay for the expenses to relocate Triton Academy. These funds are then distributed to the Facilities fund.

Page 5 – Additional Career Education carry forward funding detailed.

Page 6 – Position was removed from budget. Plans to replace those services will likely appear in a new position.

Page 7 – Capital expenditures related to moving Triton Academy are reflected here. The \$1.5 million will come from district funds. The remaining \$600,000 will come from VCOE funds to pay for expenses to demolish the existing facility.

These adjustments were included in Budget Revision #1.

Mr. Kunicki questioned the Office's philosophy on deficit spending. Senior Management all look for opportunities for savings including staffing. All districts completed a survey on what services are needed; what services are the district willing to pay for; where can the Office combine services? The hearing screening program is an example. The Office has positive relationships with the labor groups and they have been willing to help when the budget is impacted, but employees are also valued. Spending is done responsibly.

Ms. Ulrich asked if the SELPA Out of Home Care apportionment is a mandated cost. Ms. Key explained that this is a count of beds that are utilized in NonPublic Schools. This is not a MediCARE or MediCal reimbursement.

MediCal Collaborative (in Student Services budget) shows no revenue and continued expenses to pay back the findings from prior years.

Fiscal and Administrative Services, General Operations. These funds were transferred for the debt service payment. Interest income, rebates, revenue that is not associated with any specific program also goes into this line item.

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

4. First Interim Report

Ms. Key noted that the Office will meet their obligations in this year and the subsequent two years. Page 65 indicates cashflow. This year the Office can meet the cashflow needs with payroll and all obligations being met. Payroll is \$6 million. The months of November and May will be tight this year.

In 2018-19, cashflow will need to be considered. This will be addressed by billing the school districts for special education services on a quarterly basis, rather than 8-9 months behind. The districts have agreed to this more frequent billing cycle and have taken it into consideration for their cashflow needs.



Ms. Samples noted that the billing process is very complicated as it is based on specific students, number of days attended, the needs, transportation, etc.

Deficit spending of \$1 million is projected for 2018-19. In 2018-19 there will be \$107 million in revenue and \$111 million in expenditures. As the grants wind down, expenditures related to those programs will be adjusted. To address this, districts may need to begin purchasing these services; or with a new State Governor, there may be more funding for career education. The ending balance would go from almost \$18 million to \$7 million in 2019-20. SELPA, Career Education and MediCal are the big drivers of this \$10 million change.

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

5. First Reading and Possible Adoption of Board Policy 5141.52, Suicide Prevention  
Mr. Mantooth noted that this is a new policy as required by new legislation. This policy was developed based on CSBA Gamut suggested policies. Dr. Castro thanked Ms. Anderson for her work on this policy. This policy is specifically for VCOE schools. It is developed with school and community members input. Suicide Prevention and teacher training are addressed. Self review is also utilized.

Dawn Anderson noted that it is important that the word suicide be destigmatized in order to get children to talk about it. Annually 2-5 children countywide commit suicide. Recently, this figure has increased to 12 students. Not one district has been untouched by student suicide. Any student is one too many.

Dr. Rice noted that our schools continue to try to build positive relations with students. We work hard to deal with the socio-emotional wellness of our students.

Mr. Kunicki moved the Board waive the second reading and adopt Board Policy 5141.52, Suicide Prevention as presented. Dr. Flores seconded the motion, and the motion carried unanimously (5:0).

## **M. BOARD MEMBER COMMENTS**

1. Dr. Lisagor asked if districts held harmless for the loss ADA due to the Thomas Fire. Mr. Mantooth noted that all districts will receive a waiver for ADA. Many of our schools are experiencing unhealthy particulate matter in the schools. Our office will coordinate the master waiver for this process. School districts also qualify for FEMA funding after our insurance is billed. Nordhoff High School was designated an emergency shelter and will receive FEMA funding.

Ms. Ulrich asked if lost school days will be made up. Mr. Mantooth explained that they will not, due to the ADA waiver process.

Ms. Ulrich requested that the meeting be adjourned in honor of those who have lost their homes.

**N. FUTURE AGENDA ITEMS**

1. Charter School Annual Programmatic Audit: Bridges Charter School (*January*)
2. Joint meeting with VCCCD (*January – March 2018*)

**O. FUTURE MEETINGS**

Per the adopted 2018 Ventura County Board of Education Calendar of Regular meetings (Agenda Item C.3), future meetings are as follows:

Date: Monday, January 22, 2018  
Time: 6:00 p.m.  
Location: 5100 Adolfo Road, Board Room, Camarillo  
Purpose: Regular Meeting of the Board

Date: Monday, February 26, 2018  
Time: 6:00 p.m.  
Location: 5100 Adolfo Road, Board Room, Camarillo  
Purpose: Regular Meeting of the Board

**P. ADJOURNMENT**

Ms. Ulrich adjourned the meeting at 7:49 p.m.

***Approved by Board Action on 01/22/18.***

*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.*