

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #884

DATE: November 19, 2013

PLACE: **Oak Park High School Presentation Room – G-9**  
899 N. Kanan Road, Oak Park, CA 91377

TIME: **5:00 p.m. Closed Session**  
**6:00 p.m. Open Session – G9**

*The Mission of the Oak Park Unified School District is to provide students with a strong foundation for learning, which meets the challenge of the present and of the future through a balanced education, that includes academic achievement, personal growth and social responsibility.*

**BOARD OF EDUCATION**

**Allen Rosen, President**  
**Mary Pallant, Vice President**  
**Sepideh Yeoh, Clerk**  
**Barbara Laifman, Member**  
**Jennifer von Schneidau, Member**  
**Brooke Pestano, Student Board Representative**

**EDUCATING TOMORROW'S LEADERS**

**ADMINISTRATION**

**Dr. Anthony W. Knight, Superintendent**  
**Linda Sheridan, Executive Assistant**  
**Martin Klauss, Assistant Superintendent, Business & Administrative Services**  
**Dr. Leslie Heilbron, Assistant Superintendent, Human Resources**  
**Cliff Moore, Consultant**  
**Enoch Kwok, Director, Educational Technology**  
**Susan Roberts, Director, Pupil Services**

**COPY OF ENTIRE AGENDA ON WEB SITE**  
**[WWW.OAKPARKUSD.ORG](http://WWW.OAKPARKUSD.ORG)**

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: [lsheridan@oakparkusd.org](mailto:lsheridan@oakparkusd.org).

Welcome to a meeting of the Oak Park Unified School District Board of Education. Routine items are placed under the Consent Calendar and are approved by a single vote of the Board. When the agenda is adopted, a member of the Board may pull an item from the Consent Calendar and transfer the item to an appropriate place on the agenda for discussion.

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Linda Sheridan, Executive Assistant, prior to the beginning of the meeting. All comments for either agenda items or non-agenda items must be limited to three minutes or less.

Your comments are greatly appreciated. However, the Board cannot enter into a formal discussion at this time, nor can a decision be made. Matters warranting discussion will be placed on a future agenda. The information on the speaker card is voluntary but will assist the Board President in conducting the meeting. Thank you for your cooperation and compliance with these guidelines

*All Board Actions and Discussion are electronically recorded and maintained for thirty days.*

*Interested parties may review the recording upon request.*

*Agenda and supporting documents are available for review prior to the meeting at the District Office located at 5801 E. Conifer Street, Oak Park, CA 91377*

### **NEXT REGULAR MEETING**

**Tuesday, December 10, 2013**

**Closed Session at 5:00 p.m.      Open Session at 6:00 p.m.**

**Oak Park High School, Presentation Room, G9**

#### **AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:**

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: [www.oakparkusd.org](http://www.oakparkusd.org)

# OAK PARK UNIFIED SCHOOL DISTRICT

## AGENDA – REGULAR BOARD MEETING #884

November 19, 2013

**CALL TO ORDER - Followed by Public Comments/ 5:00 p.m.**

**CLOSED SESSION: 5:00 p.m.**

**OPEN SESSION: 6:00 p.m.**

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G-9**, Oak Park, California.

**I. CALL TO ORDER: \_\_\_\_\_ p.m.**

**II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS**

**III. RECESS TO CLOSED SESSION FOR DISCUSSION AND/OR ACTION ON THE FOLLOWING ITEMS:**

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**B. PUBLIC EMPLOYEE EMPLOYMENT: Guest Teachers, Instructional Assistant II Subs, Instruction Assistant I Temp, Campus Supervisor Subs, Campus Supervisor**

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

Employee organizations: Oak Park Teachers Association and Oak Park Classified Association

**D. CONFERENCE WITH LABOR NEGOTIATOR Government Code Section 54957.6:**

Agency designated representative: Mary Pallant, Board Vice President

Unrepresented employee: Superintendent

**IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.**

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. REPORT OF CLOSED SESSION ACTIONS TAKEN**

**D. ADOPTION OF AGENDA**

**V. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS**

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

**A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS**

1. Presentation of Partners in Education Award to Laura Kunesh
2. Remarks from Board Members
3. Remarks from Student Board Member
4. Remarks from Superintendent
5. Report from School Site Councils
6. Report from Facilities Planning Committee

11/8/2013

7. Report from Technology

**B. DISCUSSION ITEMS** (No Action required. If Action required, item will be brought to a future meeting as an Action Item)

**1. Update on School Safety**

**2. Enrollment Capacity and District of Choice Transfers**

**C. BUSINESS SESSION:**

**1. CONSENT AGENDA**

*Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.*

*At the request of any member of the Board, any item on the Consent Agenda shall be removed and given individual consideration for action as a regular agenda item.*

**a. Approve Minutes of Regular Board Meeting October 15, 2013**

**b. Public Employee/Employment Changes 01CL22276-01CL22309 & 01CE06440-01CE0638468**

**c. Approve Purchase Orders –October 1 – October 31, 2013**

*Board Policy 3300 requires Board approval of Purchase Orders*

**d. Approve Overnight Trips for Medea Creek Middle School 6<sup>th</sup> Grade to Pali Institute– December 3-6, 2013**

*Board Policy 6153 requires Board approval for student overnight trips*

**e. Approve Quarterly Report on Williams Uniform Complaints – October 2013**

*Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions*

**f. Approve Overnight Trip for Oak Park High School Senior Life Skills Retreat – November 20-23, 2013**

*Board Policy 6153 requires Board approval for student overnight trips*

**g. Approve Overnight Trip for Oak Park High School Future Business Leaders of America Club – November 23-24, 2013**

*Board Policy 6153 requires Board approval for student overnight trips*

**ACTION**

**2. BUSINESS SERVICES**

**a. Approve Purchase of Mobile Computing Devices and Technology Equipment From Measure C6 Bond Fund**

*Board approval required for all Bond measure purchases*

**b. Approve Change Order #3, Project 13-01R, Building C Modernization at Oak Park High School**

*Board approval required for change orders*

**c. Approve Change Order #2, Project 13-05R, Improvements at Oak Park High School**

*Board approval required for change orders*

**d. Approve Consultant Agreement to Assist with Approval of Attendance Accounting System by California Department of Education**

*Board Policy 3312 requires Board approval for contracts for services*

**e. Approve Resolution #13-19, Adopting Uniform Public Construction Cost Accounting Procedures**

*Requires Board approval for Resolution*

**f. Approve Resolution #13-20, Authorizing Participation in the Bright Schools Program**

*Requires Board approval for Resolution*

**g. Approve Acceptance of Donations**

*Board Policy 3290 requires Board approval for donations to the District*

**3. PERSONNEL SERVICES**

**a. Public Disclosure and Approve Collective Bargaining Agreement between the District and Oak Park Classified Association**

*Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements*

**b. Public Disclosure and Approve Collective Bargaining Agreement between the District and Oak Park Teachers Association**

*Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements*

**c. Approve Compensation Adjustment for District Administrators, Confidential, and Unrepresented Employees**

*Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements*

**d. Approve Amendment to Employment Contract for Superintendent**

*Board approval required for amendments to Superintendent Contract*

**e. Approve 2013-2014 Revised Declaration of Need for Fully Qualified Educators**

*Board approval required by Commission on Teaching Credentialing to submit annual declaration of need in terms of staffing vacancies where emergency credentials may be needed*

**4. BOARD**

**a. Approve Selection of Annual Organizational Board Meeting – December 10, 2013**

*Education Code 35143 requires organizational Board Meetings to be held within a 15 day period that commencing with the first Friday in December.*

**b. Approve Board Goals for 2013-2014**

*Board Goals will be set for the 2013-2014 year*

**c. Approve Nomination for CSBA Delegate Assembly**

*California School Boards Association request the Board to nominate candidates for the Delegate Assembly representing our Subregion 11B*

**5. BOARD POLICIES**

**a. Approve Amendment to Board Policy 5145.3 – Nondiscrimination/Harassment – First Reading**

*This mandated policy is being updated to ensure compliance with CDE decision that uniform complaint procedures must be used to receive and investigate student complaints involving discrimination, harassment, intimidation, and bullying based on the characteristics covered within Education Code 234.1.*

**b. Approve Amendment to Board Policy 6164.6 – Identification and Education Under Section 504 – First Reading**

*Policy updated to reflect new guidance from the U.S. Department of Education's Office for Civil Rights (OCR) clarifying districts' responsibility to provide opportunities for students with disabilities to participate in extracurricular athletic and other nonacademic programs or activities that constitute the overall educational program.*

**c. Approve Amendment to Board Policy 3513.3 – Tobacco-Free Schools – First Reading**

*Policy updated to reflect changes in prohibited products, including nicotine delivery devices such as electronic cigarettes.*

**d. Approve Amendment to Board Policy 5131.62 – Tobacco– First Reading**

*Policy updated to reflect changes in prohibited products, including nicotine delivery devices such as electronic cigarettes.*

- e. [Approve Amendment to Board Policy 0420 - School Plans/Site Councils – First Reading](#)  
*Policy revised to delete material on school site block grants, which are no longer operational. Policy also adds language, reflecting California Department of Education guide, requiring the Board to communicate specific reasons to the school site council when it disapproves the Single Plan for School Achievement.*
- f. [Approve Amendment to Board Policy 1431 – Waivers – First Reading](#)  
*Policy updated to add steps for consideration of district waiver request prior to its submission to the State Board of Education (SBE), including public hearing and notice requirements and Board approval.*
- g. [Approve Amendment to Board Policy 3311 – Bids – First Reading](#)  
*Policy updated to reflect new law (AB 1565, 2012) which requires 1) prequalification of all general contractors and electrical, mechanical, and plumbing subcontractors for public projects of \$1 million or more awarded on or after January 1, 2014, if School Facilities Program funds or other future state school bonds are used, and 2) a uniform system of rating bidders based on completed questionnaires and model guidelines developed by the Department of Industrial Relations. Policy also reflects court decision highlighting the importance of disclosing all material information in bid specifications.*
- h. [Approve Amendment to Board Policy 3350 – Travel Expenses – First Reading](#)  
*Policy revised to prohibit use of a district credit card for personal expenses, even if the employee intends to reimburse the district. Policy also adds language on types of reimbursable travel expenses and nonreimbursable personal expenses, alignment of district mileage reimbursement rate with the Internal Revenue Rate, option for reimbursement of meal costs, submission and approval of expense claim, employee's responsibility for costs incurred on improper claim, and repayment to district if actual costs are less than the cash advanced received by the employee.*
- i. [Approve Amendment to Board Policy 5141.27 – Food Allergies/Special Dietary Needs](#)  
*Policy revised to reflect federal law which requires that a determination of disability, for purposes of Section 504 of the federal Rehabilitation Act, be made without regard to the ameliorative effects of mitigating measures, which may result in more students with severe food allergies needing to be evaluated under Section 504 to determine if they need accommodations or services. Policy also prohibits discrimination and bullying based on a food allergy and adds referral to appropriate complaint procedures.*

## VII. INFORMATION ITEMS

1. [Monthly Cash Flow Report](#)
2. [Monthly Enrollment and Attendance Report](#)

## VIII. OPEN DISCUSSION

## IX. ADJOURNMENT:

There being no further business before this Board, the meeting is declared adjourned at \_\_\_\_\_ p.m

## X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

1. [Brookside Elementary School Report](#)
2. [Oak Hills Elementary School Report](#)
3. [Red Oak Elementary School Report](#)
4. [Medea Creek Middle School Report](#)
5. [Oak Park High School Report](#)
6. [Oak View High School/Oak Park Independent School](#)
7. [Oak Park Neighborhood School](#)