



## Ojai Unified School District Board of Education Meeting Agenda

📅 Wed July 22nd, 2020

🕒 4:30pm - 9:30pm PDT

📍 Notice of Teleconference Meeting will be accessible electronically to members of the Public.

### **NOTICE OF REMOTE VIEWING OPTIONS FOR MEETING**

**Due to the Covid-19 "Stay at Home" mandate, The Ojai Unified School District Regular Board Meeting, scheduled for Wednesday, July 22, 2020, will be a video-conference meeting. Members of the Board and District staff will attend the meeting via video conference. The meeting will be livestreamed for the public.**

**4:30 p.m. Closed Session**

**5:30 p.m. Open Session**

### **NOTICE OF MEANS BY WHICH MEMBERS OF THE PUBLIC MAY OBSERVE THE MEETING:**

Join the Meeting via District YoutubeVideo OR Join the Meeting via District Facebook

<https://www.youtube.com/user/adminojaiusdorg> <https://www.facebook.com/ojaiusd.org>

### **NOTICE OF MEANS BY WHICH MEMBERS OF THE PUBLIC MAY OFFER PUBLIC COMMENTS:**

Members of the Public will continue to have the right to present public comments by clicking here to add comments:

[Make a Public Comment](#)

Comments will be received prior to the meeting and during the meeting.

This teleconference is being held in accordance with Governor Newsom's Executive Orders N-33-20 and N-29-20 respectively in regards to the COVID-19 virus.

*Welcome to a meeting of the Ojai Unified School District Board of Education. Here are a few things to know:*

- The President of the Board will inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the special meeting agenda, or on any issue within the jurisdiction of the Governing Board. The speaker will email comments, prior to the beginning of the meeting. Individual speakers will be allowed three minutes to address the Board on each agenda or non-agenda item.*
- In order to ensure that non-English speakers receive the same opportunity to directly address the Board, Google Translate will be used to translate any emails to the Superintendent who will receive and present the public comments in open session.*
- Comments are greatly appreciated, however please note that the Board cannot enter into a formal discussion, nor can a decision be made on any item that is not already on the agenda. Items the Board wishes to consider for future discussion can be placed on an upcoming agenda.*
- Routine items are placed under the Consent Calendar and are approved by a single vote of the Board. When the agenda is adopted, a member of the Board can pull an item from the Consent Calendar and move the item to the agenda for*

discussion.

- Individuals who require special accommodation to participate in a board meeting, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office 48 hours prior to the meeting to enable the district to make reasonable arrangements to ensure accommodation and accessibility to this meeting.
- All documents provided within 72 hours before the meeting to members of the board concerning open session items addressed in this meeting may be viewed by the public at the Superintendent's office at the **Ojai Unified School District, 414 East Ojai Avenue**. You can also subscribe to our agenda mailing list by contacting Kathy Smith at [ksmith@ojaiusd.org](mailto:ksmith@ojaiusd.org). Open session of this meeting will be recorded and available at [ojaiusd.org](http://ojaiusd.org)  
Thank you for your cooperation and compliance with these guidelines

**Attendance:**

Shelly Griffen, President  
Jane Weil, Vice President  
Kevin Ruf, Clerk  
Michael Shanahan, Member  
Thayne Whipple, Member

**Administrators:**

Tiffany Morse, Ph.D., Superintendent  
Sherrill Knox, Ed.D., Assistant Superintendent

**Minutes Secretary:**

Kathy Smith

## 1 4:30 p.m. Closed Session

60 mins

1. At 4:30 p.m. Meeting called to order the Board will adjourn to Closed Session Pledge to the Flag
  - Consideration of Confidential Student Issues Other Than Expulsion and Suspension, Pursuant to Education Code §35146
  - Conference with Legal Counsel - Anticipated Litigation, Pursuant to Government Code § 54956.9 (d) a. Number of cases: One

## 2 5:30 p.m. Open Session

2.1 **Call Meeting to Order, Reconvene in Open Session at 5:30 p.m.**

5 mins

2.2 **Flag Salute**

Action

2.3 **Report on Closed Session action taken, if any**

5 mins

Action

2.4 **Emergency Additions/Modifications to Agenda**

Action

2.5 **Approval of Agenda**

Action

## 3 Recognitions

10 mins

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Action

3.1 **OUSD Volunteer Recognition**

Recognition of Eric and Janet Baucom of Project Bicycle Love for their generous donation of 38 new bicycles and helmets to the OUSD Family Fund for students in need of transportation to and from school.

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4 **Monthly Communications**

4.1 **Public Comments**

4.1.1 **Public Comments**

5 mins

4.2 **Employee Union Presidents' Comments**

4.2.1 **California School Employee Association (CSEA) president Chuck Crawford**

5 mins

4.2.2 **Ojai Federation of Teachers (OFT) president Angie Genasci**

5 mins

4.3 **Superintendent's Report**

5 mins

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5 **Presentations**

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6 **Information/Action Items**

6.1 **Adoption of Consent Calendar**

5 mins

Action

6.1.1 **Human Resources Certification and Classified Changes**

 6.1.1 Board HR actions 07-22-20.pdf

6.1.2 **Purchase Order - PO # 20-00972 to 20-01091, dated March 4, 2020**

 6.1.2 Board Report PO 6.20.pdf

6.1.3 **Blanket Purchase Orders - BO# 20-00342 to 20-00343, dated March 4, 2020**

 6.1.3 Board Report PO 6.20-21.pdf

6.1.4 **Blanket Purchase Orders - BO# 21-00004 to 21-00093 dated July 14, 2020**

 6.1.4 Board Reports Blanket 6.20.pdf

6.1.5 **Warrant Register - #5020035783 - 5020035942, and ACH-10048151 report dated July 14, 2020**

 6.1.5 Check Detail.pdf

6.1.6 **Deposit Detail - Report dated July 14, 2020**

 6.1.6 Deposit Detail.pdf

6.1.7 **General Overview of Fiscal Accounts**

Action

 6.1.7 General Overview of Accounts and Expenditures\_TM.pdf

**6.1.8 Ratification: Computers for Teachers**

This purchase is for upgraded computers to afford teachers and instructional staff the ability to fulfill the demands of online learning, lesson planning, participating in meetings and tracking student attendance. These computers have with the various specifications necessary to operate the required software.

Action

 [6.1.8 Ratification of Computer Purchases.pdf](#)

**6.1.9 Ratification: District Purchase of Chipper Equipment**

Due to the closure of Ojai Organics, the grounds and maintenance department no longer have a location to take our tree trimmings and waste. We have been renting a chipper, but it is more cost and time effective to purchase the Vermeer Brush Chipper. Safety funds were available for this purchase, and no general funds were used.

Action

 [6.1.9 pg 1 Summary Ratification Chipper.pdf](#)

**6.1.10 Ratification of Contract with KYA Service for Meiners Oaks Tile/Carpet Replacement Project**

In response to COVID-19, we have begun the process of removing carpet from elementary schools. The proposal includes: Removal of carpet from all general classrooms, the main office, and the multipurpose room. Also including installation of vinyl tile throughout with carpet tile square walk-off mats at each entry door. This project was previously included in the Measure J project list, we are simply moving the timeframe earlier to address safety concerns.

Action

 [6.1.10 Summary Meiners Oaks Flooring Replacement Project.pdf](#)

**6.1.11 Ratification of Contract with KYA Service for the San Antonio Flooring Enhancement Project**

In response to COVID-19, we have begun the process of removing carpet from elementary schools.  
The proposal includes: Removal of carpet from all general classrooms, the main office, and the multipurpose room. Also including installation of vinyl tile throughout with carpet tile square walk-off mats at each entry door.  
This project was previously included in the Measure J project list, we are simply moving the timeframe earlier to address safety concerns.

 [6.1.11 Summary San Antonio Flooring Replacement Project.pdf](#)

**6.1.12 Notice of Completion for Measure J Projects**

 [6.1.12 Notice of Completion.pdf](#)

**6.1.13 Approval of Resolution School #20-21-02: District (OUSD) Biennial Review of the Conflict of Interest Code of the Ojai Unified School District**

The Board conducts a biennial review of the District's Conflict of Interest Code and is asked to adopt Resolution #20-21-02: The OUSD Conflict of Interest Code,

including its appendix of designated employees and disclosure categories

 6.1.13 Summary Resolution 20-21-02 Conflict of Interest Code.pdf

6.1.14 **Approval of the 2020-2021 Consolidated Application for Funding Categorical Aid Programs**

The purpose of the Consolidated Application is to declare intent to apply for funding of specified Consolidated Categorical Aid Programs.

 6.1.14 Summary Consolidated Application for Funding Categorical Aid Programs.pdf

6.1.15 **Certificated Personnel Step and Column Roll-Up for 2020-2021**

Board approval is recommended for continuing employment of the listed Certificated Personnel for the 2020-2021 school year. All positions which are funded by special programs or categorical funds are contingent upon continuation of the specific program or funding source.

 6.1.15 Certificated step-column Roll-up for 2020-2021.pdf

6.1.16 **Certificated Management Personnel Continuing for 2020-2021**

Board approval is recommended for continuing employment of the listed Certificated Management Personnel for the 2020-2021 school year at the appropriate placement on the Certificated Management Salary Schedule.

 6.1.16 Certificated Management.pdf

6.1.17 **Classified Professional Growth**

Pursuant to the CSEA Agreement for Professional Growth, Board approval is required for payment for the 2020-2021 school year professional growth salary increases.

 6.1.17 professional growth certification 07-22-20.pdf

6.1.18 **Report on Data from the Ojai Unified School District Williams and Valenzuela Uniform Complaint Process, 2019-2020, 4th Quarter**

School districts must report quarterly, in writing, to the County Superintendent summarizing data from the Uniform Complaint Process specifically on the allegations related to Williams complaints.

 6.1.18 Q4 UCP Report.pdf

6.1.19 **Approval of Nordhoff Cafeteria Painting Change Order**

Staff recommends the approval of a change order for the Nordhoff Cafeteria Painting Project totaling \$918. The change order includes: adding additional blue & yellow striping to carry around the whole building.

 6.1.19 NHS Painting.pdf

6.1.20 **Ratification of Contract with KYA Service for the Mira Monte Classroom Surface Upgrades Project**

In response to COVID-19, we have begun the process of removing carpet from elementary schools. The proposal includes: Removal of carpet from all general classrooms, the main office, and the multipurpose room. Also including installation of vinyl tile throughout with carpet tile square walk-off mats at each entry door. This project was previously included in the Measure J project list, we are simply moving the timeframe earlier to address safety concerns.

 [6.1.20 Summary Mira Monte Flooring Replacement Project.pdf](#)

## 6.2 Human Resources

5 mins

### 6.2.1 Approval of New Job Descriptions: Child Care Coordinator and Child Care Assistant Coordinator

In anticipation of child-care needs during the 2020-21 school year due to COVID reopening restrictions, staff recommends approval of job descriptions for a Childcare Coordinator and Assistant Coordinator.

Action

 [6.2.1 Summary Child Care Coordinator and Assistant Coordinator.pdf](#)

## 6.3 Curriculum/Instruction

5 mins

### 6.3.1 Revised 2020-2021 Instructional Year Calendar

Due to COVID-19, the calendar committee met to revise the 2020-21 instructional year calendar that was previously approved by the Board. The committee recommends a "soft start" to the school year in order to provide teachers time to participate in necessary training. The committee also recommends moving the end of the first semester to January 15, 2021 in order to create equity between the instructional minutes in the first and second semesters.

Action

 [6.3.1 Summary 2020-2021 Instructional Calendar.pdf](#)

## 6.4 Business/Operations/Facilities

### 6.4.1 Approval of Revised 2020-2021 Budget

5 mins

Due to the late release of an adopted state budget, the OUSD 2020-2021 budget approved by the Board on June 24, 2020 must be revised to include updated revenue projections. This 45-day budget revision includes new revenue projections for the 2020-2021 school year.

Action

 [6.4.1 Budget Revision.pdf](#)

### 6.4.2 Measure J Update

30 mins

Presentation - Monthly report regarding Measure J projects and finances.  
Information

 [6.4.2 Measure J Update.pdf](#)

- 6.4.3 **Approval of Contract with Park Planet for the Playground Improvement Project at Meiners Oaks Elementary School** 30 mins

The board will receive information regarding the bid for the Playground Improvement, Project 2020-1112. The proposal includes: Removal of old and out of code play structure and installation of a new play structure.

Action

 6.4.3 Summary Meiners Oaks Playground Improvement.pdf

- 6.4.4 **Approval of Contract with Tenpenny Construction Company, Inc. for the San Antonio Building A Wood Repair Project**

Staff recommends the Board approve the contract with Tenpenny Construction Company Inc. as the low bidder, in the amount of \$101,022.

Action

 6.4.4 San Antonio.pdf

- 6.4.5 **Approval of the Change in Award for the Matilija Kitchen Equipment to Culinary Depot**

As the lowest bidder is no longer available, staff recommends the Board approve the bid from Culinary Depot as the next lowest bidder, in the amount of \$191,745.

Action

 6.4.5 MMS Kitchen.pdf

- 6.4.6 **Approval of Four Bids from Tri-County Office Furniture for the Nordhoff Library Interior Furnishings**

Staff recommends the Board approve the Tri-County Office Furniture bids totaling \$132,534.

Action

 6.4.6 Summary NHS Library.pdf

## 6.5 **Governing Board/Superintendent**

- 6.5.1 **Fall Reopening Updates and Discussion** 30 mins

The Superintendent will provide updates and facilitate a discussion of fall reopening plans given the latest directives from the state on fall reopening.

Information and Discussion

- 6.5.2 **Superintendent's Evaluation Process 2020-21** 10 mins

The evaluation tool has been negotiated between the Superintendent and the Board and will be used in the 2020-21 school year of the mid-year and end-of-year evaluations.

Action

 6.5.2 Superintendent's Evaluation.pdf

- 6.5.3 **Student Advisory Council Discussion** 15 mins

Member Weil will lead the Board in a discussion of how to best implement the Student Advisory Council in the 2020-21 school year.

Discussion

 6.5.3 Discussion Regarding Student Advisory Council.pdf

6.5.4 **Board Members' Report**

20 mins

Discussion - Board Members have the opportunity to present information regarding items of current interest.

Information

6.5.5 **Future Agenda Items - Parking Lot Report**

The Board is asked to discuss and potentially agendaize items for future agenda discussion.

 6.5.5 Summary Future Agenda Items.pdf

## 7 **Adjourn Meeting**

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