

2024 Local Agency Biennial Notice

Name of Agency: Oxnard Union High School

Mailing Address: 1800 Solar Drive, Oxnard, CA 93030

Contact Person: Richard Urias Phone No. 805-385-2512

Email: Richard.urias@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

9/13/24
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 3, 2022**, or by the date specified by your agency, if earlier, to: **E-Mail to: form700clerk@ventura.org**

or
Mail to: Clerk of the Board of Supervisors
800 S. Victoria Avenue, L# 1920
Ventura, CA 93009-1920

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



CONFLICT OF INTEREST CODE OXNARD UNION HIGH SCHOOL DISTRICT

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 11 day of September, 2024:

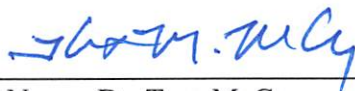
By: 
Print Name: Dr. Tom McCoy
Title: Superintendent

EXHIBIT A – DESIGNATED POSITIONS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
5	Board Members	1
1	Superintendent	1
1	Assistant Superintendent – Business Services	1
1	Assistant Superintendent – Education Services	1
1	Assistant Superintendent – Human Resources	1
1	Director of Human Resources	4
1	Director of Learning Support Services	4
1	Director of Fiscal Services	6
1	Director of Facilities, Maintenance & Operations	4
1	Director of Purchasing	4
1	Director of Special Education	4
1	Director of Nutrition Services	4
1	Transportation Supervisor	4
Consultants¹		

EXHIBIT B – DISCLOSURE CATEGORIES

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.

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.

APPENDIX - DESIGNATING OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

[illegible]



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

**SUPERVISORS MATT LAVERE, JEFF GORELL,
KELLY LONG, JANICE S. PARVIN AND VIANEY LOPEZ
October 29, 2024 at 8:30 a.m.**

CONSENT – COUNTY EXECUTIVE OFFICE – Receive and File the 2024 Biennial Notices; and Adoption of Conflict of Interest Codes for 127 Local Agencies.

- (X) All Board members are present, except Supervisor LaVere is absent.
- (X) Upon motion of Supervisor Parvin, seconded by Supervisor Lopez, and duly carried, the Board hereby approves the recommendations as stated in the respective Board letters for Consent Items 11 – 54, with a revised Board letter for item 43.

By: Lori Key
Lori Key
Senior Deputy Clerk of the Board

June 9, 2025

Agency Report of:
New Positions

Clerk of the Board

A Public Document

California
Form **804**


1. Agency Name (Also include, Division, Department, or Region (if applicable)) Oxnard Union High School District		<input type="checkbox"/> Amendment Date of Original Filing: 4/1/2025 (month, day, year)
Agency Contact Sylvia Abu-Aita		
Phone Number 805-385-2512	Email sylvia.abuaita@oxnardunion.org	

2. New Position Information

Position Title/Classification and Job Summary	Assigned Category	OR Disclosure Requirement	Assuming/Start Date (Optional)
Bond Projects & Workforce Housing - Overseas the Bond Projects and Workforce Housing	4	See attached job description	Start 5/5/2025 m / d / yr
			Start ____ / ____ / ____ m / d / yr
			Start ____ / ____ / ____ m / d / yr
			Start ____ / ____ / ____ m / d / yr
			Start ____ / ____ / ____ m / d / yr
			Start ____ / ____ / ____ m / d / yr
			Start ____ / ____ / ____ m / d / yr

3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

	Richard Urias	Assist Sup Bus Services	6/9/2025
Signature	Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

New position

Print

Clear

BRIEF DESCRIPTION OF POSITION

Under the supervision of the Assistant Superintendent Business Services and in collaboration with the Director of Facilities, Maintenance, and Operations (FMO), the Director Bond Projects and Workforce Housing shall plan, organize and supervise the district's bond facility construction projects that are funded fully or in part through bonds or grants. This includes being responsible for the supervising and coordinating all district facility improvement projects, including new construction and modernization projects and Employee Workforce Housing. Serves as the District's Representative at construction meetings. Leads the design and planning of construction and modernization projects and is responsible for coordinating change orders with the construction manager, architect, and contractor. Assists in the development of program, project and construction budgets and monitoring of project and construction budgets as the project is undertaken. This position is funded by Measure E. Upon the expiration of Measure E funds, this position will sunset.

STATEMENT OF ESSENTIAL DUTIES

- a. Prepares or obtains estimated costs for various construction projects throughout the District.
- b. In coordination with Fiscal Services, implements project/construction budgets using estimated costs and constantly monitors costs to stay within the budget limitations.
- c. Oversees the management of district-wide facility improvements, renovations, modernization, and new construction projects during planning, design, bid, construction, closeout and certification related to facility improvement funding.
- d. Confers with supervisor, subordinates and consultants on methods and procedures for work, supply and equipment requirements.
- e. Arranges and conducts in-service training and orientation programs as required.
- f. Helps plan and develop procedures for a maintenance program for facilities and equipment.
- g. Establishes priorities and prepares paperwork to participate in State Deferred Maintenance Program.
- h. Reviews requisitions for construction materials to be purchased.
- i. Is responsible for safe conditions of buildings and grounds.
- j. Upon acceptance by the District, reviews operational requirements of construction projects with Director of FMO.
- k. Performs liaison functions with contractors, architects, and inspectors on construction projects.
- l. Evaluates long-term needs in relation to major projects and property improvements and develops a five (5) year plan. Administers planning and development of district-wide and site-by-site plans for facility needs. Collaborate with administrators in evaluating existing facilities and developing the District's Master Facilities Plan.
- m. Assists in the selection of project architects, engineers, and consultants for assigned projects, and the negotiation of appropriate fees, and recommends approval of contracts. Participates in pre-construction planning conferences, job walks, etc.
- n. Supervises inspection and/or mandated Project Inspectors of new building construction and renovation projects.
- o. Visits construction projects to assure that plans, specifications, codes and regulations are being observed and followed. Responsible for monitoring the completion of district construction and modernization projects to ensure that projects are completed per project specifications.
- p. Supervises a quality control program for materials used in new construction.
- q. Reviews and administers, invoices for payment, including progress payments and retentions submitted by building contractors, and all costs and invoices for services, materials and construction related to

- the Measure E program, including testing laboratories, consulting engineers, and surveying firms.
- r. Requests, receives and maintains insurance policies secured by contractors and verifies appropriate coverage for compliance with public contracting codes and best practices, public liability, property damage, fire and workmen's compensation.
 - s. Investigates reports of faulty workmanship or materials in new construction and recommends or takes appropriate action under the terms of the guarantee.
 - t. Monitors progress of each contractor and inspects all work for proper workmanship consistent with the contract documents.
 - u. Prepares or supervises the preparation of specifications and assembles bid documents as required on all projects that are routed through the public bid process.
 - v. Prepares or supervises the preparation of drawings, as required, to supplement specifications when needed to complete a construction project.
 - w. Oversees preparation of bid packages for release.
 - x. Maintains complete project files including drawings, proposals, contracts, work in progress reviews, inspections, and communications.
 - y. Assures project closeout procedures compliance and best practices with applicable state and local agencies.
 - z. Organizes and maintains record documents and archives of all work performed under the Measure E program.
 - aa. Coordinates all bidding related preparations, activities, compliance, record keeping and best practices.
 - bb. Thoroughly reviews and analyzes bids received from contractors and makes recommendations in compliance with bid documents and all applicable regulations.
 - cc. Evaluates and makes recommendations on time extension request and assessment of liquidated damages.
 - dd. Develops Requests for Proposals for obtaining professional services for various construction projects and the program.
 - ee. Arranges and conducts regular meetings with appropriate District, City, State, and outside agencies to promote good communications and coordination regarding construction planning, progress, and funding.
 - ff. Prepares for and makes presentations to community or other interest groups, including district's Board of Education. Develops performance reports, correspondence and other documents in connection with projects.
 - gg. Checks and evaluates drawings and specifications submitted by architects, engineers and contractors making the necessary corrections, consistent with standards established by the Board of Trustees.
 - hh. Analyzes alternate construction delivery methods and makes reasoned recommendations for appropriateness of methods for individual projects.
 - ii. Supervises and works closely with architects, engineers and other consultants on projects.
 - jj. Plans, implements, monitors and controls efforts and schedules for on-time project completion within budget limits.
 - kk. Suggests appropriate building systems, standardized components and construction methods.
 - ll. Coordinates construction projects with the Director of FMO.
 - mm. Regularly reviews all projects, schedules and budgets with the Assistant Superintendent Business Services.
 - nn. Develops workflow schedule to accommodate design and construction schedule.
 - oo. Assists in the preparation of Contract Documents.
 - pp. Secures or monitors progress for Department of State Architect (DSA) permits as required.
 - qq. Familiarizes all concerned with schedule requirements, shop drawings, correspondence, quality control tests, job safety, site security and payment procedures.
 - rr. Coordinates drawing/design with procurement/contracting.
 - ss. Provides advice, support and assistance by interpreting policies and procedures to appropriate staff.
 - tt. Establishes facility project goals and objectives for the Business division.
 - uu. Serves as an integral consultant to the superintendent, assistant superintendents, directors and managers on Bond Facility Services matters.
 - vv. Coordinates the development of small problem-solving groups for individual projects and serves as a facilitator for these groups in achieving organizational goals; facilitates the identification and resolution of organizational problems.

ww. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

- Must be able to demonstrate ability to lead, plan, organize, and administer a comprehensive facility planning/construction program.
- Must be able to operate PC.
- Working knowledge of modern and complex principals; and practices used in planning, construction, and the maintenance of facilities.
- Thorough knowledge and confidence to make decisions and recommendations with little supervision relating to capital improvement projects; assist others internally and externally with decisions relating to capital improvements projects; and establish and meet milestone dates for the department to assure overall goals and objectives of the department are met.
- Knowledge of state laws relating to construction, labor relations, and fiscal controls/budgetary guidelines of public bid construction.
- Knowledge of the Uniform Building Code, Uniform Plumbing Code, national Electrical Code, Uniform Fire Code, Uniform Mechanical Code, Occupational Safety and Health Administration (OSHA) General Industry Safety Orders, Architectural Barrier Laws, Title 24, Public Contracting Code, and other related codes applicable to schools in California.
- Knowledge of administration, record keeping, budgeting and tracking, reporting, auditing, and other best practices related to the direction of a public schools capital improvement program.
- GAAP and best practices for record keeping, cost analysis and work procedures.
- Principals, methods, techniques and strategies pertaining to comprehensive facilities planning, construction and modernization programs.
- Effective oral and written communication to speak in public, conduct meetings, and make presentations.

WORK YEAR:

Classified Management Work Year

SALARY:

Classified Management Salary Schedule

BENEFITS:

Medical (employee contribution), 100% dental, vision and life insurance

EDUCATION AND

EXPERIENCE:

Any combination of experience equivalent to an Associates or Bachelor degree in Engineering, Construction Management or related field and at least 7 years of progressively responsible experience preferred or High School Diploma with 11 years of experience.

LICENSES AND

OTHER

REQUIREMENTS:

PHYSICAL

CHARACTERISTICS:

At least three years' experience in directing a multi-site facilities of a school district, municipality, industrial plant or other equivalent organization. Basic knowledge of word processing and spreadsheets.

Valid Contractor's License, Possession of a valid California driver's license. Must have a history of safe driving and maintain a safe driving record.

Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Hearing and speaking to exchange information, dexterity of hands and fingers to operate a computer keyboard, seeing to inspect projects, and read a variety of materials. Sitting or standing for extended periods of time. Walking to inspect projects. Climbing ladders, working around and with machinery that have moving parts, chemical fumes, working at heights.

WORKING

CONDITIONS:

Work is performed in an indoor environment where minimal safety conditions exist and also outdoors where safety conditions exist from moving equipment, environment factors, and noise extremes.