



# VENTURA COUNTY

## SUPERINTENDENT OF SCHOOLS OFFICE

Administrative Services Center 5189 Verdugo Way, Camarillo, CA 93012

### ADMINISTRATION

Charles Weis, Ph.D.  
County Superintendent of Schools  
(805) 383-1901  
FAX (805) 383-1908

Sandra Shackelford  
Associate Superintendent  
Educational Services  
(805) 383-1903  
FAX: (805) 383-1908

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(805) 383-1905  
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Assistant Superintendent  
Student Programs & Services  
(805) 388-4423  
FAX: (805) 388-4428

January 5, 2004

Dr. Joan M. Karp  
Chair of Education Programs  
California State University, Channel Islands  
One University Drive  
Camarillo, CA 93012

Dear Dr. Karp:

I am pleased to support your efforts to develop a Preliminary Administrative Services Credential Program at California State University Channel Islands. The need for well trained and credentialed school administrators continues to be of high priority in the county. We are in need of school administrators at all levels who are prepared to provide strong leadership for our diverse school communities. I applaud your efforts to develop this program to address these needs.

The Preliminary Administrative Services Credential continues CSU Channel Island's commitment to addressing local needs for the preparation of skilled teachers and administrators. CSU Channel Islands has developed an effective partnership with the Ventura County Superintendent of Schools Office and local school districts in preparing teachers and we look forward to the expansion of this partnership in the preparation of school administrators who are able to support the success of all learners in our schools.

We are pleased that CSU Channel Islands continues to work collaboratively with Ventura County school districts and we look forward to working with you in support of the Preliminary Administrative Services Credential Program.

Sincerely,

Charles Weis, Ph.D.  
County Superintendent of Schools

CW/nm

**Ventura County Schools CSU Channel Islands Partnership Agreement**  
**Preliminary Administrative Services Credential**  
**Professional Development and Field Work**

The Principals Leadership Program is designed to serve the needs of Ventura County Schools by preparing fully qualified candidates for the Preliminary Administrative Services Credential. The partners to this agreement commit themselves to contributing substantively to the quality and effectiveness of each candidate's preparation. This agreement includes partnership in the design and implementation of the leadership program with the partners working collaboratively to design, monitor and improve the program on a continuing basis. The program design and implementation plan for the Professional Development and Field Work component is summarized in the Principals Leadership Program Field Work Handbook. Partners agree to meet the responsibilities assigned to each party in the adopted handbook.

**Partnership Responsibilities: CSU Channel Islands and Ventura County School Districts**

1. To work collaboratively to design and implement a program that meets the Standards of Quality and Effectiveness for the Preliminary Administrative Services Credential established by the California Commission on Teacher Credentialing (CTC).
2. To work collaboratively to design and implement a successful field work program that enables each candidate to address the major duties and responsibilities authorized by the Preliminary Administrative Services Credential in a variety of realistic settings that reflect the diverse communities of Ventura County.
3. To work collaboratively to recruit, select, and support highly qualified school administrators to serve as supervising administrators who will function as a role model, give guidance and support, and provide opportunities for the candidate to gain experiences that will enhance her/his ability to assume future administrative positions and complete the competency requirements of the Preliminary Administrative Services Credential.
4. To work collaboratively to immediately address problems which may jeopardize the quality of a candidate's field work experience.
5. To annually assess the quality of the Principals Leadership Program and collaboratively develop and implement recommendations that will enhance the preparation of candidates completing the program.

Ventura County Schools CSU Channel Islands Partnership  
Preliminary Administrative Services Credential  
Professional Development and Field Work

1. Name of co-sponsoring organization:

Ventura County Superintendent of Schools Office

Mailing address:

5189 Verdugo Way, Camarillo  
Charles Weis

Contact person:

805 383-1901

Telephone:

E-Mail weis@vcss.12.ca.us

2. Authorized Participation has been approved by:

Name:

Charles Weis

Position:

Superintendent

Signature of Approving Official:

Charles Weis

Date: 12/19/03

Ventura County Schools CSU Channel Islands Partnership  
Preliminary Administrative Services Credential  
Professional Development and Field Work

1. Name of co-sponsoring organization:

California State University Channel Islands

Mailing address:

One University Drive, Camarillo CA 93012

Dr. Joan Karp

Contact person:

805-437-8871

Telephone:

E-Mail joan.karp@csuci.edu

2. Authorized Participation has been approved by:

Name:

Dr. Stephen Lefevre

Position:

Dean of the Faculty

Signature of Approving Official:



Date: December 10, 2003

Ventura County Schools CSU Channel Islands Partnership  
Preliminary Administrative Services Credential  
Professional Development and Field Work

1. Name of co-sponsoring organization:

Rio Elementary School District

Mailing address:

3300 Cortez St

Oxnard, CA 93036

Contact person: Orv Jones, Dir. of Human Resources

805-485-3111

Telephone:

E-Mail Orv.Jones@rio.k12.ca.us

2. Authorized Participation has been approved by:

Name:

Dr. Patrick Farverly

Position:

Superintendent

Signature of Approving Official:

John Mays

Date: 12/19/03

Ventura County Schools CSU Channel Islands Partnership  
Preliminary Administrative Services Credential  
Professional Development and Field Work

1. Name of co-sponsoring organization:

Ojai Unified School District

Mailing address:

414 E. Ojai Ave.

Ojai, CA 93023

Contact person:

Tim Baird

Telephone:

640-4300 Ext. 1011

E-Mail tbaird@ojai.k12.ca.us

2. Authorized Participation has been approved by:

Name:

Tim Baird

Position:

Superintendent

Signature of Approving Official:

Tim Baird

Date: 12/19/03

Ventura County Schools CSU Channel Islands Partnership  
Preliminary Administrative Services Credential  
Professional Development and Field Work

1. Name of co-sponsoring organization:

Ocean View School District

Mailing address:

2382 Etting Rd.

Oxnard, CA 93033

Contact person:

Nancy J. Carroll, Ph.D.

Telephone:

(805) 488-4441

E-Mail n Carroll@ovsd.k12.ca.us

2. Authorized Participation has been approved by:

Name:

Nancy J. Carroll, Ph.D.

Position:

Superintendent

Signature of Approving Official:

Nancy J. Carroll, Ph.D.

Date: 12/19/03

Ventura County Schools CSU Channel Islands Partnership  
Preliminary Administrative Services Credential  
Professional Development and Field Work

1. Name of co-sponsoring organization:

Hueneme School District

Mailing address:

205 N. Ventura Road

Port Hueneme

Contact person: Jerry Dannenbury

(805) 488-3588

Telephone:

(805) 488-3588

E-Mail Jdannenbury@huenesd.k12.ca.us

2. Authorized Participation has been approved by:

Name:

Jerry Dannenbury

Position:

Superintendent

Signature of Approving Official:

Jerry Dannenbury

Date: 12-19-03

Ventura County Schools CSU Channel Islands Partnership  
Preliminary Administrative Services Credential  
Professional Development and Field Work

1. Name of co-sponsoring organization:

Somis USD

Mailing address:

5268 NORTH STREET, P.O. Box 900  
Somis, CA 93066

Contact person:

RICHARD J. MALFATTI, SUPERINTENDENT

Telephone:

(805) 386-5711 EXT. 11

E-Mail malfatti@somis.k12.ca.us

2. Authorized Participation has been approved by:

Name:

RICHARD J. MALFATTI

Position:

SUPERINTENDENT

Signature of Approving Official:

Richard J. Malfatti

Date:

December 19, 2003

Ventura County Schools CSU Channel Islands Partnership  
Preliminary Administrative Services Credential  
Professional Development and Field Work

1. Name of co-sponsoring organization:

Briggs Elementary School District

Mailing address:

14438 W. Telegraph Rd. Santa Paula, CA 93060

Carol L. Vines

Contact person:

(805) 645-001

Telephone:

E-Mail CVines@briggs.k12.ca.us

2. Authorized Participation has been approved by:

Name:

Carol L. Vines

Position:

Superintendent

Signature of Approving Official:

Carol L. Vines

Date: 12-18-03

-----Original Message-----

From: Fraisse, Robert [mailto: rfraisse@conejo.k12.ca.us ]  
Sent: Monday, January 05, 2004 2:05 PM  
To: Howard Hamilton  
Subject: RE: Working with CSUCI to develop future administrators

Hello Howard:

Dr. Jody Dunlap would be our contact.

Bob

Ventura County Schools CSU Channel Islands Partnership  
Preliminary Administrative Services Credential  
Professional Development and Field Work

1. Name of co-sponsoring organization:

Simi Valley Unified School District

Mailing address:

875 E. Cochran Street

Simi Valley, CA 93065

Contact person:

Cary Dritz

Telephone:

805-306-4590

E-Mail cdritz@simi.k12.ca.us

2. Authorized Participation has been approved by:

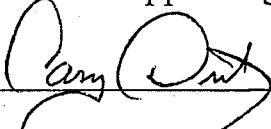
Name:

Cary Dritz

Position:

Deputy Superintendent

Signature of Approving Official:



Date: 1/5/04

Santa Paula  
Union High School District

memorandum

Ventura County Schools CSU Channel Islands Partnership

Preliminary Administrative Services Credential  
Professional Development and Field Work

1. Name of co-sponsoring organization:

Santa Paula Union High School District

Mailing address:

500 East Santa Barbara ST., Santa Paula, CA  
93060

Dr. David Gomez

Contact person:

805-525-0988 x 20

Telephone:

E-Mail dgomez@spuhd.k12.ca.us

2. Authorized Participation has been approved by:

Name:

Dr. David Gomez

Position:

Superintendent

Signature of Approving Official:

David A. Gomez, Ph.D.

Date:

1-8-04

Ventura County Schools CSU Channel Islands Partnership  
 Preliminary Administrative Services Credential  
 Professional Development and Field Work

1. Name of co-sponsoring organization:

Pleasant Valley School District

Mailing address:

600 Temple Ave  
Carmel, CA 93012

Contact person:

Bethany Wagner

Telephone:

(805) 445-8660

E-Mail b.wagner@pvsd.k12.ca.us

2. Authorized Participation has been approved by:

Name: Howard Hamilton

Position: Superintendent

Signature of Approving Official:

Howard Hamilton

Date: 1/7/03

Post-it® Fax Note	7671	Date	1/8	# of pages	1
To	Tim Rummel	From	Nancy Lee		
Co./Dept.		Co.	PVSD		
Phone #		Phone #	(805) 445-8601		
Fax #	(805) 437-8857	Fax #			