

**OAK PARK UNIFIED SCHOOL DISTRICT
5801 E. CONIFER STREET
OAK PARK, CALIFORNIA 91377
(818) 735-3206**

ADDENDUM REGULAR BOARD MEETING – AGENDA #881

DATE: Tuesday, August 20, 2013
TIME: 6:00 p.m. Open Session
PLACE: Oak Park High School
Presentation Room-G9
899 Kanan Road
Oak Park, CA 91377

CLOSED SESSION

D. Conference with Legal Counsel Regarding Existing Litigation

CONSENT AGENDA

C.1.l Approve Overnight Trip for Oak Park High School Girls' Volleyball Team – September 13-14, 2013

Board Policy 6153 requires Board approval for student overnight trips

C.1.m Ratify Overnight Trip for Oak Park High School ASB – August 17-18, 2013

Board Policy 6153 requires Board approval for student overnight trips

ACTION

3. HUMAN RESOURCES

b. Approve 2013-14 Declaration of Need for Fully Qualified Educators

Commission on Teacher Credentialing requires Board to approve declaration of anticipated needs in terms of staffing vacancies where emergency credentials may be needed

c. Approve Reestablishing Particular Kinds of Services, Increasing the Number of Employees, and Authorizing Offers of Reappointment to Laid Off Classified Employees

Board is being asked to approve rescinding layoff of employees and authorizing staff to rehire those employees

d. Approve Reestablishing Particular Kinds of Services, Increasing the Number of Employees, and Authorizing Offers of Reappointment to Laid Off Classified Employees

Board is being asked to approve rescinding layoff of employees and authorizing staff to rehire those employees

e. Approve Establishing Particular Kinds of Services, Increasing the Number of Employees, and Authorizing Offers of Appointment to Classified Employees

Board is being asked to consider approving hiring additional campus supervisors to improve campus safety and security

5. BOARD

a. Approve Proposed Board Meeting Schedule for the 2013-2014 School Year

Board is asked to approve their meeting schedule for the school year

Date: August 15, 2013

Anthony W. Knight, Ed.D.
Superintendent and Secretary to the
Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2013
SUBJECT: C.1.1 APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' VOLLEYBALL TEAM – SEPTEMBER 13-14, 2013

CONSENT

ISSUE: Shall the Board approve an overnight trip for the Oak Park High School Girls' Volleyball Team?

BACKGROUND: Principal Kevin Buchanan requests approval for the Girls' Volleyball Team to attend this tournament scheduled for September 13-14, 2013 in San Luis Obispo, CA. Approximately 14 team members, one OPHS coach and two parent chaperones will travel by district approved drivers in district vehicles. Team and chaperones will depart 8 am on Friday, September 13 and return late afternoon on Saturday, September 14. All will stay at the Embassy Suites in San Luis Obispo. The cost will be approximately \$30 per athlete to cover the cost of registration, transportation, and lodging. Students will also pay for their own meals & misc. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

ALTERNATIVES: 1. Approve overnight trip as presented.
 2. Do not approve overnight trip as presented.

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted

 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|----------------|-------|-------|---------|--------|
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| vonSchneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Member | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2013
SUBJECT: C.1.m. RATIFY OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL ASB – AUGUST 17-18, 2013

CONSENT

ISSUE: Shall the Board ratify an overnight trip for the Oak Park High School ASB retreat?

BACKGROUND: Principal, Kevin Buchanan, requests ratification for Oak Park High School ASB retreat scheduled for August 17-18 in Pacific Palisades, CA. Approximately 28 ASB members, two OPHS staff members/advisors and two parent chaperones will travel by district approved drivers in district vehicles. Students and chaperones will depart 8 am on Saturday, August 17 and return late afternoon on Sunday, August 18. All will stay at the Temescal Canyon campgrounds at 15601 W. Sunset Blvd. in Pacific Palisades. The cost will be approximately \$100 per athlete to cover the cost of registration, meals, transportation, and lodging. ASB funds will cover remaining costs and balance. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

ALTERNATIVES: 1. Ratify overnight trip as presented.
 2. Do not ratify overnight trip as presented.

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted

 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|----------------|-------|-------|---------|--------|
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| vonSchneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Member | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2013
SUBJECT: C.3.b. APPROVE 2013-2014 DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

ACTION

ISSUE: Shall the Board of Education approve the Declaration of Need For Fully Qualified Educators form CL-500 for the 2013/2014 denoting our potential need for use of emergency credentials?

BACKGROUND: In compliance with the new California requirement to submit annual declaration of need in anticipation of need for emergency credentialed staff, the Commission on Teacher Credentialing now requires each Board of Education to approve in public session, a declaration of anticipated needs in terms of staffing vacancies where emergency credentials may be needed.

ALTERNATIVES:

1. Approve the accompanying form CL-500 denoting a revision for our potential need for the use of emergency credentials.
2. Do not approve this Declaration of Need.

RECOMMENDATION: Alternative #1

RATIONALE: While we rarely have need to use other than a fully credentialed teacher, the “declaration of need” process allows us the option to retain the services of a partially credentialed teacher in hard to fill teaching areas, if needed.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Prepared by:
Leslie Heilbron, Ed.D.
Assistant Superintendent, HR

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|---------------|-------|-------|---------|--------|
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| von Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep. | _____ | _____ | _____ | _____ |



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2013-2014
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Oak Park USD District CDS Code: 73874

Name of County: Ventura County CDS Code: 56

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 20 / 13 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2014.

Submitted by (Superintendent, Board Secretary, or Designee):

Leslie Heilbron, Ed.D. _____ Assistant Superintendent - HR
Name Signature Title

818-889-0372 _____ 818-735-3226 _____ 8/20/13
Fax Number Telephone Number Date

5801 Conifer Street Oak Park, CA 91377
Mailing Address

lheilbron@oakparkusd.org
E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____ / ____ / ____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

| | | |
|-----------------|------------------|-------|
| Name | Signature | Title |
| Fax Number | Telephone Number | Date |
| Mailing Address | | |
| EMail Address | | |

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

| Type of Emergency Permit | Estimated Number Needed |
|--|-------------------------|
| <input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential) | 4 |
| <input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential) | _____ |
| List target language(s) for bilingual authorization: | _____ |
| _____ | _____ |
| <input type="checkbox"/> Resource Specialist | _____ |
| <input type="checkbox"/> Teacher Librarian Services | _____ |
| <input type="checkbox"/> Visiting Faculty Permit | _____ |

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

| TYPE OF LIMITED ASSIGNMENT PERMIT | ESTIMATED NUMBER NEEDED |
|-----------------------------------|-------------------------|
| Multiple Subject | |
| Single Subject | |
| Special Education | |
| TOTAL | |

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university intern program? Yes No

If yes, how many interns do you expect to have this year? ¹ _____

If yes, list each college or university with which you participate in an intern program.

CLU, CSUN, CSUCI

If no, explain why you do not participate in an intern program.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUEPRINTESENT

DATE: AUGUST 20, 2013

SUBJECT: C.3.c. APPROVE REESTABLISHING PARTICULAR KINDS OF SERVICE, INCREASING THE NUMBER OF EMPLOYEES, AND AUTHORIZING OFFERS OF REAPPOINTMENT TO LAID OFF CLASSIFIED EMPLOYEES

ACTION

ISSUE: Should the Board of Education approve Reestablishing Particular Kinds of Service, Increasing the Number of Employees, and Authorizing Offers of Reappointment to Laid-off Classified Employees?

BACKGROUND: In considering staffing needs and budget for the 2013-2014 school year, it has been determined that we are able to restore the following positions:
 Two (2) Instructional Aide I (Kindergarten Aide) positions
 Two (2) Elementary School Library/Media Technician positions
 One (1) Middle School Library/Media Technician position

- ALTERNATIVES:**
1. Approve the action to Reestablish Particular Kinds of Service; Increase the Number of Employees, and Authorize Offers of Reappointment to Laid-off Classified Employees.
 2. Do not approve the action to Reestablish Particular Kinds of Service; Increase the Number of Employees, and Authorize Offers of Reappointment to Laid-off Classified Employees.

RECOMMENDATION: Alternative #1

Respectfully submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

Prepared by:
 Leslie Heilbron, Ed.D., Assistant Superintendent, HR

Board Action: On motion of _____, seconded by _____ the Board of Education:

| VOTE: | Ayes | Noes | Abstain | Absent |
|---------------|-------|-------|---------|--------|
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| von Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUEPRINTENDENT
DATE: AUGUST 20, 2013

SUBJECT: C.3.d. APPROVE REESTABLISHING PARTICULAR KINDS OF SERVICE, INCREASING THE NUMBER OF EMPLOYEES, AND AUTHORIZING OFFERS OF REAPPOINTMENT TO LAID OFF CLASSIFIED EMPLOYEES

ACTION

ISSUE: Should the Board of Education approve Reestablishing Particular Kinds of Service, Increasing the Number of Employees, and Authorizing Offers of Reappointment to Laid-off Classified Employees?

BACKGROUND: In considering staffing needs and budget for the 2013-2014 school year, it has been determined that we are able to restore the following positions:
 Two (2) Instructional Aide I (Kindergarten Aide) positions
 Five (5) Instructional Aide I (Classroom Aide) positions
 Four (4) Instructional Aide 1 (PE Coach) positions
 One (1) Instructional Aide 1 (Music) position

- ALTERNATIVES:**
1. Approve the action to Reestablish Particular Kinds of Service; Increase the Number of Employees, and Authorize Offers of Reappointment to Laid-off Classified Employees.
 2. Do not approve the action to Reestablish Particular Kinds of Service; Increase the Number of Employees, and Authorize Offers of Reappointment to Laid-off Classified Employees.

RECOMMENDATION: Alternative #1

Respectfully submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

Prepared by:
 Leslie Heilbron, Ed.D., Assistant Superintendent, HR

Board Action: On motion of _____, seconded by _____ the Board of Education:

| VOTE: | Ayes | Noes | Abstain | Absent |
|---------------|-------|-------|---------|--------|
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| von Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUEPRINTENDENT

DATE: AUGUST 20, 2013

SUBJECT: C.3.e. APPROVE ESTABLISHING PARTICULAR KINDS OF SERVICE, INCREASING THE NUMBER OF EMPLOYEES, AND AUTHORIZING OFFERS OF APPOINTMENT TO CLASSIFIED EMPLOYEES

ACTION

ISSUE: Should the Board of Education approve establishing particular kinds of service, increasing the number of employees and authorizing offers of appointment to classified employees?

BACKGROUND: In considering the safety and security needs of school sites and increased enrollment, it is recommended that we increase the number of employees in the following position:
Ten (10) Campus Supervisors per the attached

- ALTERNATIVES:**
1. Approve the action to establish particular kinds of service, increase the number of employees, and authorize offers of appointment to classified employees.
 2. Do not approve the action establish particular kinds of service; increase the number of employees, and authorize offers of appointment to classified employees.

RECOMMENDATION: Alternative #1

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

Prepared by:
Leslie Heilbron, Ed.D., Assistant Superintendent, HR

Board Action: On motion of _____, seconded by _____ the Board of Education:

| VOTE: | Ayes | Noes | Abstain | Absent |
|---------------|-------|-------|---------|--------|
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| von Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

Additional Campus Supervision

Oak Hills

2 additional campus supervisors - 18.75 hours per week each

Brookside

2 additional campus supervisors – one at 16.25 hours per week and one at 16.5 hours per week

Red Oak

2 additional campus supervisors - 17.5 hours per week each

Medea Creek

2 additional campus supervisors - 15 hours per week each

Oak Park High

2 additional campus supervisors - 18.75 hours per week each

Total Cost

172.75 hours/weekly @ \$14.56/hourly plus benefits X 36 weeks =
\$100,700

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 20, 2013
SUBJECT: C.5.a APPROVE PROPOSED BOARD MEETING SCHEDULE FOR THE 2013-2014 SCHOOL YEAR

ACTION

ISSUE: Should the Board of Education approve the proposed Board Meeting schedule for the 2013-14 School Year.

BACKGROUND: The Board approved the 2013 meeting schedule through December 2013 at the December 11, 2012 Board Meeting. For planning purposes, the meetings for the entire 2013-2014 school year need to be scheduled. The Board has not approved the dates listed below beginning with January 2013 and we are asking the Board to consider the recommended dates at this time:

| | |
|-----------------------------|---|
| August 20, 2013 | Single Regular Meeting in August |
| September 17, 2013 | Single Regular Meeting in September |
| October 15, 2013 | Single Regular Meeting in October |
| November 19, 2013 | Single Regular Meeting in November |
| *December 10, 2013 | Annual Organizational Meeting |
| | (Falls within 15 days after 1 st Friday) |
| January 21, 2014 | Single Regular Meeting in January |
| February 18, 2014 | Single Regular Meeting in February |
| March 18, 2014 | Single Regular Meeting in March |
| April 15, 2014 | Single Regular Meeting in April |
| May 20, 2014 | Single Regular Meeting in May |
| *June 3, 2014 | Budget Study Session Meeting |
| June 14, 2014 | Single Regular Meeting in June |
| July TBD | Board Retreat |
| *First Tuesday of the month | |

Respectfully submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|----------------------|-------------|-------------|----------------|---------------|
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| von Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |