

2018 Local Agency Biennial Notice

County of Ventura

SEP 27 2018

Name of Agency: Oxnard Union High School District Clerk of the Board
Mailing Address: 309 South K Street, Oxnard, CA 93030
Contact Person: Jeff Weinstein Phone No. (805) 834-1461
Email: Jeff.Weinstein@oxnardunion.org Alternate Email: Sylvia.Abuaita@oxnardunion.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

9/24/18
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



RESOLUTION #18-29

SEP 27 2018

RESOLUTION OF THE BOARD OF TRUSTEES OF THE OXNARD UNION HIGH SCHOOL DISTRICT ADOPTING REVISIONS THROUGH THE BIENNIAL REVIEW OF CONFLICT OF INTEREST CODE

WHEREAS, public agencies, including school district governing boards, are required to adopt a Conflict of Interest Code in compliance with Government Code Sections 87300-87313; and

WHEREAS, District elected officials, including Board members and designated employees, shall adhere to the District's Conflict of Interest Code; and

WHEREAS, Government Code Section 87306.5 requires every local government agency to review its Conflict of Interest Code biennially to determine if it is accurate or if the code must be amended; and

WHEREAS, the Administration has reviewed the District's code in keeping with said requirement and presents the revisions herewith for the Board's approval; and

WHEREAS, Oxnard Union High School District Board Bylaws state that the Board shall adopt a Resolution that specifies the terms of the District's Conflict of Interest Code, the District's Designated positions, and the disclosure categories required for each position, and said terms are incorporated herewith by reference;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Oxnard Union High School District has received the revisions through the Biennial Review of the Conflict of Interest Code and agrees that all designated employees shall adhere to the District's Conflict of Interest Code as set forth herein.

PASSED AND ADOPTED by the Board of Trustees of the Oxnard Union High School District the 29th day of August, 2018.

Signed:

Dr. Gary Davis, President of the Board of Trustees of the Oxnard Union High School District

Karen Sher, Clerk of the Board of Trustees of the Oxnard Union High School District

CLERK'S CERTIFICATE

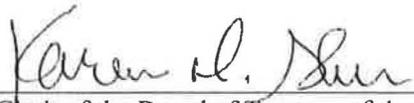
I, Karen Sher, Clerk of the Board of Trustees of the OXNARD UNION HIGH SCHOOL DISTRICT, hereby certify that the foregoing is a full, true, and correct copy of Resolution #18-29 adopted at a regular meeting place thereof on the 29th day of August, 2018, of which meeting all the members of said Board of Trustees had due notice and at which a majority thereof were present, and that at said meeting said resolution was adopted by the following vote:

AYES:	<u>5</u>
NOES:	<u>0</u>
ABSENT:	<u>0</u>
ABSTENTIONS:	<u>0</u>

An agenda of said meeting was posted at least 72 hours before said meeting at Oxnard, California, a location freely accessible to members of the public, and a brief general description of said resolution appeared on said agenda.

I further certify that I have carefully compared the same with the original minutes of said meeting on file and of record in my office; that the foregoing resolution is a full, true and correct copy of the original resolution adopted at said board meeting and entered in said minutes; and that said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: August 29, 2018



Clerk of the Board of Trustees of the
OXNARD UNION HIGH SCHOOL DISTRICT



**CONFLICT OF INTEREST CODE
OXNARD UNION HIGH SCHOOL DISTRICT BUSINESS SERVICES**

SEP 27 2018

Clerk of the Board

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **OXNARD UNION HIGH SCHOOL DISTRICT**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **OXNARD UNION HIGH SCHOOL DISTRICT**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED this 29th day of August, 2018:

By: *P. DeLeon*
Print Name: Penelope A. DeLeon, Ed.D.
Title: Superintendent

EXHIBIT A – DESIGNATED POSITIONS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
5	Board Member	1
1	Superintendent	1
1	Asst. Supt. – Business Services	1
1	Asst. Supt. – Educational Services	1
1	Asst. Supt. – Human Resources	1
1	Director of Human Resources	4
1	Senior Accountant	6
1	Director of English Learner Services	4
1	Director of Instructional Support Services	1
1	Director of Learning Support Services	4
1	Director of Career Education	4
1	Coordinator Work Based Learning	4
1	Categorical Program Specialist	4
1	Coordinator - Student Interventions	4
1	Coordinator Educational Technology	4
1	AVID Coordinator	4
1	Director of Fiscal Services	6
1	Director of Maintenance, Operations & Transportation	4
1	Director of Purchasing	4
1	Director of Special Education	4
1	Director of Student Support Services	4
1	Director of Nutrition Services	4
1	Transportation Supervisor	4
1	Custodial Supervisor	4
1	Cafeteria Manager	4
Consultants ¹		

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.



**BOARD MINUTES
BOARD OF SUPERVISORS, COUNTY OF VENTURA, STATE OF CALIFORNIA**

**SUPERVISORS STEVE BENNETT, LINDA PARKS,
KELLY LONG, ROBERT O. HUBER AND JOHN C. ZARAGOZA
January 8, 2019 at 8:30 a.m.**

CONSENT – COUNTY EXECUTIVE OFFICE – Adoption of Amended Conflict of Interest Code for Oxnard Union High School District.

- (X) All Board members are present.

- (X) Upon motion of Supervisor Zaragoza, seconded by Supervisor Long, and duly carried, the Board hereby approves the recommendations as stated in the respective Board letters for Consent Items 15 – 17, and 19 – 30, with a revised Board letter for Item 19.

By:

A handwritten signature in cursive script that reads "Lori Gaines". The signature is written in black ink and is positioned above the printed name and title.

Lori Gaines
Deputy Clerk of the Board