

# Oxnard School District



## Accomplishments

2008-2009

**Janis Duran**

Interim Superintendent



# Oxnard School District

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Interim Superintendent

## **ACCOMPLISHMENTS 2008-2009**

### **Educational Services:**

#### **General**

- 1 Completed the LEA Plan for the district.
- 2 Restructured the Educational Services Division.
- 3 Completed an Organizational Chart for Educational Services Division.
- 4 Created an end of year checklist/classroom inventory district wide to ensure consistency among sites.
- 5 Read Single Plans for all 20 sites and sent with approvals and/or recommendations.
- 6 Held Master Schedule preliminary readings with each Intermediate Principal.
- 7 Prepared data for each Principal's evaluation.
- 8 Met with each Principal K-8 monthly to conduct data analysis and strategically plan goals for the site.
- 9 Coordinated all district wide assessments K-8 so that there is consistency and a clear understanding of expectations.
- 10 Completed District Pacing Guides for mathematics for grades K-8 that are standards/ academic vocabulary/ blue print aligned.
- 11 Began process for Field Testing of ELA/ELD for grades K-8.
- 12 Completed an analysis of all district textbooks to complete moving project projections.
- 13 Completed an analysis of all programs grades K-8 (SEI/TBE) to complete moving project projections.
- 14 Met with all Educational Lead Administrators one on one to review their weekly reports and strategize and formulate plans to better serve and support the students in the Oxnard School District.
- 15 Met with all Educational Lead Administrators bi-weekly together to ensure that all goals were being met and monitored for the department.
- 16 Met with DAIT provider monthly to monitor progress of district and set goals.
- 17 Worked with sites on the safe harbor goals, and provided exact names of students that were basic and needed to move into the proficiency range for targeted AYP goal.
- 18 Met with all QEIA Principals monthly and ensured that their plans are projected out 7 years to meet the QEIA Grant requirements.
- 19 Met with Teri Scarpino, VCOE QEIA lead, to ensure that the district is in compliance with QEIA requirements.
- 20 Monitored all department budgets in Educational Services Division and ensured a positive budget.
- 21 Worked with Instructional Data Specialist on analyzing data in the Intermediate Schools to target goals for preparation of state testing.

# **ACCOMPLISHMENTS**

## **2008-2009**

- 22 Completed an Instructional Data Specialist Longitudinal CST Data Binder for each lead administrator to support the work at each school.
- 23 Worked with leadership and grade level teams at school sites on aligning the blue prints to the assessments and creating grade level goals.
- 24 Completed Waiver for ELA adoption and sent to CDE.
- 25 Worked with site Principals to review the school year in 45 day segments and targeting instruction to meet the individual needs of every student.
- 26 Streamlined the process for inventory of OSD textbooks in book barn, created a better accountability system.
- 27 Completed inventory of all Language! materials to better support schools with their intervention programs.
- 28 Completed News Articles for Leadership Links and Ocean Breezes.

### **Professional Development**

- 29 Conducted Single Plan training for all Principals.
- 30 Conducted Staff Development for Intervention Programs K-6.
- 31 Conducted Staff Development for Intermediate Principals on Master Scheduling.
- 32 Scheduled Professional Development for mathematics for grades K-8 using the state/district approved adoption.
- 33 Scheduled Intervention Professional Development for mathematics for grades 4-8.
- 34 Scheduled GATE Professional Development for teachers at Mc Auliffe School.
- 35 Scheduled DIBELS Training for those administrators and teachers that are selecting the option to pilot the program for 2009-2010.
- 36 Provided Professional Development for Site Principals during the ILT meetings.
- 37 Completed Professional Development Calendar and posted on OSD website.

### **Special Education**

- 38 Completed the SDC projections and shared with principals prior to implementation for 2009-2010 school year.
- 39 Completed an analysis of the children on home schooling and ensured that all IEP's, doctor notes, and reports as to why the child is on home schooling is up-to-date.
- 40 Completed hiring of all staff for the Extended Year Program for the special day students for summer school.
- 41 OSSA assignments completed for 2009-2010.
- 42 Began work on Self-Review for Special Education to be conducted in Fall 09.
- 43 Attended intervention training to support students in mathematics.
- 44 Set up Crisis Team and implemented to respond to emergencies on sites.
- 45 Worked with SELPA on joint services and realigned behavioral and counseling support to students for 09-10.
- 46 Completed a desk audit to realign staff and properly have secretaries classified in department.
- 47 Overdue IEP information sent out to principals to ensure 100% compliance by June 30<sup>th</sup>.

# ACCOMPLISHMENTS

2008-2009

- 48 Worked on inputting information into CASEMIS for overdue IEP's by June 30<sup>th</sup>.
- 49 Worked with SAIT provider to finalize information for June 14<sup>th</sup> report to state.
- 50 Improved expulsion reports to Board of Trustees.
- 51 Completed SPSA for Nueva Vista.
- 52 Completed 90 day reviews of students at Nueva Vista.
- 53 Met with Gateway staff to review students' placements and prepare for in-takes.
- 54 Conducted IEP's with principals on high profile cases.
- 55 Program Specialist supported teachers with curriculum taught in SDC classrooms.

## **Healthy Start and Special Programs**

- 56 Completed Safe School's Grant.
- 57 Completed TUPE Grant.
- 58 Monitored counseling and social services to students.
- 59 Completed Outreach consultants' end of year reports and sent to the state.
- 60 Worked on new curriculum to be presented to the Board of Trustees on Human Growth and Development.
- 61 Monitored AVID programs at Intermediate Schools.
- 62 Completed PE Testing and reorganized to support students better.
- 63 Coordinated services to support families and their children with outside agencies for clothing, food, and shelter.

## **After School Program (ASES)**

- 64 Completed the work with Principals to increase enrollment at all of the sites to ensure funding for next year.
- 65 Conducted staff development to Principals to educate them on the grant requirements.
- 66 Wrote ASES Plan for the district with the support of Principals and VCOE.
- 67 Submitted ASES Plan to the State.
- 68 Planned and finalized contract between STAR and Oxnard School District for board approval to ensure program was in place at start of school year.
- 69 Planned and finalized contract between City of Oxnard and Oxnard School District for board approval to ensure program was in place for start of school year.
- 70 Conducted Professional Development for site Principals to emphasize the relationship with the City of Oxnard and the STAR Program.
- 71 Planned and completed End of Year field trip for all students that participated in the STAR Program.
- 72 Held monthly meetings with STAR staff to ensure monitoring of the program and that the needs of the students were met.

## **Assessment**

- 73 Completed state testing for 2009-2010.

# ACCOMPLISHMENTS

## 2008-2009

### Student Services

- 74 Completed enrollment allocations for 2009-2010 for sites.
- 75 Completed work for the new boundary changes.
- 76 Conducted SARB meetings.
- 77 Completed Migrant and MEES Plan.
- 78 Completed the Con. Application Part I.
- 79 Completed Budget Allocations to sites for 2009-2010.
- 80 Completed SARC.

### State Preschool

- 81 Completed Preschool Itemized Budget for excess dollars carried over.
- 82 Purchased a curriculum for the state preschools.
- 83 Purchased computer and computer programs for the state preschools.
- 84 Set up a plan to better monitor the state preschools on a weekly basis.

### English Learner Services

- 85 Completed R-30 Report.
- 86 Completed Master Plan overview Staff Meetings at all school sites (6/30/09).
- 87 Facilitated ELCC meetings.
- 88 Facilitated TBE Task Force meetings, culminating in the completion of the Language/Grade/Subject matrix for TBE grades K-3.
- 89 Facilitated DELAC meetings.
- 90 Facilitated Dual Language Immersion Task Force meeting.
- 91 Collaborated with the Principal of the Dual Language Immersion Program concerning Staff Development, school visitations and parent meetings.
- 92 Prepared and sent out the 2008 annual CELDT results parent notification to the parents of all EL students.
- 93 Prepared and submitted the order for the 2009 annual CELDT assessment materials.
- 94 Developed the plan for the 2009 annual CELDT assessment administration.
- 95 Have participated in the trainings for the 2009 CELDT administration and scoring.
- 96 Prepared the preliminary budget for the EL Services Department for the 2009-10 school year.
- 97 Completed the order for the Rosetta Stone materials and headsets for all district schools.
- 98 Coordinated the development of the MOU between the Adult Schools and Haydock Jr. High for the presentation of CBET classes (ESL classes for parents) for the 2009-10 school year.
- 99 Completed preliminary plans for the ELPD component of SB472 training for district teachers.
- 100 Supervised the work of three EL Specialists in the department.
- 101 Represented the district for the county's ELA/ELD Steering Committee and the Bilingual Director's Meetings.
- 102 Began preliminary planning for the ELA/ELD Adoption and related Field Testing.
- 103 Began the revision of the EL Folder for all district cumulative folders.

## **ACCOMPLISHMENTS**

### **2008-2009**

- 104 Began the development of the English Learner Review Team guidelines and related forms.
- 105 Began the review of appropriate ELD Benchmark assessments for use during the 2009-2010 school year.
- 106 Submitted applications to the state for continued ELAP and CBET funding for the 2009-10 school year.
- 107 Reviewed EL data regarding AMAO and CST results for assistance in determining areas of relative strength and concern across the district.
- 108 Completed student reclassification process for the 2008-09 school year.
- 109 Facilitated the Parent Options process.
- 110 Consulted with Principals regarding appropriate expenditures using site funds generated by EL students.
- 111 Assisted in the review of Single School Plans with specific attention to EL students and funding sources.
- 112 Organized the dissemination of Spanish language library books to all school sites from the Mexican Consulate.
- 113 Participated in visitations to five schools in two different school districts in order to observe and bring back information regarding EL programming and curriculum.

### **Business and Fiscal Services:**

#### **General**

- 114 Developed an MOU between the City of Oxnard, the Oxnard PD, City Traffic Engineering department and OSD to address a wide range of issues relating to school crossing guards, traffic safety, and student education on traffic safety. The document will be sent to the City attorney's office for review and signature.
- 115 Applied for and received \$3.8 million in SFSF – State Fiscal Stabilization Funds under the federal ARRA – American Recovery & Reinvestment Act.
- 116 Hired the new manager for the Transportation department.
- 117 Hired a new Risk Manager to provide leadership and management for the department.
- 118 Visited with the principals of the majority of the school sites.
- 119 Visited with the Ventura County Treasurer for discussions about the quality and safety of the investment instruments in which the district's financial assets were invested.
- 120 Started the process for refunding \$6.0 million in Certificates of Participation (COP's).
- 121 Commissioned Parcel tax voter survey study. A report of the results of the study was presented to the Board at the meeting of May 20, 2009.
- 122 Developed Board policy for the management of change orders on capital projects.
- 123 Met with Ivisions, the district implementation partners, for an overview of the new Financial/Human Resources integrated information system.

#### **Purchasing and Warehouse Operations**

- 124 Provided Ivisions systems development, implementation and training support for the new Financial/Human Resources integrated information systems for the purchasing and inventory management module software.

## **ACCOMPLISHMENTS**

### **2008-2009**

- 125 Prepared 150 plus contracts and agreements (District Wide) for Board approval.
- 126 Prepared bid packages for twelve (12) construction projects involving portables/asphalt/painting projects. This involved directing the entire supply chain management process i.e., developing bid proposals, recommending award of contracts, and the execution and management of all contracts.
- 127 Prepared & executed over 25 Field Contracts.
- 128 Placed multi-million dollar orders for the delivery and receipt of classroom furniture and equipment for the new Curren and Kamala P2P Buildings.
- 129 Reviewed and processed pay applications for ongoing construction projects worth millions of dollars at Soria, Curren and Kamala Schools.
- 130 Provided supply chain management assistance for the Juan Lagunas Soria School classroom and office furniture and equipment orders.
- 131 Placed orders and received furniture and equipment for Juan Lagunas Soria School.
- 132 Placed orders and received furniture and equipment for the QEIA portables.
- 133 Prepared bid packages for 8 construction projects to close out the Modernization work started in 2005. This involved developing the bid proposal, recommending board contract award and the execution of contracts.
- 134 Prepared bid package for the Driffill P2P construction project all the way from Bid Proposal to Board Award and execution of contracts.
- 135 Prepared Bid Proposal for District Wide Transportation.
- 136 Prepared Bid Proposal for District Wide Lease of Copy Machines.

### **Student Transportation**

- 137 Proposed and implemented several cost-saving strategies for the 2009-2010 and 2010-2011 school years (potentially \$105,000).
- 138 Developed new start and end times for the start of the single-track school year.
- 139 Eliminated all unnecessary overtime within the Transportation department.
- 140 Reduced District costs with Durham by re-negotiating their contract for an approximate savings of \$35,000.
- 141 Provided support and information to help improve a relationship with the City of Oxnard (Crossing Guards, traffic and student safety issues).
- 142 Demonstrated an effective and efficient team player attitude with all areas of the district.
- 143 Received the highest mark possible from CHP on our District State Inspection.
- 144 Helped resolve several concerns with transportation for special education students.
- 145 Improved Department safety by working closely with Districts' Risk Manager
  - Site Safety Meetings
  - Storm Water Prevention
  - Hazardous Waste
  - Safe Riding Practices
- 146 Assisted in resolving concerns with Boundary Changes.
- 147 Improved response time to resolving parent complaint as a part of our larger strategy to enhance customer support.

# ACCOMPLISHMENTS

## 2008-2009

### Fiscal Services

- 148 Completed closing of fiscal year 2007-08 accounting books and successfully completed the year's financial audit.
- 149 The District system implementation team went into live production district wide with the new integrated Financial/Human Resources information system software application. The VCOE was also given access to the new system of record.
- 150 Empowered by way of education and training all employees (they were also provided written instructions) on how to self-enroll in the Ivisions software system giving them the capability to access their personal information online, to change deductions, and to print copies of their W-2's and paystubs.
- 151 Trained all managers and their secretaries/assistants in the use of the Ivisions financial/HR information system software.
- 152 Empowered all sites in the on-line processing capability of general requisitioning, purchase orders and warehouse requisitions. Sites were given the capacity to remotely print their own reports and to look up account balances in real time.
- 153 Trained management staff on the use of Excel program so they had the ability to budget using the "Building a Better Budget" software. Provided individualized training to principals who needed more hands-on training in the "Building a Better Budget" program.
- 154 Planned to complete the Fixed Assets implementation in the Infinite Visions software system application.

### Risk Management

- 155 Completed renovation of Rose Avenue Elementary kitchen to address the pervasive asbestos problem which posed a health risk to staff and students.
- 156 Conducted a thorough review of all liabilities, property and workers' compensation claims. Completed a restructuring of the Risk Management desk and department files.
- 157 Developed new workers' compensation claims reporting procedures and created new forms to report 'incidents' only.
- 158 Investigated and administered all workers' compensation claims submitted by OSD employees. This includes payment of weekly indemnity benefits, medical expenses, and review of necessary medical treatment.
- 159 Met regularly with Southern California Risk Management Authority (SCRMA) Nurse Case Manager to ensure that our employees are receiving the best quality of care possible and that claim handling is appropriately completed.
- 160 Created a historical database of the district workers' compensation claims filed. The database will be used to prepare loss analysis reports which will help the district identify frequency and severity rates by risk class.
- 161 Identified several operational risk factors across the district and took corrective action through training and intervention programs to significantly reduce the possibility of future injury/exposure to employees. Worked with third party administrators (TPA) to resolve disputes and settlement of claims.
- 162 Conducted site safety inspections at Lemonwood, McAuliffe, Marshall, Nueva Vista, San Miguel, and Kamala Schools. Conducted Hazardous Waste Assessments in the Transportation and Facilities department. Recommendations for the implementation of new safety standards will be forthcoming.

## **ACCOMPLISHMENTS**

### **2008-2009**

- 163 Provided safety training to the Transportation and custodial staff and attended school site departmental staff meetings. Provided forklift operator certification to the Facilities, Graphics and Warehouse operations staff.
- 164 Facilitated monthly meetings of the district's Safety Committee (Dec.08-Apr.09).
- 165 Facilitated and served on the H1N1 Response Team for Swine Flu; developed an Emergency Disaster Plan to address the outbreak or spread of the Swine Flu; ordered an inventory of emergency equipment and supplies as part of the emergency plan.
- 166 Developed a plan to address unsafe speeding issues and other related traffic safety issues in the district office parking lot; implemented building security measures (i.e. visitor sign-in, badges, key card system, etc.) to protect the safety of staff, parents and visitors.
- 167 Distributed annual Employment/Safety Compliance posters to sites. Updated District Injury Illness Prevention Program.
- 168 Managed and administered the transition of the District to new third party administrator (Delta Health Systems) for employee health benefits.
- 169 Provided employees with ergonomic assessments and supplied equipment as recommended that will prevent injury and promote employee safety.
- 170 Developed new hire safety orientation for OSD employees.
- 171 Developed written safety programs based on Cal OSHA Title 8 Standards.

#### **Child Nutrition Services**

- 172 Built a \$6.0 million dollar annual revenue budget base as of June 30, 2009 by implementing strategic economies of scale, increasing student participation, and efficient inventory management procedures.
- 173 Successfully completed 2008-2009 Federal School Lunch Program Review (which is a coordinated comprehensive review – CCR by the federal government) with no significant findings and no sanctions.
- 174 Completed all bid proposals for the 2009-2010 school year. Negotiated steep vendor discounts in awarding bids which will allow us to minimize the cost of meals production.
- 175 Wrote and submitted a \$453,000 board approved grant proposal for ARRA stimulus funds for our Child Nutrition program.
- 176 Funded the entire purchase from internally generated funds of a new warehouse freezer in 2008-2009 at a cost of \$225,000 without any contribution from the Unrestricted General Fund.
- 177 Controlled production costs (i.e. food cost and labor cost) through efficient allocation ensuring that there is minimum material and labor costs price variance.
- 178 Operated the program in the black for the last three quarters, while providing breakfast, lunch and snacks to the neediest children in the county. OSD is the only school district in the entire region that provides after school snacks to nearly all of our students.

#### **Energy Management**

- 179 Provided extensive energy management education and training across the district which has generated net savings for 2008-2009 school year thus far of over \$330,000. Presented the environmental-based energy management program at teacher staff meetings.

## **ACCOMPLISHMENTS**

### **2008-2009**

- 180 Energy savings reporting - Presented periodic reports to all staff on the status of the Energy Management program broken out by individual school information, district wide information, and historical comparative data.
- 181 Energy Management Systems – Software upgrade at Frank Intermediate which reworked the heater code for more efficient use of natural gas resulted in a 15-20% savings in the winter months.
- 182 Worked with the HVAC department to install occupant demand type thermostats in all portables.
- 183 Converted gym lighting from old high intensity discharge to new T5 fluorescent lighting for energy savings, effectiveness and convenience. The projected savings are \$3,000 per year.
- 184 Installed security lighting to replace old labor intensive timers with new fully automatic timers.
- 185 Participated in the following SCE savings programs: Demand Bidding Program for a \$3,000 savings and Summer Discount Plan which will be at least \$10,000 this year.
- 186 Researched solar energy feasibility and application; researched available funding options including ARRA stimulus funding; gathered information for power purchase agreement (PPA) proposals; contacted other school districts that have “gone solar” (San Diego Unified) to arrange site visit.
- 187 Made future plans for Solar implementation in the district which will generate marginal to moderate cost savings in the short run, and which will be substantial over the longer term.

### **Facilities, Maintenance and Operations Service Center:**

#### **General**

- 188 Attended weekly construction meetings at Soria Elementary School project site and provided direction to ensure project will be completed on time.
- 189 Attended the weekly construction meetings for the Phase II Curren School Project (Modernization of 600 Wing)
- 190 Attended the weekly construction meetings for the Phase III and IV Curren School Project (parking lot expansion, portable classroom removal and landscaping)
- 191 Monitored the completion of work of the Kamala 2-story Classroom Project (landscape, fencing and parking lot)
- 192 Completed the design and bidding phases of the Asphalt Project.
- 193 Completed the design and bidding phases for the site improvement work for the Portable Classrooms Projects
- 194 PowerPoint presentation of the Safety Issues for the Villa Victoria Housing Tract.
- 195 Monitored the Overcrowding Grant Applications at the Office of Public School Construction (OPSC)
- 196 Reviewed the schematic plans of the Driffill School 2-story Classroom Project
- 197 Started the design phase for the Data Center at ESC.
- 198 Assisted in the development of a Moving Plan – District wide

## **ACCOMPLISHMENTS**

### **2008-2009**

- 199 Held meetings with the Project Architect for Vallarta Market in order to improve ESC front parking lot
- 200 Coordinated and facilitated the Facilities Construction Committee Meetings
- 201 Coordinated the Soria Construction Oversight Committee meetings
- 202 Provided direction for the Civic Center activities program and process over 500 permits.
- 203 Attended the Chief Business Officials training seminar two days per month
- 204 Scheduled School site visits to meet with principals and discuss facilities related issues
- 205 Met with Oxnard City staff to discuss proposed safety projects for the Villa Victoria Housing Tract
- 206 Developed a report of the City of Oxnard's Housing Development Projects and its impact to school facilities
- 207 Attended DELAC to gain support of the Southwest School Project
- 208 Developed a Change Order Flow Chart process structure
- 209 Developed the 5 Year Deferred Maintenance Plan 2008-2013
- 210 Completed of the Construction Cost Analysis Report for the Driffill School 2-story Classroom Building project.
- 211 Attended the Settlement conferences for the Southwest School project
- 212 Met with City of Oxnard Staff to discuss State/Federal Safe to School Grant applications.
- 213 Prepared the Departments Annual Goals and Objectives
- 214 Prepared and submitted a cost estimate to principals on installation of lunch shelters
- 215 Participated in the School Ready meetings
- 216 Attended the Bond Oversight Committee meetings
- 217 Prepared and implemented a reorganization of the Facilities Dept.
- 218 Developed an estimated project schedule for the Driffill 2-Story Classroom project
- 219 Facilitate the job walks with potential bidders for the Summer projects
- 220 Reviewed, monitored and approved payment applications for current construction projects: Soria, Curren and Kamala P2P buildings
- 221 Selected building inspector for the Portable Classrooms projects at Marina West and Sierra Linda Schools.
- 222 Selected a moving company for the District-wide move due to boundaries changes and construction of Soria School.
- 223 Processed the Change Orders for the ongoing construction projects at Soria, Curren and Kamala Schools.
- 224 Provided assistance for the Juan Lagunas Soria School classroom move for teachers.
- 225 Developed a draft Request for Proposal of services to prepare the Facilities Master Plan.
- 226 Assisted in the development of a plan to address the traffic issues in the new parking lot at ESC.
- 227 Met with consultant to determine additional State funding eligibility for new construction and modernization projects.
- 228 Prepared a letter in response to the City of Oxnard's 2030 General Plan and Environmental Impact Report.
- 229 Met with the County Office of Education Planning staff to review and comment on proposed Special Education Facilities adjacent to the R.J. Frank Intermediate School.
- 230 Met with State Department Education Facilities Division staff on the required State application for the Driffill 2-Story classroom project.

# ACCOMPLISHMENTS

## 2008-2009

- 231 Conducted the Pre-Construction Conferences for the Asphalt projects
- 232 Conducted the Pre-Construction Conferences for the Exterior Painting projects
- 233 Conducted the Pre-Construction Conference for the Site improvement work-Portable Classrooms
- 234 Attended the weekly construction meeting for the site improvements work on the Portable Classrooms projects.

### **Maintenance**

- 235 Completed 8,000 work orders
- 236 Conducted HVAC Energy Management System workshops.
- 237 Renovated building 500 at Fremont Intermediate School.
- 238 Remodeled Rose Ave School administration office.
- 239 Remodeled Rose Ave. School kitchen area.
- 240 Completed asphalt work at Sierra Linda, McKinna, Drifill, Lemonwood, Marina West, Frank Intermediate and McKinna School sites.
- 241 Conducted monthly Safety Training Sessions.
- 242 Installation of occupant demand type thermostats in all portable classrooms for energy conservation.
- 243 Worked with Energy Manager to install new T5 fluorescent lighting in Gym for energy saving.
- 244 Installed Energy efficient lighting systems District-wide

### **Grounds**

- 245 Conducted monthly Safety meetings.
- 246 Implemented joint use agreement to Brekke School/Kite Park
- 247 Hired two (2) Grounds Worker I Positions
- 248 Installed District-wide based control system for water conservation.
- 249 Donation of 21 trees from local nursery for School Beautification Projects.
- 250 Re-sod quad area at Frank Intermediate School.

### **Custodian**

- 251 Developed Custodian Task Force Recommendation Report inspections, cleaning standards and document procedures for on-site inspection visit.
- 252 Presented Custodian Task Force Report to the District Leadership Team for discussion and input.
- 253 Participated in the School Ready Committee
- 254 Provided input on the Soria School office furniture.
- 255 Hired Custodians for Soria School
- 256 Hired Custodial Supervisor.
- 257 Carried out a disinfection plan used during the Swine Flu epidemic.

# ACCOMPLISHMENTS

## 2008-2009

### Human Resources and Support Services (Certificated):

#### Employment

- 258 Hired following Certificated positions:
- Principal Soria School
  - Principal Rose Ave. School
  - Principal Kamala School
  - Assistant Superintendent, Chief Academic Officer
  - Executive Director, English Language Services
- 259 Established new employee orientation program including the creation of orientation DVD
- 260 Planned and implemented the first district wide SIP day in the last 30 years.
- 261 Maintained 100% Highly qualified staff who are EL Authorized (CLAD/BCLAD) and are fully credentialed for their subject areas.

#### State and Federal Programs

- 262 Completed goal of obtaining 100% Highly Qualified Teachers and Para-Professionals
- 263 Completed "Compliance, Monitoring, Intervention, and Sanctions" (CMIS) Process and Report. Report submitted to the California Department of Education. District was found in Full Compliance.
- 264 Maintained the Teacher Experience Index (TEI) for all QEIA Schools.
- 265 Completed HR and Staffing Portions of the Consolidated Application.
- 266 Provided reports and data to DAIT team for final DAIT report.

#### Negotiations

- 267 Successfully completed negotiations for the 2008-09 collective bargaining agreement with the Oxnard Supportive Services Association (OSSA).
- 268 Successfully completed negotiations for the 2008-09 collective bargaining agreement with the California School Employees Association (CSEA).
- 269 Successfully completed negotiations for the 2008-09 collective bargaining agreement with the Oxnard Educators Association (OEA) with the exception of one item, Split Reading, where impasse was declared.
- 270 Successfully completed negotiations for several Memorandum of Understanding agreements with OEA, CSEA, and OSSA regarding:
- Single track conversion (OSSA)
  - RIF (OSSA and OEA)
  - Transfer Language (OEA)
  - Work schedules in July, 2009 for remaining Multi-Track Schools (OSSA)
- 271 Prevailed in appeal hearing for the reduction in force (RIF).
- 272 Successfully completed negotiations for the 2009-2010 and 2010-2011 District calendars.
- 273 Developed work calendars for OSSA members, CSEA members, and site administrators for the 2009-2010 school year.
- 274 Published updates to stakeholders on all negotiations with each association.

# ACCOMPLISHMENTS

## 2008-2009

### Process and Procedures

- 275 Updated District HR Website.
- 276 Developed annual HR calendar with important deadlines for school sites to know.
- 277 Implemented an Acceptable use Policy for staff's use of computers and email.
- 278 Enhanced use of substitute system to include both certificated and classified employees using the SMARTFIND System.
- 279 Increased use of online recruitment and application tracking software known as NEOGOV.
- 280 Successfully implemented staffing process for teachers in anticipation of the 2009-2010 school year.
- 281 Successfully completed submission of CBEDS Report to the CDE indicating 100% highly qualified staff.

### Complaints and Grievances

- 282 Successfully resolved 14 contract grievances with three bargaining units
- 283 Successfully resolved 25 complaints against employees
- 284 Successfully resolved 2 Uniform Complaints
- 285 Successfully resolved 1 complaint to the EEOC

### Discipline

- 286 Addressed employee misconduct or discipline resulting in unpaid suspensions (12 employees)
- 287 Dismissed or released 8 employees who had demonstrated poor performance or policy violations despite vigorous attempts to correct the issue.

### Professional Development

- 288 Provided training to administrators on staff evaluations
- 289 Provided training to administration on the Skelly Hearing Process
- 290 Provided training to administration on the OEA, CSEA, and OSSA Collective Bargaining Agreements.

<b>Human Resources, (Classified):</b>
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### Training and Staff Development

- 291 Provided training to the Human Resources Analyst on Alcohol and Drug Abuse Identification and Prevention, Leaves of Absence, FMLA, and Unemployment Insurance requirements.
- 292 Provided Excel training for the Human Resources Technicians and Human Resources Assistant.
- 293 Provided training for staff on managing multiple projects.
- 294 Completed Armatus training.
- 295 Completed orientation of three personnel.
- 296 Developed six-month training plan for new HR Analyst.

# **ACCOMPLISHMENTS**

## **2008-2009**

### **Data Management**

- 297 Transitioned from Escape to the new IVisions payroll and human resources data management system.
- 298 Provided staff with training on the new IVisions system.
- 299 Entered data and ensured accuracy of the data.
- 300 Worked on making the new IVisions system available to administrators for electronic approval of transactions.
- 301 Met with management personnel to develop procedures to process new hires and other personnel transactions.
- 302 Worked with HR Technicians to draft the data management procedures which will identify all the steps needed to process new hires, transfers, and terminations for permanent and temporary positions.
- 303 Submitted 117 classified human resources transactions for board approval during the period of January 2009 to June 2009.
- 304 Ensured human resources transactions satisfy Payroll and Human Resources procedures by meeting weekly with management staff.
- 305 Reviewed the proper allocation of six clerical positions in the Pupil Services Department.
- 306 Transitioned the processing of request for substitutes to certificated Human Resources staff.
- 307 Transitioned Professional Growth administration to classified Human Resources staff.

### **Recruitment of Personnel**

- 308 Conducted recruitment efforts for the classifications of HVAC Technician, Grounds Maintenance Worker I, School Office Manager, Secretary, Intermediate School Secretary, Translator, Computer Lab Technician, Custodial Services Manager, Attendance Accounting Specialist II, and Instructional Assistant (CELDT).
- 309 Revised the Personnel Commission Rules and Regulations regarding examinations (Chapters 40 and 50).
- 310 Identified applicants for various summer programs and other special programs. These include recruitment of Instructional Assistants to administer the CELDT program (English proficiency testing), Preschool Assistants, and Pre-K Teachers.
- 311 Prepared a timeline for layoffs for FY 08/09.
- 312 Calculated and published the Seniority List for 2009.
- 313 Updated the reemployment list.
- 314 Processed lay offs, abolishment and establishment of various positions to staff Juan Lagunas Soria school.
- 315 Processed the abolishment of several positions that have been proposed for abolishment or reduction as a result of lack of funds.
- 316 Sent out Reasonable Assurance letters to employees in May 2009 notifying them that there is reasonable assurance of their return next year at this point.
- 317 Completed the annual calculation of longevity increments for classified employees, to ensure their salaries are properly adjusted.
- 318 Produced Probationary/vacancy reports monthly.
- 319 Produced an updated playground aide report every month.

# ACCOMPLISHMENTS

2008-2009

## Budget

- 320 Attended the district's budget advisory committee meetings, which will be addressing the fiscal crisis.
- 321 Briefed the Interim Superintendent and other top senior management regarding the budget process applicable to the Personnel Commission.

## Labor Management

- 322 Advised the Assistant Superintendent, Human Resources and CSEA regarding human resources issues and the collective bargaining process.
- 323 Submitted an issues memo regarding the layoff article of the CSEA contract.
- 324 Worked with the Assistant Superintendent to incorporate Playground Aides into the bargaining unit.
- 325 Examined issues relating to the Playground Aides as exempt employees.
- 326 Worked with management and the union to update the Personnel Commission's Strategic Plan.
- 327 Revised district policies 5364 (clerical staffing) and 5464 (custodial staffing).

## Evaluations

- 328 Developed a list of employees by site with the date of their last evaluation and drafted a letter for the Interim Superintendent's signature to be sent to managers asking them to complete employee evaluations.
- 329 Improved and updated the management evaluation form.

## Classified Employee Recognition

- 330 Facilitated a joint meeting of the Board and Personnel Commission on May 13, 2009, to honor classified employees as part of Classified Employee Week.

## Job Descriptions

- 331 Submitted several job descriptions to the Board which were created or revised by the Personnel Commission.

<b>Technology:</b>
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- 333 Completed two-year process of converting entire District to a unified Active Directory Domain Structure.
- 333 Reorganized Department responsibilities to better meet need of schools and District departments.
- 334 Improved communication of expectations and standards for School Lab Techs.
- 335 Reinstated regular Lab Tech Meetings.
- 336 Continued the expansion of new Voice over IP Phone System (VoIP):
  - Setup auto attend for interactive response and off hour messaging.
  - Setup *CdrAR* (Call Detail Records Analysis and Reporting) to search and track all out/in bound calling.

## ACCOMPLISHMENTS

### 2008-2009

- Setup Soria new School Office with VoIP phones and messaging (805-385-1584).
  - Developed calling scheme for adding additional sites and schools to VoIP calling.
- 337 Set up the *8e6* Internet Filter and Reporter to use login account names to monitor and report Internet activity.
  - 338 Configured *Google Mini* search engine to appropriately query *Storage.Oxnardsd.Org* for searching District Web Pages.
  - 339 Completed the setup of the Afterschool Laptop Carts at all K-6 schools.
  - 340 Installed *Rosetta Stone* across District for all student and staff use.
  - 341 Established continuous monitoring of backups for critical data and files.
  - 342 Implemented an automated shutdown for all District computers to save energy.
  - 343 Implemented an automated *OARS* Extract procedure which includes Future School and additional EL information.
  - 344 Reconfigured *ConnectEd* to include Staff, Future School, future kindergarteners.
  - 345 Obtained CSIS ID numbers for District pre-K special education students to comply with State requirements. All pre-K students will have CSIS ID numbers for the 2009-10 school year.
  - 346 Began the process to develop “Systems of Records” for District data and to maintain more accurate data limiting multiple entry of the same data.
  - 347 Participated in FCMAT/CSIS Best Practice Cohort to prepare the District for the State’s new Data report requirements, California Longitudinal Pupil Achievement Data System (CALPSDS).
  - 348 Began the implementation of *VMWare* software to begin virtualizations of District-wide server to maximize hardware purchases and reduce energy and cooling costs.
  - 349 Worked with Facilities, we have set timelines for the completion of the new Data Center and Technology Office.
  - 350 Configured reception for digital satellite feed from Edusat educational programming.
  - 351 Provided audio and video support for the District, including special projects for Staff, ELS Parent Options (in progress), City parade, School Sites special events, Budget Community Forums, etc.
  - 352 Met deadlines for broadcasting and taping all regular and special Board of Trustee Meetings, as needed.
  - 353 Planned implementation of the New Employee Orientation DVD with Human Resources for 2009-2010 school year.
  - 354 Planned implementation for the Soria School of Time Warner Cable access in conjunction with the Facilities department.
  - 355 Prepared to deliver OSD Promotion Ceremony information and video for District use and for parents.