

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](#)**

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: B.2 ENROLLMENT CAPACITY AND DISTRICT OF CHOICE TRANSFERS**  
**DISCUSSION**

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**ISSUE:** The board will receive reports from staff regarding district capacity, student enrollment projections, average class sizes and the number of District of Choice (DOC) students that may be accepted for enrollment into Oak Park Unified for the 2014-2015 School Year.

**BACKGROUND:** Each year the board is presented with enrollment projections for the upcoming school year to help make decisions related to the capacity of the school district and the number of interdistrict students that can be accepted into OPUSD. Current enrollment and class size averages as well as the initial enrollment projections for next year will be presented to the governing board for discussion. Under the District of Choice regulations the board of education must take action to approve the number of new District of Choice applications that will be enrolled into the District for 2014-2015. The window for new DOC applications for next school year opened November 1, 2013 and will close December 31, 2013. The lottery to fill identified openings at each grade level will take place during the regularly scheduled board meeting on January 21, 2014.

The staff will provide a number of capacity and enrollment scenarios for the board to consider in discussing this issue.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

Prepared by:  
Clifford E. Moore

**OAK PARK UNIFIED SCHOOL DISTRICT**

Projected Number of New Interdistricts by Grade Level  
2014-2015 School Year

**Summary**

The District currently has 2137 interdistrict students that includes OPIS (176), OVHS (16) and staff-related transfers (90). After deducting these 282 excluded transfers the net total of interdistricts for 2013-14 is 1855. We will lose 175 interdistrict students to graduation in 2014 (145 from OPHS, 9 from OVHS and 21 from OPIS). In addition, the overall attrition rate for current interdistrict students not returning to the district the following year has been between 3% and 5%. This is calculated to be approximately 55-90 students for school year 2014-15. The target enrollment for 2014-2015 has been set at 4678 students, a slight increase from the current enrollment of 4672. If this enrollment projection plays out at each level we will need to reduce our elementary staff by one teacher at Brookside and by one teacher at Medea Creek Middle School.

**Calculation**

The calculation for the proposed number of students that may be enrolled into the district for 2014-15 is as follows:

Current Interdistrict Students	2137 (includes OPIS, OVHS & employment-related transfers)
Less 2014 interdistrict Graduates	-175 (also includes the 30 graduating from OPIS & OVHS in 2014)
Less estimated attrition of 4%	-75
Estimated interdistrict renewals for 2014-15	1887
Add new interdistricts for 2014-15	277 (For grades K-12 and includes approximately 35 new for OPIS/OV)
Less OPIS, OVHS & Staff Interdistricts	-282 (excluded from calculation)
Adjusted Interdistrict Number for 2014-15	1882 (40% of total projected enrollment of 4678)

The projected percentage of interdistricts for 2014-15 (40%) is nearly same as for 2013-14 (39.8%)

The proposal allows the district to fill in empty seats at the elementary level to avoid the possibility of combination classes and to accept a small number of students at the middle and high school levels as attrition dictates.

Grade Level	No. Inters	Grade Level	No. Inters	Grade Level	No. Inters	Grade Level	No. Inters
DK	20	6 <sup>th</sup>	30	9 <sup>th</sup>	40	OPIS	25
K	50	7 <sup>th</sup>	Attrition	10 <sup>th</sup>	Attrition	Oak View	10
1 <sup>st</sup>	21	8 <sup>th</sup>	Attrition	11 <sup>th</sup>	Attrition		
2 <sup>nd</sup>	19			12 <sup>th</sup>	Attrition		
3 <sup>rd</sup>	0						
4 <sup>th</sup>	41						
5 <sup>th</sup>	21						
Totals	172		30		40		35

Elementary projection at the sites for next year is 1780 (compared to 1770 for 2013-14)

Middle School projection for next year is 1100 (compared to 1127 for 2013-14)

High School projection for next year is 1535 (compared to 1519 for 2013-14)

OPIS projection is 210 (compared to 215 for 2013-14) and 50 OVHS (compared to 42 for 2013-14)



**OPUSD Enrollment Data (2007-2014)**

<b>Year</b>	<b>CBEDS Enrollment</b>	<b>Number Increase/Decrease</b>	<b>Percentage Change</b>
2006-07	3777	+63	+1.7
2007-08	3707	-70	-1.85
2008-09	3621	-86	-2.3
2009-10	3801	+180	+5.0
2010-11	4008	+207	+5.5
2011-12	4206	+198	+4.9
2012-13	4515	+309	+7.3
2013-14	4672	+157	+3.5
2014-15	4678 Projected	+6	+0.1

**Total District Enrollment by Site (2009-2014)**

<b>School</b>	<b>2009-10 Enrolled</b>	<b>2010-11 Enrolled</b>	<b>2011-12 Enrolled</b>	<b>2012-13 Enrolled</b>	<b>2013-14 Enrolled</b>	<b>2014-15 Projected</b>
Brookside	511	547	590	599	625	620
Oak Hills	375	434	464	539	529	525
Red Oak	445	502	525	563	616	635
Medea Creek	1004	1047	1071	1132	1127	1100
Oak Park HS	1301	1322	1398	1463	1519	1535
Oak View HS	50	46	39	47	40	50
OPIS	110	105	114	168	215	210
NPS	5	5	5	4	1	3
Totals	3801	4008	4206	4515	4672	4678
Growth	5%	5.5%	4.9%	7.3%	3.5%	0.1%

**Total Resident Enrollment by Site (2009-2014)**

<b>School</b>	<b>2009-10 Enrolled</b>	<b>2010-11 Enrolled</b>	<b>2011-12 Enrolled</b>	<b>2012-13 Enrolled</b>	<b>2013-14 Enrolled</b>	<b>2014-15 Projected</b>
Brookside		390	373	385	410	
Oak Hills		299	274	305	300	
Red Oak		345	336	337	349	
Medea Creek		663	610	598	613	
Oak Park HS		934	916	874	844	
Oak View HS		28	22	24	27	
OPIS		22	27	27	39	
NPS		6	5	5	1	
Totals	2790	2687	2563	2555	2583	2609
Growth		-3.70%	-4.60%	-3%	1.2%	1.0%

OPUSD Staffing/Enrollment  
2013-14

Revised 10/31/13

(28-1 and 32-1 elementary ratio)

School	FTE Bud	FTE	Projected	Enrolled	Capacity	Intra (-)	Intra (+)	Openings	New Inters	Total	Class Avg.	K-3 Avg.	4-5 Avg
Discovery K	1	1	26	20	28	-1	1	2	6	26	26.00		
Brookside K	3	3	81	66	84	-9	3	9	15	75	25.00		
Brookside 1	3	3	84	76	84	-1	2	0	7	84	28.00		
Brookside 2	3	3	84	79	84	0	3	2	0	82	27.33		
Brookside 3	4	4	112	104	112	0	1	1	6	111	27.75	27.00	
Brookside 4	4	4	128	112	128	-3	0	12	7	116	29.00		
Brookside 5	4	4	128	124	128	0	2	-3	5	131	32.75		30.88
<b>BES Totals</b>	<b>22</b>	<b>22</b>	<b>643</b>	<b>581</b>	<b>648</b>	<b>-14</b>	<b>12</b>	<b>23</b>	<b>46</b>	<b>625</b>	<b>28.41</b>		
Oak Hills K	3	3	81	38	84	-3	20	6	23	78	26.00		
Oak Hills 1	3	3	84	77	84	-2	1	3	5	81	27.00		
Oak Hills 2	3	3	84	82	84	-1	0	-2	5	86	28.67		
Oak Hills 3	3	3	85	84	84	0	0	-2	2	86	28.67	27.58	
Oak Hills 4	3	3	96	85	96	0	3	1	7	95	31.67		
Oak Hills 5	3	3	96	97	96	-2	0	-4	5	100	33.33		32.50
<b>Oak Hills Totals</b>	<b>18</b>	<b>18</b>	<b>526</b>	<b>463</b>	<b>528</b>	<b>-8</b>	<b>24</b>	<b>2</b>	<b>47</b>	<b>526</b>	<b>29.22</b>		
Discovery K	1	1	26	18	28	-1	1	2	8	26	26.00		
Red Oak K	4	4	110	65	112	-14	3	10	48	102	25.50		
Red Oak 1	3	3	75	64	84	-1	1	14	6	70	23.33		
Red Oak 2	4	4	114	116	112	-2	0	-3	1	115	28.75		
Red Oak 3	3	3	84	78	84	-1	0	2	5	82	27.33	26.33	
Red Oak 4	4	4	128	107	128	-2	2	8	13	120	30.00		
Red Oak 5	3	3	96	100	96	-1	1	-5	1	101	33.67		31.57
<b>Red Oak Totals</b>	<b>22</b>	<b>22</b>	<b>633</b>	<b>548</b>	<b>644</b>	<b>-22</b>	<b>8</b>	<b>28</b>	<b>82</b>	<b>616</b>	<b>28.00</b>		
<b>Elementary Tot</b>	<b>62</b>	<b>62</b>	<b>1802</b>	<b>1592</b>	<b>1820</b>	<b>-44</b>	<b>44</b>	<b>53</b>	<b>175</b>	<b>1767</b>	<b>28.50</b>		
District wide K-3 Average = 1104/41 = 26.93													
Districtwide 4-5 Average = 663/21 = 31.57													
<b>School</b>	<b>FTE Bud</b>	<b>FTE Allo</b>	<b>Projected</b>	<b>Enrolled</b>	<b>Capacity</b>			<b>Openings</b>		<b>Total</b>	<b>Class Avg.</b>		
Medea Creek 6-8	42.8*	42.8*	1130	1129	1130			1		1129	32.00		







**MINUTES OF REGULAR BOARD MEETING  
BOARD OF EDUCATION**

**10-15-13**

**#883**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Allen Rosen, called the regular meeting to order at 5:04 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Allen Rosen, President, Ms. Mary Pallant, Vice President, Ms. Sepideh Yeoh, Clerk, Ms. Jennifer von Schneidau, Member, and Ms. Barbara Laifman, Member

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 5:05 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Allen Rosen, reconvened the regular meeting to order at 6:10 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Allen Rosen, President, Ms. Mary Pallant, Vice President, Ms. Sepideh Yeoh, Clerk, Ms. Jennifer von Schneidau, Member, and Ms. Barbara Laifman, Member

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, and Ms. Linda Sheridan, Executive Assistant.

**STAFF ABSENT**

Mr. Martin Klauss, Assistant Superintendent, Business Services

**FLAG SALUTE**

Debbie Burgher led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

The Board took no action in Closed Session held this evening.

**ADOPTION OF AGENDA**

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education adopted the agenda as presented. Motion carried 5-0.

**PUBLIC SPEAKERS**

None

**PRESENTATION**

Supervisor Linda Parks presented Certificates of Appreciation from Ventura County Board of Supervisors to members of Friends of Oak Park Schools

**REPORT FROM BOARD MEMBERS**

Board Member Jennifer Von Schneidau reported she attended the Wellness Council and read to the Kindergarten class at ROES. Board Member Sepideh Yeoh reported she read to the Discovery

Kindergarten class at ROES, attended OHES Back to School Night, attended her first OPHS Football game and the EEAC meeting Board Member Barbara Laifman reported she attended the Community Outreach Meeting, the OHES and OPHS Back To School Nights, read to 3<sup>rd</sup> Grade at ROES, and attended the Internet Safety Assembly at MCMS. Board Member Mary Pallant attended the Back to School Night at OPHS and will attend her last Masters in Governance module this weekend. Board Member Allen Rosen reported he attended the I2I assembly at MCMS, the OPHS Homecoming Football game where the ASB halftime show was great.

#### **REPORT FROM STUDENT BOARD REP**

Brook Pestano reported ASB just completed homecoming activities and everything went well. The homecoming dance was well attended. The next fundraiser is the golf event.

#### **REPORT FROM SUPERINTENDENT**

Dr. Knight reported he attended the OPHS Homecoming football game that was great. He thanked Kevin, Heidi, and ASB for their hard work on this great event. The football team and cheerleaders were great and for the first time since 1977 OPHS has a marching band. Dr. Knight thanked Leslie for bringing the Critical Thinking/UCLA program to our teachers. He reported we are piloting a new recycling program at MCMS where students will be sorting their waste. Dr. Knight thanked Brad, Amanda and Jeff for their help in getting this off the ground. We have been asked by the State to present at the Green School Summit in November. Dr. Knight reported he is the advisor for a new club at OPHS called Students for the Protection of Animals and the Environment (SPAЕ).

#### **Report from School Site Councils**

BES, OHES, ROES, MCMS, OPHS, OVHS, and OPIS all presented reports on their School Site Council meetings.

#### **Report from Facility Planning Committee**

Dennis Kuykendall reported on the continuing work of the Facility Planning Committee.

#### **DISCUSSION ITEMS**

Update on School Safety – Dr. Knight reported on the continuing work on school safety

Report on STAR results – Dr. Heilbron presented the Board with a detailed report on the results of the 2013 STAR results.

#### **C.1. CONSENT AGENDA**

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the Consent Agenda. Motion carried 5-0.

- a. Approve Minutes of Regular Board Meeting September 17, 2013**
- b. Public Employee/Employment Changes 01CL22226-01CL22275 & 01CE06385-01CE0638439**
- c. Approve Purchase Orders –September 1 – September 30, 2013**
- d. Approve Overnight Trips for Oak Park High School Choir – April 10-14, 2014**
- e. Approve Service Agreement with the Regents of the University of California on Behalf of the UCLA Lab**
- f. Approve Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books**
- g. Approve Annual Teacher Assignment Report**

## **ACTION**

### **2. BUSINESS SERVICES**

**a. Approve Board Response to the Oak Park Citizens' Oversight Committee Annual Report**

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved the Board Response to the Oak Park Citizens' Oversight Committee Annual Report. Motion carried 5-0.

**b. Approve Change Order #2, Project 13-01R, Building 200 Modernization at Brookside Elementary School**

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved Change Order #2, Project 13-01R, Building 200 Modernization at Brookside Elementary School. Motion carried 5-0.

**c. Approve Change Order #2, Project 13-03R, Building C Modernization at Oak Park High School**

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved the Change Order #2, Project 13-03R, Building C Modernization at Oak Park High School. Motion carried 5-0.

**d. Approve Change Order #1, Project 13-05R, ADA Improvements at Oak Park High School**

On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education approved the Change Order #1, Project 13-05R, ADA Improvements at Oak Park High School. Motion carried 5-0.

**e. Approve Acceptance of Donations**

On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education approved the acceptance of donations. Motion carried 5-0.

### **3. PUPIL SERVICES**

**a. Approve Contract for Non-Public Agency for Special Education Student #04-13/14 - \$67,275**

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved Contract for Non-Public Agency for Special Education Student #04-13/14 - \$67,275. Motion carried 5-0.

### **4. BOARD**

**a. Approve Amendments to 2013-2014 Moral Imperatives, Goals and Action Plans**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the amendments to 2013-2014 Moral Imperatives, Goals and Action Plans. Motion carried 5-0.

### **5. BOARD POLICIES**

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

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education tabled the amendment to Board Policy 5145.3 – Nondiscrimination/Harassment. Motion carried 5-0.

**b. Approve Amendment to Board Policy 6011 – Academic Standards – First Reading**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 6011 – Academic Standards on First Reading. Motion carried 5-0.



- c. **Approve Amendment to Board Policy 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education – First Reading**  
On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education approved the amendment to Board Policy 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education on First Reading. Motion carried 5-0.
- d. **Approve Amendment to Board Policy 6164.6 – Identification and Education Under Section 504 – First Reading**  
On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education tabled the amendment to Board Policy 6164.6 – Identification and Education Under Section 504. Motion carried 5-0.
- e. **Approve Amendment to Board Bylaw 9130 – Board Committees – First Reading**  
On motion of Jennifer von Schneidau, seconded by Mary Pallant, the Board of Education approved the amendment to Board Bylaw 9130 – Board Committees on First Reading. Motion carried 5-0.
- f. **Approve Amendment to Board Bylaw 9220 – Governing Board Elections – First Reading**  
On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the amendment to Board Bylaw 9220 – Governing Board Elections on First Reading. Motion carried 5-0.

**VII. INFORMATION ITEMS**

- 1. **Monthly Cash Flow Report**
- 2. **Monthly Enrollment and Attendance Report**

**IX. ADJOURNMENT**

There being no further business before this Board, the Regular meeting is declared adjourned at 8:57 p.m.

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Date \_\_\_\_\_ President of the Board

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Date \_\_\_\_\_ Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.1.c. APPROVE PURCHASE ORDERS ISSUED OCTOBER 1-31, 2013** CONSENT

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**ISSUE:** Shall the Board approve the purchase orders issued October 1-31, 2013?

**BACKGROUND:** Attached is the Purchase Order Report listing all purchase orders issued during the reporting period. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account.

**ALTERNATIVES:**

1. Approve the attached Purchase Order Report as submitted.
2. Do not approve the Purchase Order Report.

**RECOMMENDATION:** Alternative 1.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
 Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Scheidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

## Includes 10/01/2013 - 10/31/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B14-00210	Le-Thanh Phan-Huynh	Translator Service - SpEd	Pupil Services/Special Ed.	010	200.00
B14-00211	FOLLETT SOFTWARE CO	2013-14 Renewal library software	Curriculum	010	4,033.68
B14-00212	Los Angeles Times	LOTT: LA Times for Mass Media Class	Medea Creek Middle School	010	100.00
B14-00213	SOS Survival Products	DON: Earthquake/Emergency Supplies	Medea Creek Middle School	010	2,800.00
B14-00214	William Andrew Tolson II	ASL Interperter Svcs for Deanne Bray - OPHS	Human Resources	010	800.00
B14-00215	Galapagos Studios	DON:Band & Choir Spiritwear	Medea Creek Middle School	010	1,219.53
B14-00216	The Help Group	NPS - The Help Group - 2013/2014	Pupil Services/Special Ed.	010	32,582.00
B14-00217	Inclusive Educ. & Community Pa	2013/2014 - IECP Services	Pupil Services/Special Ed.	010	60,957.18
B14-00218	Forest Heights Lodge	2013-2014 - NPS Residential - Forest Heights Lodge	Pupil Services/Special Ed.	010	109,943.00
B14-00219	Flinn Scientific, Inc	Science Don/mat & supp	Oak Park High School	010	396.32
B14-00220	Home Depot	Open PO-misc hardware, mainten.supp. needs	Medea Creek Middle School	010	500.00
B14-00221	Arrowhead	Drinking water for portable building-D55	Red Oak Elementary School	010	500.00
B14-00222	Pacific Mobile	MCMS & OHES DOH Trailer Lease/Rent 2013-14	Business Administration	010	11,094.00
B14-00223	Teacher's Discovery	Open PO: Books to support classroom curriculum	Medea Creek Middle School	010	200.00
B14-00224	SCHOOL NURSE SUPPLY INC	Open PO for Health Office Supplies	Medea Creek Middle School	010	500.00
P14-00027	Houghton Mifflin Harcourt c/o American Express	BES ELA - Common Core Medallion Textbooks 2013-14	Curriculum	010	8,354.69
P14-00028	Houghton Mifflin Harcourt c/o American Express	OHES ELA - Common Core Medallion Textbooks 2013-14	Curriculum	010	7,235.70
P14-00029	Houghton Mifflin Harcourt c/o American Express	ROES/OPIS ELA Common Core Medallion Texts 2013-14	Curriculum	010	9,328.04
P14-00039	Follett c/o American Express	OHES ELA - Textbooks 2013-14	Curriculum	010	1,918.61
P14-00149	Houghton Mifflin Harcourt c/o American Express	ROES Grade 1 ELA Common Core Medallion	Curriculum	010	408.91
P14-00178	Houghton Mifflin Harcourt c/o American Express	BES ELA - Common Core Medallion additional order	Curriculum	010	1,920.39
P14-00251	Pro-Ed	SpEd Protocol Order	Pupil Services/Special Ed.	010	70.50
P14-00252	VocabularySpellingCity.com	Donation Spelling City 5th grade	Brookside School	010	191.10
P14-00253	Us Bank Trust Nat'l Assn.	Bond Admin Series 2000 Election of 1977	Business Administration	010	770.00
P14-00254	Chuck Renta C Enterprises	Repair of kiln	Neighborhood Pre-School Progm	010	481.09
P14-00255	Community Educational Ent Ramo na Brandes	Parent funded field trip	Red Oak Elementary School	010	1,000.00
P14-00256	City Of Ventura Parks & Rec.	Parent funded field trip	Red Oak Elementary School	010	380.00
P14-00257	Compuwave Inc.	transfer rolloer for 6360 printer	Oak View High School	010	80.63

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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Includes 10/01/2013 - 10/31/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00258	Follett c/o American Express	OPIS Earth Science TE	Curriculum	010	303.27
P14-00259	VCOE	Common Core - Math	Curriculum	010	120.00
P14-00260	VCOE	Elisa Duffy Common Core ELA Literacy	Curriculum	010	110.00
P14-00261	VCOE	Common Core grades 4 & 5	Curriculum	010	720.00
P14-00262	Schoolmate	Donations - 5th grade planners	Brookside School	010	371.25
P14-00263	VCOE	Writing - Common Core Grades 3-5	Curriculum	010	200.00
P14-00264	VCOE	Common Core TK-K	Curriculum	010	160.00
P14-00265	Southwinds Transportation	Donation - 5th gr Bus for Santa Cruz Island	Red Oak Elementary School	010	1,201.20
P14-00266	Follett c/o American Express	OPHS Wkbks Spanish 1 2013-2014	Curriculum	010	318.72
P14-00267	JKF Construction	Proj 13-03R Miscellaneous Construction Bldg C OPHS	Business Administration	213	10,000.00
P14-00268	Quality Sheds	Proj 13-03 & OPHS Donations Storage Building OPHS	Business Administration	010	1,552.50
				213	1,552.50
P14-00269	National Assoc. Of Secondary	Nat Honor Soc/PFC Don/membership	Oak Park High School	010	85.00
P14-00270	CENTER GLASS CO	OVHS Vadalisim Window Repair	Business Administration	010	601.00
P14-00271	School Health Corporation	School Health Fanny Packs - Nurse	Business Administration	010	74.39
P14-00272	M/M Mechanical, Inc	Proj 13-03R Install Water Line Shut-Off OPHS	Business Administration	213	715.05
P14-00273	Kaiser Air & Sheet Metal Inc.	Proj 13-01R Install HVAC Split System BES	Business Administration	213	4,346.00
P14-00274	Pearson AGS Globe	OPHS eCourse Office 2013 Textbook 2013-2014	Curriculum	010	3,605.00
P14-00275	Document Systems	Richo Machine Supplies	Home Independent Study Program	010	215.00
P14-00276	Shiffler Equipment Sales, Inc	Proj 14-01R ADA Locker Upgrades OPHS	Business Administration	213	1,709.83
P14-00277	Follett c/o American Express	OPIS Grammar/English 2013-2014	Curriculum	010	383.17
P14-00278	Pacific Building Maintenance	Proj 13-03R Carpets Cleaned Bldg C OPHS	Business Administration	213	1,245.00
P14-00279	Pyro-Comm Systems, Inc.	Proj 13-01R Fire Panel Repair Bldg 200 BES	Business Administration	213	510.73
P14-00280	Textbook Warehouse c/o AMEX	OPIS Grammar/English 2013-2014	Curriculum	010	214.44
P14-00281	Shade Comforts, Inc.	Proj 13-19R Shade Canopy OHES	Business Administration	213	14,900.00
P14-00282	Custom Canopies International	Proj 13-19R Shade Canopy OPHS	Business Administration	010	14,835.00
				213	14,835.00
P14-00283	KPI Architects, Inc.	Proj 13-19 R Architect Services Shade Canopy OPHS	Business Administration	213	2,800.00

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ESCAPE ONLINE

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Includes 10/01/2013 - 10/31/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00284	Pacificom	Proj 13-01R Thermostat Wiring Bldg 200 BES	Business Administration	213	2,392.35
P14-00285	Pacificom	Proj 13-03R Thermostat & Camera Cabling OPHS	Business Administration	213	2,871.74
P14-00286	AED Authority	Safety Credits - Defibrillator OHES	Business Administration	010	5,735.13
P14-00287	Division of State Architect	Proj RDSA DSA Closeout MCMS	Business Administration	213	500.00
P14-00288	Division of State Architect	Proj 13-01R DSA Fees Bldg 200 BES	Business Administration	213	196.00
P14-00289	Division of State Architect	Proj 11-14R DSA Fees Restrooms OVHS	Business Administration	213	68.60
P14-00290	Division of State Architect	Proj 12-07R DSA Fees Bldg 300 BES	Business Administration	213	98.00
P14-00291	Division of State Architect	Proj 10-01R DSA Fees Fire Alarms OPHS	Business Administration	213	421.40
P14-00292	Division of State Architect	Proj 13-05R DSA Fees ADA OPHS	Business Administration	213	1,700.00
P14-00293	Division of State Architect	Proj 13-01R DSA Fees Bldg 200 Mod BES	Business Administration	213	788.90
P14-00294	Division of State Architect	Proj 13-03R DSA Fees Bldg C Mod OPHS	Business Administration	213	73.50
P14-00295	Division of State Architect	Proj 13-05R DSA Fees ADA Field OPHS	Business Administration	213	127.50
P14-00296	Division of State Architect	Proj RDSA DSA Fees MCMS & OPHS	Business Administration	213	500.00
P14-00297	Construction Testing & Enginee	Proj 13-01R Inspection Services Bldg 200 BES	Business Administration	213	15,639.00
P14-00298	Construction Testing & Enginee	Proj 13-03R Inspection Services Bldg C OPHS	Business Administration	213	20,707.05
P14-00299	Science Education Center	Parent funded event, 2nd grade	Red Oak Elementary School	010	700.00
P14-00300	CCEA State Treasurer	Model School Fee	Oak View High School	010	350.00
P14-00301	Time For Kids	Donation - Time For Kids - 4th and 5th grades	Brookside School	010	1,108.80
P14-00302	UNDERWOOD FAMILY FARMS AT TIER RA REJADA	Kindergarten Field Trip to Underwood Farms	Oak Hills Elementary School	010	136.00
P14-00303	Agoura Lock Technologies, Inc.	Proj 13-01R Rekey Bldg 200 BES	Business Administration	213	193.70
P14-00304	Agoura Lock Technologies, Inc.	Proj 13-03R Re-key Bldg C OPHS	Business Administration	213	1,067.90
P14-00305	Pacificom	MCMS Paging Speaker rm R5	Business Administration	010	314.50
P14-00306	Leader Carpet	BES Carpet Repair Rm C309	Business Administration	010	180.00
P14-00307	Leader Carpet	MCMS Carpet Repair Rm C21	Business Administration	010	555.00
P14-00308	House Sanitary Supply	Proj 13-01R & 13-03R Towel Dispensers OPHS/BES	Business Administration	213	535.50
P14-00309	Nasco	Math/Gen Ed/mat & supp	Oak Park High School	010	216.12
P14-00310	Iron Horse Safety	Safety Credits - Reflective Vests	Business Administration	010	447.20

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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Includes 10/01/2013 - 10/31/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00311	Division of State Architect	Proj RDSA Closeout 3 Buildings ROES and BES	Business Administration	213	500.00
P14-00312	Division of State Architect	Proj RDSA DSA Closeout Tennis Courts OPHS	Business Administration	213	500.00
P14-00313	Porta John Industries, Inc.	Safety Credits-Portable Toilets for Disaster Bins	Business Administration	010	22,862.00
P14-00314	RB Inspections	Proj 13-05R Shade Structure OPHS	Business Administration	213	500.00
P14-00315	Johnstone Supply	Proj 13-22R Supplies HVAC Repalcement Districtwide	Business Administration	213	264.40
P14-00316	Western Psychological Services	SpEd Protocols - Psychs	Pupil Services/Special Ed.	010	564.00
P14-00317	ChargePoint, Inc.	ChargePoint Network Service Plan Renewal	Business Administration	010	1,820.00
P14-00318	Us Bank Trust Nat'l Assn.	Admin Fees Measure R & C6-Series 2011A & 2011B	Business Administration	212	700.00
P14-00319	Sports Imports, Inc	PFA: Volleyball Standards	Medea Creek Middle School	213	700.00
P14-00320	Pierres Welding & Maint.	MCMS Repair/Install brackets	Business Administration	010	6,611.38
P14-00321	Pierres Welding & Maint.	OPHS Trailer Hitch Bar	Business Administration	010	375.00
P14-00322	Mike Stephenson	District Logo Shirts for District Office	Superintendent	010	180.00
P14-00323	Enhanced Landscape Mgmt, Inc	Landscaping OPHS Big Sunday Donation	Business Administration	010	1,197.42
P14-00324	Demco	Donation -- Library	Brookside School	010	900.00
P14-00325	Psat/Nmsqt	PSAT/Donation/mat & supp	Oak Park High School	010	3,567.12
P14-00326	Brain POP LLC	PFA:Brain Pop subscription renewal 2013-14	Oak Park High School	010	3,738.00
P14-00327	ONSITE WELLNESS SVS.	Family Flu Shot Clinic	Medea Creek Middle School	010	1,195.00
P14-00328	Staples	PFA: Open PO for Office Supplies	Business Administration	010	352.50
P14-00329	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	4th Grade - California Science Cener	Medea Creek Middle School	010	500.00
P14-00330	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	1st Grade - Carnegie Art Museum Field Trip	Oak Hills Elementary School	010	1,467.00
P14-00331	VCOE	AcaDeca/LOTT/oth exp	Oak Hills Elementary School	010	1,167.00
P14-00332	School Outfitters	PFA: App wish list item for Computer/Tech	Oak Park High School	010	400.00
P14-00333	Johnstone Supply	Proj 13-22R Supplies HVAC Repalcement Districtwide	Medea Creek Middle School	010	138.21
P14-00334	VCOE	Kate Gregg, (ROES) early completion for BTSA	Business Administration	213	66.50
P14-00335	Karen Kennedy dba Camino Real Naturalist & Historical Interp	Parent funded field trip, 3rd gr.	Curriculum	010	150.00
P14-00336	California Weekly Explorer	Parent funded field trip, Walk thru Revolution	Red Oak Elementary School	010	554.50
			Red Oak Elementary School	010	1,205.00

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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**Includes 10/01/2013 - 10/31/2013**

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00337	UNDERWOOD FAMILY FARMS AT TIER RA REJADA	Parent funded field trip, 1st grade	Red Oak Elementary School	010	1,470.00
P14-00338	Fire King International LLC	Fire King - Cabinet repair	Pupil Services/Special Ed.	010	285.00
P14-00339	Multicard, Inc.	Badge Pass Software and Training - Safety Credits	Business Administration	010	972.40
T14-00017	Compuwave Inc.	Dell All in One Desktop Computers (x2)	Oak Park High ASB Expenditures	010	2,104.25
T14-00018	School Tech Supply	Document Cameras for 21CC	Technology Coordinator	212	3,531.38
T14-00019	Admin Arsenal Corp	PDQ Windows Patch Deployment Software License	Technology Coordinator	010	313.20
T14-00020	Certiport	Site License/PFC & Don/oth exp	Oak Park High School	010	5,325.00
T14-00021	SmartMusic Sales	PFA approved Wish List Item - Smart Music Renewal	Medea Creek Middle School	010	140.00
TB14-00010	Omach iPhone Repair	Blanket PO for iPad Repairs	Technology Coordinator	010	700.00
<b>Total Number of POs</b>			<b>116</b>	<b>Total</b>	<b>460,289.57</b>

**Fund Summary**

Fund	Description	PO Count	Amount
010	General Fund	84	353,032.04
212	Measure C6 Technology Bond Fun	2	4,231.38
213	Measure R FACILITIES Bond Fund	33	103,026.15
		<b>Total</b>	<b>460,289.57</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.1. d. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL SIXTH GRADE TO PALI INSTITUTE – DECEMBER 3-6, 2013**

CONSENT

**ISSUE:** Shall the Board of Education approve the attendance for Medea Creek Middle School 6<sup>th</sup> graders to attend a four day Outdoor Education experience at the Pali Institute in Running Springs, CA. ?

**STATEMENT:** As in past years, all interested 6<sup>th</sup> graders have the opportunity to experience hands-on science and nature during an Outdoor Education trip. The WASC and AEE accredited program at the Pali Institute is our Camp. The trip is scheduled for December 3-6, 2013. The cost is \$440.00. The bus company will be Southwinds. The camp is fully staffed and will be complemented by approximately six – eight MCMS faculty/staff.

**BACKGROUND:** Outdoor Education is a 6<sup>th</sup> grade staple at Medea Creek Middle School, giving students a one-to-one experience with the outdoors, as well as with hands-on science. Pali Institute promises a high-quality program with nature walks and intriguing science classes suited for the 6<sup>th</sup> grade in a beautiful, safe and well-cared for environment.

**ALTERNATIVES:** 1. Approve the overnight Outdoor Education trip  
 2. Do not approve the overnight Outdoor Education trip.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** It is a wonderful opportunity to study science in a natural setting. In the past, Outdoor Education has been a highlight for students. It has both social and academic value for our children.

Respectfully submitted:

\_\_\_\_\_  
 Dr. Anthony Knight  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student	_____	_____	_____	_____



**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.1.e. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – OCTOBER 2013**

Consent

**ISSUE:** Shall the Board of Education approve the Quarterly Report on Williams Uniform Complaints – October 13?

**BACKGROUND:** As a result of a lawsuit filed against the State of California, the State Legislature passed several bills that codified the negotiated settlement to the suit. One of the many requirements of this legislation is for school districts to establish a uniform complaint process to allow parents or member of the public to register written complaints regarding textbook/instructional materials sufficiency, teacher vacancy or missassignment, and hazardous conditions of school facilities.

Education Code 35186 requires the Superintendent or designee report summarized data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the Board of Education and the County Office of Education. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

- ALTERNATIVES:**
1. Approve the Quarterly Report on Williams Uniform Complaints – October 2013
  2. Do not approve the Quarterly Report on Williams Uniform Complaints October 2013

**RECOMMENDATION:** Alternative #1.

**RATIONALE:** It is the policy of the district to comply with federal and state laws and regulations governing education programs or activities which receive state or federal funding.

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

<b>Board Action:</b>	On motion of _____, seconded by _____, the Board of Education:			
<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Laifman</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>von Schneidau</b>	_____	_____	_____	_____
<b>Yeoh</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SENIOR LIFE SKILLS RETREAT – NOVEMBER 20-23, 2013**  
**CONSENT**

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**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Senior Life Skills Retreat?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this retreat scheduled for November 20-23, 2013 in Malibu, CA. Approximately 50-150 male and female students, five-ten OPHS teacher chaperones and 9-19 college students will stay in cabin facilities at Camp Hilltop in Malibu. Students will pay \$300 to cover cost of buses, food and lodging. They will depart at 3:30 on Wednesday, November 20 and return 5:00 on Saturday, November 23. 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:**

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Laifman</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>von Schneidau</b>	_____	_____	_____	_____
<b>Yeoh</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____

\_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.1.g. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
 FUTURE BUSINESS LEADERS OF AMERICA CLUB –  
 NOVEMBER 23-24, 2013**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Future Business Leaders of America Club?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Future Business Leaders of America Club to attend this conference scheduled for November 23-24, 2013 in Anaheim, CA. Approximately eight male and female students, one OPHS teacher chaperone and one volunteer will stay at Anaheim Hilton. Students will pay \$125 to cover cost of conference, lodging and transportation. Group will travel by a district-approved driver in district vehicle. They will depart morning of November 23 and return November 24 in the afternoon. 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 field trip as presented.  
 2. Do not approve field 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:**

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Laifman</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>von Schneidau</b>	_____	_____	_____	_____
<b>Yeoh</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____
_____	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 16, 2013**  
**SUBJECT: C.2.a. APPROVE PURCHASE OF MOBILE COMPUTING DEVICES AND TECHNOLOGY EQUIPMENT FROM MEASURE C6 BOND FUND**

ACTION

**ISSUE:** Shall the Board of Education approve the purchase of mobile computing devices and technology equipment from the Measure C6 bond fund?

**BACKGROUND:** In accordance of the 3-year technology expenditures roadmap and the district technology master plan, the Technology Department will purchase next generation iPads for all teachers and administrators and begin deploying student learning centers of iPads (8-10 iPads per classroom). This will entail a two-step purchase of computer equipment for the 2013-14 school year that impacts C6 funds. First, the district will purchase about 400 iPads Airs of 32Gb capacity (64Gb for TechLITEs). Covers, peripherals, charging docks, software licensing, app vouchers and management computers will also be part of this order which will cost about \$350-\$400,000. Staff will trade in their older model iPads (16Gb) that were loaned to them over the summer for a next generation iPad Air after attending an after school training session. TechLITEs (16 total across district) will each receive a learning center of 10 iPads for student use in their classroom. Older model iPads collected from the staff will be placed into Mobile iPad Learning Karts (MiLKs) with one Kart being provisioned for each site (including keyboards) to be used for common core testing and investigating best practices in teaching and learning in a 1-to-1 environment. In the late winter/early spring, a second larger purchase of iPads will be made consisting of 600 iPads which will allow additional learning centers and MiLKs to be deployed primarily at the elementary level, but also in select secondary classrooms. Cost of that follow-up purchase will be around \$500,000 to \$600,000.

- ALTERNATIVES:**
1. Approve purchase of mobile computing devices and technology equipment, \$400,000 in Fall 2013 and \$600,000 in Spring 2014, to be funded from the Measure C6 bond fund
  2. Do not approve the purchase.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information  
 Martin Klauss, Assistant Superintendent, Business and Administrative Services

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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: C.2.b. APPROVE CHANGE ORDER 3, PROJECT 13-03R, BUILDING C MODERNIZATION AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve Change Order 3, Project 13-03R, Building C Modernization at Oak Park High School?

**BACKGROUND:** On April 18, 2013 the Board awarded a contract for Project 13-03R, Building C Modernization at Oak Park High School, to Waisman Construction, Inc. During the course of the project, District staff and construction manager Balfour Beatty have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. Details of proposed changes in the scope and cost to the original contract for this project are specified in the attached document for Change Order 3.

The total amount of Change Order 3 is \$6,475.00, which will increase the contract from \$1,604,700.00 (including previously approved Change Orders 1 and 2) to \$1,611,175.00. The total Master Plan budget for this project, including contingency, is \$2,060,058.00. It is recommended by Balfour Beatty and District staff that the Board approve Change Order 3.

**ALTERNATIVES:**

1. Approve Change Order 3 to the contract with Waisman Construction, Inc. for Project 13-03R, Building C Modernization at Oak Park High School.
2. Do not approve Change Order 3.

**RECOMMENDATION:** Alternative 1.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

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 Scheidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377

November 6, 2013

Attn; Martin Klauss, Assistant Superintendent Business Services

Subject: Measure "R" Staff Support Services  
Oak Park Unified School District  
Oak Park, CA

Re: Project 13-03R Modernize Bldg "C" at Oak Park High School  
Recommendation to Approve Change Order #13-03R-3 - FINAL to Waisman  
Construction Inc.

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for Change Order # 13-03R-3 - FINAL to Waisman Construction Inc. for added scope items at the above Project. Additional work to the Project is as follows;

Item 3.1 Rework existing low voltage systems above ceiling to accommodate new construction

Reason; Unforeseen Condition Encountered/Not Noted in Contract Documents. Cost to perform this work is \$1,061.

Item 3.2 Modify and patch roofing at location of new paint booth exhaust system and guy wire braces

Reason; Paint booth and related exhaust system added to the project after bid date. Cost to perform this work is \$519.

Item 3.3 Furnish and install louver in door C25 to the electrical room. Change door # C22 to Type B Hollow Metal Door with vision lite per RFI # 83

Reason; Provide source for make up/exhaust air into the electrical room. Correct door type at C22. Cost to perform this work is \$3,996.

Item 3.4 Relocate (2) smoke detectors at rooms C16 Storage and C32 Hallway per RFI # 64

Reason; Existing location of the smoke detectors did not comply with code. Cost to perform this work is \$289.

Item 3.5 HVAC Air re-Balance - 3 way split

Reason; Existing HVAC system and final duct routing required additional balancing and re-adjustment. Agreed to split the cost between all parties to resolve the additional effort. Partial cost to perform this work is \$ 1,000.

Item 3.6 Partial credit for installation of exterior locker canopy structural steel system

Reason; Credit for work not performed by the GC. Credit amount is \$390.

Project Cost Update:

<i>Master Plan Estimate</i>	
Construction Costs	\$ 1,731,141.00
Contingency on Master Plan Estimate (19%)	\$ 328,917.00
<b>Total Master Plan Estimate</b>	<b>\$ 2,060,058.00</b>
Waisman Construction, Inc Base Agreement	\$ 1,485,500.00
Previous Change Order # 13-03R-1	\$ 74,046.00
Previous Change Order # 13-03R-2	\$ 45,154.00
Current Change Order # 13-03R-3 - FINAL	\$ 6,475.00
<b>FINAL Cost</b>	<b>\$ 1,611,175.00</b>
<b>Balance on Original Master Plan Estimate</b>	<b>\$ 448,883.00</b>

Should you have any questions, please contact me at any time.

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

cc. Julie Suarez, OPUSD  
Keith Henderson, Balfour Beatty  
Waisman Construction  
File



**Oak Park Unified School District  
5801 E. Conifer Street  
Oak Park, Ca 91377**

**CHANGE ORDER 13-03R -3 - FINAL  
11-6-13**

PROJECT NO: 13-03R

CHANGE ORDER NO: 3 - FINAL

PROJECT NAME: MODERNIZE BLDG C AT OAK PARK HIGH SCHOOL

CONTRACTOR: WAISMAN CONSTRUCTION

SCOPE OF WORK: SEE ATTACHED

**COST:**

Original Contract Amount	\$ 1,485,500.00
Previous Approved Change Orders; 13-03R1, 13-03R2	\$ 119,200.00
This Change Order	\$ 6,475.00
Adjusted Contract Amount	\$ 1,611,175.00

**TIME:**

Original Contract Completion Date	August 15, 2013
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	0
Adjusted Contract Completion Date	August 15, 2013

IT IS AGREED BY THE CONTRACTOR THAT THE ADJUSTED FINAL CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO ITEMS 3.1 THRU 3.6 OF THE ATTACHED LISTING. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO ITEMS 3.1 THRU 3.6 OF THE ATTACHED LISTING, AND HEREBY ACKNOWLEDGES AND AGREES THAT THE AMOUNT SHOWN ABOVE CONSTITUTES PAYMENT IN FULL ACCORDING TO THE CONTRACT DOCUMENTS.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

**OAK PARK UNIFIED SCHOOL DISTRICT**  
By \_\_\_\_\_

**CONTRACTOR: Waisman Construction, Inc**  
By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**District Architect; KPI Architects**

**District PM/CM; Balfour Beatty Construction**

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Oak Park Unified School District

**Change Order #13-03R-3 - FINAL**

Bid No 13-03R

11/6/2013

Modernize Bldg "C" at Oak Park High School

Waisman Construction Inc.

Original Contract

\$ 1,485,500.00

Item No.	GC No.	Description	Reason	Cost
3.1	COR #45	Rework existing low voltage systems above ceiling to accommodate new construction	Unforeseen Condition Encountered/Not Noted in Contract Documents	\$ 1,061
3.2	COR #46	Modify and patch roofing at location of new paint booth exhaust system and guy wire braces	Paint booth and related exhaust system added to the project after bid date	\$ 519
3.3	COR #49	Furnish and install louver in door C25 to the electrical room. Change door # C22 to Type B Hollow Metal Door with vision lite per RFI # 83	Provide source for make up/exhaust air into the electrical room. Correct door type at C22.	\$ 3,996
3.4	COR # 51	Relocate (2) smoke detectors at rooms C16 Storage and C32 Hallway per RFI # 64	Existing location of the smoke detectors did not comply with code	\$ 289
3.5	COR # 52	HVAC Air re-Balance - 3 way split	Existing HVAC system and final duct routing required additional balancing and re-adjustment. Agreed to split the cost between all parties to resolve the additional effort	\$ 1,000
3.6		Partial credit for installation of exterior locker canopy structural steel system	Credit for work not performed by the GC	\$ (390)

Total Change Order # 13-03R-3 - FINAL	\$ 6,475
Previous CO # 13-03R-1	\$ 74,046
Previous CO # 13-03R-2	\$ 45,154
Original Contract	\$ 1,485,500
Revised Contract	\$ 1,611,175

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.2.c. APPROVE CHANGE ORDER 2, PROJECT 13-05R, ADA FIELD IMPROVEMENTS AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve Change Order 2, Project 13-05R, ADA Field Improvements at Oak Park High School?

**BACKGROUND:** On April 9, 2013 the Board awarded a contract for Project 13-05R, ADA Field Improvements at Oak Park High School, to Waisman Construction, Inc. During the course of the project, District staff and construction manager Balfour Beatty have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. Details of proposed changes in the scope and cost to the original contract for this project are specified in the attached document for Change Order 2.

The total amount of Change Order 2 is a credit of \$815.00, which will decrease the contract from \$417,543.00 to \$416,728.00 (including previously approved Change Order 1). The total Master Plan budget for this project, including contingency, is \$362,854.00. It is recommended by Balfour Beatty and District staff that the Board approve Change Order 2.

**ALTERNATIVES:**

1. Approve Change Order 2 to the contract with Waisman Construction, Inc. for Project 13-05R, ADA Field Improvements at Oak Park High School,
2. Do not approve Change Order 2.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

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	_____	_____	_____	_____

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377

November 6, 2013

Attn; Martin Klauss, Assistant Superintendent Business Services

Subject: Measure "R" Staff Support Services  
Oak Park Unified School District  
Oak Park, CA

Re: 13-05R ADA Field Improvements at Oak Park High School  
Recommendation to Approve Change Order #13-05R-2 - FINAL to Waisman  
Construction Inc.

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for Change Order # 13-05R-2 - FINAL to Waisman Construction Inc. for added scope items at the above Project. Additional work to the Project is as follows;

Item 2.1 Credit for deleted concrete trash container pad

Reason; Proposed container location changed and pad not required. Credit to delete this work is \$4,000

Item 2.2 Regrade North Parking lot to clarified grade elevations provided by the Civil Engineers per RFI # 23

Reason; Clarify HC cross slope through parking lot. Cost to modify this work is \$2,775

Item 2.3 Modify existing storm drain routing to allow installation of new HC path of travel curb

Reason; Existing storm drain line conflicted with new concrete curb.. Cost to perform this work is \$410.

Project Cost Update;

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*Master Plan Estimate*

Construction Costs	\$ 304,000.00
Contingency on Master Plan Estimate (19.36%)	\$ 58,854.00
<b>Total Master Plan Estimate</b>	<b>\$ 362,854.00</b>

Waisman Construction Base Agreement (W/ Alt # 1)	\$ 405,000.00
Previous Change Order # 13-05R-1	\$ 12,543.00
Current Change Order 13-05R-2 – FINAL	\$ (815.00)
<b>Total Construction Cost to Date</b>	<b>\$ 416,728.00</b>

**Balance on Original Master Plan Estimate** \$ < 53,874.00 >

Should you have any questions, please contact me at any time.

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

cc. Julie Suarez, OPUSD  
Keith Henderson, Balfour Beatty  
Waisman Construction  
File

**Oak Park Unified School District  
5801 E. Conifer Street  
Oak Park, Ca 91377**

**CHANGE ORDER 13-05R -2 - FINAL  
11-6-13**

PROJECT NO: 13-05R

PROJECT NAME: ADA Field Improvements at Oak Park High School

CONTRACTOR: WAISMAN CONSTRUCTION

SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$ 405,000.00
Previous Approved Change Order 13-05R-1	\$ 12,543.00
This Change Order	\$ (815.00)
Adjusted Contract Amount	\$ 416,728.00

TIME:

Original Contract Completion Date	August 10, 2013
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	0
Adjusted Contract Completion Date	August 10, 2013

IT IS AGREED BY THE CONTRACTOR THAT THE FINAL ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO ITEMS 2.1 THRU 2.3 OF THE ATTACHED LISTING. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO ITEMS 2.1 THRU 2.3 OF THE ATTACHED LISTING, AND HEREBY ACKNOWLEDGES AND AGREES THAT THE AMOUNT SHOWN ABOVE CONSTITUTES PAYMENT IN FULL ACCORDING TO THE CONTRACT DOCUMENTS.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

**OAK PARK UNIFIED SCHOOL DISTRICT**  
By \_\_\_\_\_

Date \_\_\_\_\_

**CONTRACTOR: Waisman Construction, Inc**  
By \_\_\_\_\_

Date \_\_\_\_\_

**District Architect; KPI Architects**

By \_\_\_\_\_

Date \_\_\_\_\_

**District PM/CM; Balfour Beatty Construction**

By \_\_\_\_\_

Date \_\_\_\_\_

Oak Park Unified School District

**Change Order #13-05R-2 - FINAL**

Bid No 13-05R

11/6/2013

ADA Field Improvements at Oak Park High School

Waisman Construction Inc.

Original Contract

\$ 405,000.00

Item No.	GC No.	Description	Reason	Cost
2.1	10R1	Credit for deleted concrete trash container pad	Proposed container location changed and pad not required	\$ (4,000)
2.2	5R2	Regrade North Parking lot to clarified grade elevations provided by the Civil Engineers per RFI # 23	Clarify HC cross slope through parking lot	\$ 2,775
2.3	9	Modify existing storm drain routing to allow installation of new HC path of travel curb	Existing storm drain line conflicted with new concrete curb.	\$ 410

Total Change Order # 13-05R-2 - FINAL	\$ (815)
Previous Change Order # 13-05R-1	\$ 12,543
Original Contract	\$ 405,000
Revised Contract	\$ 416,728

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: C.2.d. APPROVE CONSULTANT AGREEMENT TO ASSIST WITH APPROVAL OF ATTENDANCE ACCOUNTING SYSTEM BY CALIFORNIA DEPARTMENT OF EDUCATION**

ACTION/

**ISSUE:** Shall the Board of Education approve a consultant agreement with Christy White Associates (CWA) to assist with approval of the District's student attendance accounting system by California Department of Education (CDE)?

**BACKGROUND:** It is a requirement of Education Code that the student attendance accounting system be approved and certified by CDE. With the several changes in the student attendance system over the last ten years, the OPUSD system is no longer in compliance with this requirement. Administration requested a proposal from the District's audit firm, CWA, to assist with this long and onerous process. CWA proposes to assist OPUSD with compiling the attendance documentation and audit of the digital signature feature to meet CDE requirements. The proposed fee for this service is a not-to-exceed amount of \$9,500. Assuming the Board's approval, the work on this project would begin in January 2014.

**ALTERNATIVES:**

1. Approve a consultant agreement with Christy White Associates to assist with CDE approval of the District's student attendance accounting system, in an amount not to exceed \$9,500.
2. Do not approve the proposed agreement for services.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

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	_____	_____	_____	_____



October 16, 2013

Martin Klauss  
Assistant Superintendent, Business and Administrative Services  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

We are pleased to provide Oak Park Unified School District with the professional services described below. This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

#### Scope of Engagement

Christy White Associates will assist Oak Park Unified School District with the submission of attendance accounting system documentation and digital signature approvals to the California Department of Education (CDE) in the 2013-14 fiscal year. Specifically, we will:

1. Assist in the compiling of attendance system documentation for submission to and approval by the CDE.
2. Conduct an audit of the digital signature (e.g.; password) features of the system and provide to the CDE our opinion on the effectiveness of these features.

We will not perform management functions or make management decisions on your behalf. However, we may provide advice and recommendations to assist your management in performing its functions and making decisions.

Oak Park Unified School District may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services may necessitate that we amend this letter or issue a separate engagement letter to reflect the obligations of both parties. In the absence of any other written communications from us documenting additional services, our services will be limited to and governed by the terms of this engagement letter.

Christy White, CPA

John Dominguez, CPA, CFE

Tanya M. Rogers, CPA, CFE

Michael Ash, CPA

Heather Daud

SAN DIEGO

LOS ANGELES

SAN FRANCISCO/BAY AREA

#### Corporate Office:

2727 Camino Del Rio South  
Suite 219  
San Diego, CA 92108

toll-free: 877.220.7229  
tel: 619.270.8222  
fax: 619.260.9085  
www.christywhite.com

*Licensed by the California  
State Board of Accountancy*

## **Client Responsibilities**

You authorize us to accept instructions from your representative for this engagement.

As a condition to performing the services described above, Oak Park Unified School District agrees to:

- Make all management decisions and perform all management functions related to this agreement.
- Designate an individual with suitable skill, knowledge, or experience to oversee services we provide.
- Evaluate the adequacy and results of the services performed.
- Accept responsibility for the results of the services.
- Establish and maintain internal controls over the attendance accounting procedures and monitor ongoing activities.

## **Engagement Administration, Fees and Other**

We will perform our services in accordance with Section 53060 of the Government Code and such other provisions of California law as may be applicable and the Statement on Standards for Consulting Services and applicable professional standards promulgated by the American Institute of Certified Public Accountants.

This engagement is limited to the professional services outlined above. Christy White Associates, in its sole professional judgment reserves the right to refuse to take any action that may be construed as making management decisions or performing management functions.

The above professional services will be performed based on data and information you provide to us. We will not verify or audit this information. We will not audit, review, or compile your financial statements. Therefore, our engagement cannot be relied upon to disclose errors, fraud, or theft.

Christy White, CPA is the engagement partner and Val McMasters-Shaw is the engagement manager who is responsible for performing the engagement, along with qualified professional staff.

Our fee for these services will be at our average hourly rate of \$125 plus out-of-pocket travel costs except that we agree that our gross fee, including expenses, will not exceed \$9,500.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed the engagement. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and consultant both agree that any dispute over fees charged by the consultant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

The agreement may be cancelled at any time prior to June 30, 2014 by either party on thirty (30) days written notice. In the case of cancellation, Oak Park Unified School District shall be liable for any costs accrued to date of cancellation.

It is expressly understood and agreed by both parties that Christy White Associates, while carrying out and complying with any of the terms and conditions of this agreement, is an independent contractor and is not an employee of Oak Park Unified School District.

Christy White Associates has non-licensee owners who may provide client services in your contract under the supervision of a licensed owner.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Christy White, CPA  
Partner  
Christy White Associates

RESPONSE:

This letter correctly sets forth the understanding of Oak Park Unified School District.

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Signature

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Title

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Date

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: C.2.e. APPROVE RESOLUTION 13-19, ADOPTING UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES**

ACTION

**ISSUE:** Shall the Board approve Resolution 13-19, adopting Uniform Public Construction Cost Accounting procedures?

**BACKGROUND:** The California Legislature passed the California Uniform Public Construction Cost Accounting Act (PCC §22000 et seq.) to promote uniformity of bidding procedures and cost accounting standards for construction projects performed and/or contracted for by public entities. The California Uniform Public Construction Cost Accounting Act (Act) establishes higher bidding thresholds, simplifies the bidding process, and increases the likelihood of receiving bids from responsible bidders. Administration is recommending the Board’s approval of Resolution 13-19, attached, so that the District may avail itself of the advantageous provisions of the Act.

Subsequent to the resolution’s approval, the Administration will submit revisions to the Board's Policy 3311, Bidding, implementing the necessary safeguards to accommodate the positive aspects of the Act while maintaining the current accountability measures in our bidding processes.

**ALTERNATIVES:**

1. Approve Resolution 13-19, adopting Uniform Public Construction Cost Accounting procedures.
2. Do not approve Resolution 13-19.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

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 Scheidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 13-19**

**ADOPTING UNIFORM PUBLIC CONSTRUCTION  
COST ACCOUNTING PROCEDURES**

**WHEREAS**, Public Contract Code section 22000 et seq. sets forth the Uniform Public Construction Cost Accounting Act (the “Act”);

**WHEREAS**, the Act provides for the implementation of uniform construction cost accounting procedures and informal bidding procedures for all public agencies electing to participate, together with instructions for their adoption and implementation by such public agencies;

**WHEREAS**, the Act only applies to a public agency whose governing board has by resolution elected to become subject to the Uniform Procedures and has notified the State Controller of that election;

**WHEREAS**, California public agencies such as public school districts and county offices of education are eligible to adopt the Uniform Procedures pursuant to the Act;

**WHEREAS**, the Board of Education of the Oak Park Unified School District has determined that it is in the best interests of the District to elect to become subject to the Uniform Procedures;

**NOW, THEREFORE**, the Board of Education of the Oak Park Unified School District hereby resolves as follows:

1. That the above recitals are all true and correct.
2. That the District Board of Education hereby elects pursuant to Public Contract Code section 22030 to become subject to the Uniform Procedures set forth in the Act and to the Commission’s policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and directs District staff to notify the State Controller of this election.
3. That this Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** this 19th day of November, 2013, by the members of the Board of Education of the Oak Park Unified School District.

AYES:

NOES:

ABSENT:

**THIS IS TO CERTIFY** that the above resolution was adopted by the Board of Education at a regular meeting of the board.

\_\_\_\_\_  
President of the Board of Education

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Education

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: C.2.f. APPROVE RESOLUTION 13-20, AUTHORIZING PARTICIPATION IN THE BRIGHT SCHOOLS PROGRAM**

ACTION

**ISSUE:** Shall the Board approve Resolution 13-20, authorizing participation in the California Energy Commission’s (CEC) Bright Schools Program?

**BACKGROUND:** Passed in November 2012, Proposition 39, the California Clean Energy Jobs Act, is expected to provide \$550 million annually to the State’s Clean Energy Job Creation Fund for five years beginning with the 2013-14 fiscal year. Oak Park Unified School District is eligible for nearly \$1 million of the funds over the next five years. In order to access these funds, one of the basic requirements is a survey and audit of the District’s current energy infrastructure and usage. The CEC offers the Bright Star Schools Program to provide technical assistance to school districts in this area, providing up to \$20,000 in consulting services at no charge to the district. Administration is recommending the District’s participation in the Bright Schools Program for these services, and is requesting the Board’s approval of the Resolution 13-20, attached, authorizing staff to proceed with the application process.

- ALTERNATIVES:**
1. Approve Resolution 13-20, authorizing participation in the California Energy Commission’s (CEC) Bright Schools Program
  2. Do not approve Resolution 13-20.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

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 Scheidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 13-20**

**AUTHORIZING DISTRICT PARTICIPATION IN THE  
CALIFORNIA ENERGY COMMISSION'S  
BRIGHT SCHOOLS PROGRAM**

**Whereas**, the California Energy Commission's Bright Schools Program provides technical assistance to school districts; and

**Whereas**, the Oak Park Unified School District Board of Education authorizes Oak Park Unified School District to apply for technical assistance; and

**Whereas**, the Oak Park Unified School District recognizes that the California Energy Commission has limited funds available to provide technical assistance and that primary consideration will be given to those school districts that have a desire and willingness to seek funding to implement the feasible recommended energy-efficiency measure(s);

**Now Therefore Be It Resolved**, Oak Park Unified School District is willing to seek funding to implement viable energy-saving measure(s) and therefore requests technical assistance to identify such measures as may be economically feasible.

**Be it Also Resolved**, that Assistant Superintendent, Business and Administrative Services, is hereby authorized and empowered to execute in the name of Oak Park Unified School District all necessary documents to implement and carry out the purposes of this resolution.

**PASSED AND ADOPTED** this 19th day of November, 2013, by the members of the Board of Education of the Oak Park Unified School District.

AYES:

NOES:

ABSENT:

**THIS IS TO CERTIFY** that the above resolution was adopted by the Board of Education at a regular meeting of the board.

\_\_\_\_\_  
President of the Board of Education

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Education

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.2.g. APPROVE ACCEPTANCE OF DONATIONS**

ACTION

**ISSUE:** Shall the Board acknowledge and accept donations made to the Oak Park Unified School District?

**BACKGROUND:** The following donations have been made to the District:

<u>Site</u>	<u>Gift/Donor</u>	<u>Est. Value</u>
District Wide	Printing Services/Advantra Graphics, Andrew Goldbeck	\$ 450.00

**RECOMMENDATION:** Accept the donations with thanks.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

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	_____	_____	_____	_____
Palent	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.3.a. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK CLASSIFIED ASSOCIATION**

PUBLIC HEARING/ACTION

**ISSUE:** Should the Board of Education disclose and approve the Collective Bargaining Agreement between the District and Oak Park Classified Association (OPCA)?

**BACKGROUND:** Local education agencies are required by Government Code Section 3547.5 to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On October 8, 2013, the District and OPCA reached a tentative agreement for 2013-14, the first year of the successor CBA, which expired June 30, 2013. The agreement includes a 3.0% increase to the salary schedules for all classified bargaining unit members, retroactive to July 1, 2013. District contributions for annual health and welfare benefits caps remain unchanged from 2012-13 levels. The tentative agreement was ratified by OPCA membership on October 18, 2013.

The Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 is attached to this report, accompanied by the proposed revision to the classified salary schedules.

**ALTERNATIVES:**

1. Approve the Agreement between the Oak Park Unified School District and Oak Park Classified Association.
2. Do not approve the proposed Agreement.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

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 Scheidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: OAK PARK UNIFIED SCHOOL DISTRICT

Name of Bargaining Unit: OPTA, OPCA, ADMINISTRATION, CONFIDENTIAL, UNREPRESENTED

The proposed agreement covers the period:  
 Beginning: July 1, 2013  
 Ending: June 30, 2014

Employee Type:  
 Certificated: XX  
 Classified: XX

The proposed agreement will be acted upon by the Governing Board  
 at its meeting on: November 19, 2013

**A. Proposed Change in Compensation:**

Compensation	Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year 2013-14	Year 2 2014-15	Year 3 2015-16
1. Salary Schedule - Increase/(Decrease)	\$ 21,262,327	\$ 637,870 3.00%	\$ 637,870 3.00%	\$ 647,438 3.05%
2. Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.	\$ 0	\$ 0 0.00%	\$ 9,568 0.05%	\$ 9,712 0.05%
3. Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)	\$ 0	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4. Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 2,982,871	\$ 89,486 3.00%	\$ 90,641 3.04%	\$ 92,001 3.08%
5. Health/Welfare Benefits - Increase/(Decrease)	\$ 3,613,773	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
6. Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 27,858,971	\$ 727,356 2.61%	\$ 738,079 2.65%	\$ 749,151 2.69%
7. Total Number (FTE) of Represented Employees	# 348	# 348	# 348	# 348
8. Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 80,055	\$ 2,090 2.61%	\$ 2,121 2.65%	\$ 2,153 2.69%
9a. Certificated Teacher's Salary (Excluding Benefits)				
-Minimum Daily Rate	\$ 228	\$ 235 3.00%	\$ 235 3.00%	\$ 235 3.00%
-Maximum Daily Rate	\$ 499	\$ 514 3.00%	\$ 514 3.00%	\$ 514 3.00%
-Substitute Daily Rate	\$ 106	\$ 106 0.00%	\$ 106 0.00%	\$ 106 0.00%
9b. - Annual Health/Welfare Benefit amount per FTE	\$ 16,483	\$ 16,483 0.00%	\$ 16,483 0.00%	\$ 16,483 0.00%
<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Capped				

Please include comments and explanations as necessary:

Salary schedules for all employees are increased by 3%. There is no increase to health benefit caps.

**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):**

None.

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**C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):**

None.

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**D. What contingency language is included in the proposed agreement? (reopeners, etc.):**

The three-year contract provides for annual reopeners on salaries and health benefits, plus two other contract articles to be identified by each party.

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**E. Will this agreement create, increase, or decrease deficit financing in the current or future years?**

There is no deficit financing in the current or future years.

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**F. Source of Funding for the Proposed Agreement:**

**1. Current Year:**

Increased revenues realized from enrollment/ADA growth and State funding of 12% toward LCFF target.

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**2. How will the ongoing cost of the proposed agreement be funded in future years?**

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

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**3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):**

Not applicable - settlement on salary and benefits are for 2013-14 only; these articles are subject to negotiations in each of the two subsequent years of the three-year contract.

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G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$	32,690,205
b. State Standard Minimum Reserve Percentage for this District		3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$50,000 for a district with less than 1,001 ADA)	\$	980,706

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	\$	980,706
b. General Fund Budgeted Unrestricted Unappropriated Amount	\$	255,045
c. Special Reserve Fund (17) Budgeted Designated for Economic Uncertainties	\$	
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$	
e. Total District Budgeted Unrestricted Reserves	\$	1,235,751

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

\_\_\_\_\_  
 District Superintendent  
 (Signature)

\_\_\_\_\_  
 November 8, 2013  
 Date

\_\_\_\_\_  
 District Chief Business Official  
 (Signature)

\_\_\_\_\_  
 November 8, 2013  
 Date

Disclosure of Collective Bargaining Agreement  
 School District: OAK PARK UNIFIED SCHOOL DISTRICT

	(Col. 1) Latest Board Approved Budget Before Settlement (As of 6/17/2013)	(Col. 2) Adjustment as a Result of Settlement Bargaining Units	(Col. 3) Other Revisions Admin/ Conf. & Unrepresented	(Col. 4) Total Impact on Budget (Col. 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	23,999,398	0	945,716	24,945,114
Remaining Revenues (8100-8799)	8,719,330	0	99,205	8,818,535
<b>TOTAL REVENUES</b>	<b>32,718,728</b>	<b>0</b>	<b>1,044,921</b>	<b>33,763,649</b>
<b>EXPENDITURES</b>				
1000 Certificated Salaries	16,876,437	454,694	48,384	17,379,515
2000 Classified Salaries	4,346,232	104,375	30,417	4,481,024
3000 Employees' Benefits	6,511,984	78,300	11,186	6,601,470
4000 Books and Supplies	856,138	0	0	856,138
5000 Services and Operating Expenses	3,029,058	0	0	3,029,058
6000 Capital Outlay	0	0	0	0
7000 Other	343,000	0	0	343,000
<b>TOTAL EXPENDITURES</b>	<b>31,562,849</b>	<b>637,369</b>	<b>89,987</b>	<b>32,690,205</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>755,879</b>	<b>(637,369)</b>	<b>954,934</b>	<b>1,073,444</b>
<b>OTHER SOURCES AND TRANSFERS IN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER USES AND TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>755,879</b>	<b>(637,369)</b>	<b>954,934</b>	<b>1,073,444</b>
<b>BEGINNING BALANCE</b>	<b>167,910</b>			<b>167,910</b>
<b>CURRENT YEAR ENDING BALANCE</b>	<b>923,789</b>	<b>(637,369)</b>	<b>954,934</b>	<b>1,241,354</b>
<b>COMPONENTS OF ENDING BALANCE</b>				
Non-spendable (9711-9719)	2,000			2,000
Restricted (9740)	3,603			3,603
Committed (9750/9760)				0
Assigned (9780)	695,435	(695,435)		0
Reserved for Economic Uncertainties (9789)			980,706	980,706
Unappropriated Amounts (9790)	222,751	58,066	(25,772)	255,045

\* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

Revenue adjustments are for LCFF and Common Core and will be incorporated into Oak Park's 1st Interim Budget Revision.

**OAK PARK UNIFIED SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE CL (HOURLY)  
EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK**

**2013-14 SCHOOL YEAR**

Board Approved: November 19, 2013

Effective: July 1, 2013

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<b><u>CLERICAL SUPPORT</u></b>							
Health Services Technician	10	14.90	15.78	16.70	17.70	18.77	10 Month
Student Services Assistant I	10	14.90	15.78	16.70	17.70	18.77	10 Month
Student Services Assistant II	12	15.78	16.70	17.70	18.77	19.90	10.5 Month
Guest Teacher Coordinator	12	15.78	16.70	17.70	18.77	19.90	180 Day
Student Services Assistant III	14	16.70	17.70	18.77	19.90	21.03	10.5 Month
<b><u>CUSTODIAL/MAINTENANCE/GROUNDS</u></b>							
Custodian	14	16.70	17.70	18.77	19.90	21.03	12 Month
Warehouse Worker/Delivery	18	18.22	19.31	20.44	21.63	22.93	12 Month
<b><u>CHILD NUTRITION SERVICES</u></b>							
Child Nutrition Services Assistant I	05	12.94	13.67	14.48	15.32	16.27	180 Day
Child Nutrition Services Assistant II	07	13.67	14.48	15.32	16.27	17.23	180 Day
Child Nutrition Services Bookkeeper	12	15.78	16.70	17.70	18.77	19.90	10 Month
Child Nutrition Services Assistant/Delivery	12	15.78	16.70	17.70	18.77	19.90	180 Day
<b><u>OTHER CLASSIFIED SUPPORT</u></b>							
Instructional Assistant I	7.5	13.78	14.58	15.42	16.37	17.33	180 Day
Instructional Assistant II	10	14.90	15.78	16.70	17.70	18.77	180 Day
Technology Assistant	10	14.90	15.78	16.70	17.70	18.77	180 Day
Library/Media Technician	13	16.38	17.35	18.38	19.42	20.58	10 Month
College/Career Center Technician	13.5	16.48	17.45	18.48	19.52	20.69	10.5 Month
Instructional Assistant III	14	16.70	17.70	18.77	19.90	21.03	180 Day
Occupational Therapist	30	32.06	33.98	36.02	38.19	40.48	10 Month
<b><u>EXEMPT POSITIONS</u></b>							
Campus Supervisor	X03	15.00					180 Day
Student/Casual Worker	X01	8.24					As Assigned
Child Nutrition Services Substitute	X04	12.26					As Assigned
Clerical Substitute	X04	12.26					As Assigned
Custodial Substitute	X05	13.38					As Assigned
Child Nutrition Services/Facility Use	X08	22.97					As Assigned
<b><u>SUMMER SCHOOL</u></b>							
Clerical	X02	17.38					As Assigned
Custodial	X06	15.90					As Assigned
Instructional Assistant	X07	16.38					As Assigned
Supervision	X03	15.00					As Assigned

**OAK PARK UNIFIED SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULES CC & CH  
EMPLOYEES WORKING MORE THAN 20 HOURS PER WEEK**

**2013-14 SCHOOL YEAR**

Board Approved: November 19, 2013

Effective: July 1, 2013

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
Health Services Technician	10	14.14	14.99	15.92	16.89	17.92	10 Month
Student Services Assistant I	10	2451.04	2598.39	2759.90	2927.10	3105.60	10 Month
Department Clerk	10						10 Month
Guest Teacher/Interdistrict Permit Coordinator	12	14.99	15.92	16.89	17.92	18.98	11 Month
Student Services Assistant II	12	2598.39	2759.90	2927.10	3105.60	3289.61	10 Month
Support Services Coordinator	12						12 Month
ASB Bookkeeper/Athletics Secretary	14	15.92	16.89	17.92	18.98	20.12	10.5 Month
Student Services Assistant III	14	2759.90	2927.10	3105.60	3289.61	3488.14	11.5 Month
Student Services Bookkeeper	14						10.5 Month
Accounting Assistant I	14.5	16.30	17.24	18.25	19.30	20.42	12 Month
		2824.68	2987.56	3162.60	3344.94	3539.46	
Department Secretary	16	17.45	18.46	19.51	20.65	21.82	11 Month
School Office Manager I	16	3024.57	3199.63	3381.95	3578.87	3783.10	10.5 Month
Credentials Technician	16						12 Month
Accounting Assistant II	16.5	18.12	19.16	20.26	21.41	22.66	12 Month
		3140.51	3320.43	3512.50	3711.85	3928.24	
School Office Manager II	17.5	18.27	19.37	20.52	21.75	23.04	11 Month
		3166.30	3356.74	3557.78	3769.38	3994.23	
School Office Manager III	18.5	18.71	19.84	21.03	22.30	23.64	11.5 Month
		3243.02	3438.72	3645.06	3864.62	4097.41	
Business Department Assistant	20	19.58	20.76	22.00	23.32	24.72	12 Month
		3394.08	3597.72	3813.57	4042.40	4284.95	
Senior Accountant	28	27.40	29.06	30.82	32.68	34.66	12 Month
		4750.03	5037.40	5342.18	5665.44	6008.33	
<b><u>CUSTODIAL/MAINTENANCE/GROUNDS</u></b>							
Custodian	14	15.92	16.89	17.92	18.98	20.12	12 Month
		2759.90	2927.10	3105.60	3289.61	3488.14	
Grounds Maintenance Worker	15	16.38	17.39	18.44	19.58	20.76	12 Month
		2839.25	3014.94	3196.28	3394.61	3598.65	
Head Custodian I	15.5	16.89	17.92	18.98	20.12	21.33	12 Month
		2927.10	3105.60	3289.61	3488.14	3697.42	
Head Custodian II	17	18.10	19.18	20.33	21.55	22.84	12 Month
		3137.19	3324.99	3523.37	3735.01	3959.84	
General Maintenance Worker	18	18.37	19.47	20.63	21.87	23.18	12 Month
		3184.80	3375.25	3576.30	3790.56	4018.03	
Maintenance Engineer	20	19.58	20.76	22.00	23.32	24.72	12 Month
		3394.08	3597.72	3813.57	4042.40	4284.95	
Grounds Maintenance Supervisor	21	20.76	22.00	23.32	24.72	26.25	12 Month
		3597.72	3813.57	4042.40	4284.95	4550.72	

**OAK PARK UNIFIED SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULES CC & CH  
EMPLOYEES WORKING MORE THAN 20 HOURS PER WEEK**

**2013-14 SCHOOL YEAR**

Board Approved: November 19, 2013

Effective: July 1, 2013

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<b><u>CHILD NUTRITION SERVICES</u></b>							
Child Nutrition Services Assistant I	5	12.26	12.97	13.76	14.60	15.48	180 Days
Child Nutrition Services Assistant II	7	12.97	13.76	14.60	15.48	16.40	180 Days
Child Nutrition Services Manager	10	14.14 2451.04	14.99 2598.39	15.92 2759.90	16.89 2927.10	17.92 3105.60	10 Month
Child Nutrition Services Assistant/Delivery	12	14.99 2598.39	15.92 2759.90	16.89 2927.10	17.92 3105.60	18.98 3289.61	180 Days
<b><u>OTHER CLASSIFIED SUPPORT</u></b>							
Instructional Assistant I	7.5	13.08 2264.90	13.86 2401.32	14.70 2546.94	15.58 2699.93	16.51 2860.30	180 Days
Instructional Assistant II	10	14.14 2451.04	14.99 2598.39	15.92 2759.90	16.89 2927.10	17.92 3105.60	180 Days
Library/Media Technician	13	15.59 2701.88	16.52 2863.98	17.53 3039.04	18.58 3221.38	19.72 3418.33	10 Month
College/Career Center Technician	13.5	15.69 2719.73	16.63 2881.83	17.64 3056.89	18.69 3239.22	19.82 3436.10	10.5 Month
Instructional Assistant III	14	15.92 2759.90	16.89 2927.10	17.92 3105.60	18.98 3289.61	20.12 3488.14	180 Days
Computer Technician	18	18.37 3184.80	19.47 3375.25	20.63 3576.30	21.87 3790.56	23.18 4018.03	12 Month
Certified Sign Language Interpreter	20	19.58	20.76	22.00	23.32	24.72	180 Days
Technology Department Assistant	20	3394.08	3597.72	3813.57	4042.40	4284.95	12 Month
Technology Assistant Lead	23	22.67	24.03	25.47	27.00	28.62	12 Month
Certified Repair Technician	23	3929.01	4164.76	4414.65	4679.53	4960.30	12 Month
Network Administrator	26	25.45 4411.80	26.99 4678.48	28.62 4961.28	30.35 5261.16	32.19 5579.18	12 Month
Occupational Therapist	30	30.56 5296.98	32.39 5614.79	34.34 5951.65	36.40 6308.77	38.58 6687.28	11 Month

This schedule is a combination of Schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week). Employees who work a minimum of 20 hours, but less than 40 hours per week should refer to the hourly rates on the schedule above. Full-time employees may refer to either the hourly or the monthly rates. The hourly rate is determined by dividing the monthly gross by the average full-time hours per month (173.333).



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.3.b. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK TEACHERS ASSOCIATION**

PUBLIC HEARING/ACTION

**ISSUE:** Should the Board of Education disclose and approve the Collective Bargaining Agreement between the District and Oak Park Teachers Association (OPTA)?

**BACKGROUND:** Local education agencies are required by Government Code Section 3547.5 to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On October 7, 2013, the District and OPTA reached a tentative agreement for 2013-14, the first year of the successor CBA, which expired June 30, 2013. The agreement includes a 3.0% increase to the salary schedules for all certificated bargaining unit members, retroactive to July 1, 2013. District contributions for annual health and welfare benefits caps remain unchanged from 2012-13 levels. It is anticipated that the OPTA membership will vote on the tentative agreement on November 20 and 21, 2013.

The Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 is attached to this report, accompanied by the proposed revision to the certificated salary schedule.

**ALTERNATIVES:**

1. Approve the Agreement between the Oak Park Unified School District and Oak Park Teachers Association.
2. Do not approve the proposed Agreement.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

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 Scheidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT  
CERTIFICATED SALARY SCHEDULE  
FISCAL YEAR 2013-14**

Effective: 07/01/13

Board Approval Date: 11/19/13

Years of Service	Class X	Class A	Class B	Class C	Class D	Years of Service	Class F	Class G
	Teacher 185 days  BA	Teacher 185 days  BA + 30	Teacher 185 days BA + 45 BA+30+MA	Teacher 185 days BA + 60 BA+45+MA	Teacher 185 days BA + 75 BA+60+MA		Counselor 192 days  5 Steps	Psychologist 190 days  5 Steps
1	235.29	246.68	258.08	269.48	280.89	1	393.60	402.60
1	43,528.65	45,635.80	47,744.80	49,853.80	51,964.65	1	75,571.20	76,494.00
2	246.68	258.08	269.48	280.89	292.29	2	408.88	415.04
2	45,635.80	47,744.80	49,853.80	51,964.65	54,073.65	2	78,504.96	78,857.60
3	258.08	269.48	280.89	292.29	303.69	3	423.17	427.88
3	47,744.80	49,853.80	51,964.65	54,073.65	56,182.65	3	81,248.64	81,297.20
4	269.48	280.89	292.29	303.69	315.08	4	437.36	441.11
4	49,853.80	51,964.65	54,073.65	56,182.65	58,289.80	4	83,973.12	83,810.90
5		292.29	303.69	315.08	326.49	5	451.67	454.75
5		54,073.65	56,182.65	58,289.80	60,400.65	5	86,720.64	86,402.50
6		303.69	315.08	326.49	337.89	6		
6		56,182.65	58,289.80	60,400.65	62,509.65	6		
7		315.08	326.49	337.89	349.30	7		
7		58,289.80	60,400.65	62,509.65	64,620.50	7		
8		326.49	337.89	349.30	360.69	8		
8		60,400.65	62,509.65	64,620.50	66,727.65	8		
9			349.30	360.69	372.10	9		
9			64,620.50	66,727.65	68,838.50	9		
10			360.69	372.10	383.49	10		
10			66,727.65	68,838.50	70,945.65	10		
11				383.49	394.91	11		
11				70,945.65	73,058.35	11		
12	<u>Special Assignment Rates</u>			394.91	406.31	12		
12	SWAP (X1/ 6 Hrs)		39.22	73,058.35	75,167.35	12		
13	Home & Hospital (B1/ 6 Hrs)		43.02		417.71	13		
13	Saturday School (B1/ 6 Hrs)		43.02		77,276.35	13		
14					433.37	14		
14	Summer School (A3 / 6 Hrs) *				80,173.45	14		
16	Summer School (D4/6 Hrs)**			406.31		16		
16	Per Article 9.3 of contract:			75,167.35		16		
18	* Temp., Prob., Not reg employed				445.07	18		
18	** 1 or more years as permanent				82,337.95	18		
20				417.71		20		
20	Annual stipends of \$1,000 per			77,276.35		20		
22	Articles 9.5b, 9.5e, and 9.5g of contract.				456.47	22		
22					84,446.95	22		
24	Longevity increments every four years			429.11		24		
24	Class C and D, per Article 9.2 of contract.			79,385.35		24		
26					467.90	26		
26	Substitute - Daily Rate	106.00			86,561.50	26		
30	Substitutue - Long Term Rate	129.00			479.42	30		
30	<i>Sub rates adopted 04/15/08, effective 05/01/08</i>				88,692.70	30		

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.3.c. APPROVE COMPENSATION ADJUSTMENT FOR ADMINISTRATIVE, CONFIDENTIAL, AND UNREPRESENTED EMPLOYEES**

ACTION

**ISSUE:** Shall the Board approve an increase in compensation for administrative, confidential and unrepresented employees for fiscal year 2013-14?

**BACKGROUND:** Consistent with the tentative OPTA and OPCA agreements, it is recommended that the Board approve a 3.0% increase to the salary schedule for all confidential and administrative employees, retroactive to July 1, 2013. It is also recommended that the District contributions for annual health and welfare benefits caps for these employees remain unchanged from 2012-13 levels.

For unrepresented preschool staff members, it is recommended that the Board approve a 3.0% increase to the salary schedule, effective July 1, 2013, and that annual health and welfare benefits caps remain unchanged from 2012-13 levels. It is further recommended that the Board approve a 3.0% increase to the salary schedule for specified unrepresented positions, effective July 1, 2013. The specified employees include campus supervisors and classified substitutes.

The required by AB 1200 report is attached to this report, accompanied by the proposed revisions to the applicable salary schedules for the specified employees.

**ALTERNATIVES:**

1. Approve the proposed increases in compensation for administrative, confidential and unrepresented employees for fiscal year 2013-14.
2. Do not approve the proposed compensation increases.

**RECOMMENDATION:** Alternatives No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

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 Scheidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE AND CONFIDENTIAL SALARY SCHEDULE**

**2013-14 SCHOOL YEAR**

Board Approved: November 19, 2013

Effective: July 1, 2013

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
<b><u>CONFIDENTIAL</u></b>							
Administrative Secretary	A	3,560.71 42,728.52	3,773.92 45,287.04	3,999.49 47,993.88	4,239.48 50,873.76	4,494.92 53,939.04	12 Month
Executive Assistant	B	4,456.81 53,481.72	4,725.64 56,707.68	5,008.89 60,106.68	5,309.65 63,715.80	5,629.98 67,559.76	12 Month
<b><u>ADMINISTRATION</u></b>							
Director Child Nutrition Services **	C	308.57 68,502.54	317.82 70,556.04	327.36 72,673.92	337.19 74,856.18	347.31 77,102.82	222
Director Business Operations ***	D	318.09 70,615.98	327.92 72,798.24	338.05 75,047.10	348.51 77,369.22	359.29 79,762.38	222
Director Fiscal Services Director Business Operations ***	E	358.43 79,571.46	369.01 81,920.22	380.03 84,366.66	391.28 86,864.16	402.86 89,434.92	222
Middle School Dean	F	393.60 76,752.00	408.88 79,731.60	423.17 82,518.15	437.36 85,285.20	451.67 88,075.65	195
Middle School Assistant Principal Program Specialist	G	419.32 83,864.00	432.04 86,408.00	444.68 88,936.00	457.70 91,540.00	471.10 94,220.00	200 200
High School Assistant Principal	H	448.24 91,889.20	461.66 94,640.30	475.49 97,475.45	489.77 100,402.85	504.48 103,418.40	205
Director Educational Technology and Information Systems	H	448.24 99,509.28	461.66 102,488.52	475.49 105,558.78	489.77 108,728.94	504.48 111,994.56	222
Elementary School Principal Director Alternative Education	J	460.22 96,646.20	473.44 99,422.40	487.03 102,276.30	501.04 105,218.40	515.47 108,248.70	210
Middle School Principal	K	467.53 98,181.30	480.96 101,001.60	494.77 103,901.70	508.97 106,883.70	523.64 109,964.40	210
Director Pupil Services	L	476.87 100,142.70	490.58 103,021.80	504.68 105,982.80	519.20 109,032.00	534.16 112,173.60	210
Director Teaching & Learning **	L	476.87 102,527.05	490.58 105,474.70	504.68 108,506.20	519.20 111,628.00	534.16 114,844.40	215
High School Principal	M	521.35 115,739.70	536.05 119,003.10	550.74 122,264.28	565.53 125,547.66	580.21 128,806.62	222
Assistant Superintendent Human Resources & Curriculum	N	531.54 118,001.88	546.98 121,429.56	562.84 124,950.48	579.17 128,575.74	595.96 132,303.12	222
Assistant Superintendent Business & Administrative Services	O	540.08 119,897.76	555.76 123,378.72	571.88 126,957.36	588.47 130,640.34	605.55 134,432.10	222

**Annual stipend of \$1,000 for doctorate.**

\*\* This position temporarily suspended due to State fiscal crisis, corresponding District budget reductions

\*\*\* Director of Business Operations advanced from Level D to Level E with the assumption of additional duties as Director Child Nutrition Services

**OAK PARK UNIFIED SCHOOL DISTRICT  
PRE-SCHOOL SALARY SCHEDULE PSH**

**2013-14 SCHOOL YEAR**

Board Approved: November 19, 2013

Effective: July 1, 2013

<b>JOB CLASSIFICATION</b>	<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>WORK YEAR</b>
<b><u>PRE-SCHOOL PERSONNEL</u></b>							
Pre-school Assistant	PSH 001	14.99	15.91	16.88	17.88	18.96	188 Day
Pre-school Specialist	PSH 002	23.04	24.43	25.89	27.44	29.09	188 Day
Pre-school Specialist - Art	PSH 002	23.04	24.43	25.89	27.44	29.09	188 Day
Lead Pre-School Specialist	PSH 003	23.90	25.33	26.87	28.47	30.19	188 Day
Pre-school Director	PSH 004	24.88	26.37	27.95	29.63	31.40	195 Day

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.3.d. APPROVE AMENDMENT TO EMPLOYMENT CONTRACT WITH THE SUPERINTENDENT**

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**CONSENT**

**ISSUE:** Shall the Board approve an amendment to the Employment Contract with the Superintendent?

**BACKGROUND:** The Board of Education would like to consider and possibly approve and amendment to the employment contract of the Superintendent.

- ALTERNATIVES:**
1. Approve the amendment of the Employment Contract for the Superintendent.
  2. Do not approve the amendment of the Employment Contract for the Superintendent.

**RECOMMENDATION:** Alternative #1.

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 Scheidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.3.e. APPROVE 2013-2014 REVISED DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS**

ACTION

**ISSUE:** Shall the Board of Education approve the REVISED 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.

*Name*



*Signature*

Assistant Superintendent - HR

*Title*

818-889-0372

*Fax Number*

818-735-3226

*Telephone Number*

8/20/13

*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	2
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](http://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, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.4.a. APPROVE SELECTION OF ANNUAL ORGANIZATIONAL BOARD MEETING – DECEMBER 10, 2013**

ACTION

**ISSUE:** Should the Board of Education select December 10, 2013 at 6:00 p.m., as the date and time for the annual organizational meeting for the Governing Board?

**BACKGROUND:** According to Education Code Section 35143, the Governing Board of each school district, in a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the first Friday of December. The date and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to the December Board Meeting. The Board shall notify the County Superintendent of Schools of the day and time selected. The Clerk of the Board shall, within 15 days prior to the date of the annual organizational meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

**ALTERNATIVES:** 1. Approve December 10, 2013 at 6:00 p.m. as the date and time for the annual organizational meeting of the Governing Board.  
 2. Approve another date and time for the annual organizational meeting of the Governing Board.

**RATIONALE:** This is a regularly scheduled Board Meeting that complies with the mandate of Education Code Section 35143.

**RECOMMENDATION:** Alternative No. 1.

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	_____	_____	_____	_____

**TO: MEMBERS OF BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.4.b APPROVE BOARD GOALS FOR 2013-2014**

**ACTION**

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**ISSUE:** Shall the Board of Education approve the Board Goals for 2013-2014?

**BACKGROUND:** The last time the Board set goals was in 2011. Attached is a summary of those goals.

**ALTERNATIVES:** 1. Review and approve Board Goals for 2013-14.  
2. Do not approve Board Goals for 2013-14.

**RECOMMENDATION:** At the Board's discretion

Respectfully Submitted:

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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	_____	_____	_____	_____

## Board Goals Established at March 24, 2011 Board Retreat

1) Policy and Actions: Policy (Goals) should guide Actions and Actions should be in alignment with Policy (Goals). Everyone in the district should be knowledgeable of the Policy (Goals) and all decisions should be in alignment with the intended result, including decisions made in the classroom. A concise version of the Policy (Goals), perhaps a flowchart, will be constructed when setting the district goals and will be made accessible to all in the district.

Please Note: During our conversation the term "Policy" and "Goals" were used interchangeably, thus in writing it up I referenced both.

2) Communications to the community: The Board President will add a column to the PTO communications bringing forth hi-lights from the board meetings as well as happenings in the district. The intent is to give a broader understanding in the community in regard to what is going on in the district and the board's involvement in district concerns.

3) Electronic Communications: Move to a portion of communications to Board Members that are otherwise being delivered by hard copy to be in the form of electronic communications, with a desire to increase electronic utilization in regard to board materials over time.

4) Student Board Representative: Engage and educate student Board Representative more completely.

5) The Board will conduct a yearly self-evaluation.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.4.c. APPROVE CALIFORNIA SCHOOL BOARDS ASSOCIATION - DELEGATE ASSEMBLY NOMINATION**

ACTION

**ISSUE:** Shall the Oak Park Unified School District Board of Education nominate a member from the Board of Education holding membership within Subregion 11B of the California School Boards Association (CSBA) to be a candidate for a position on the CSBA Delegate Assembly for a period of two years, April 1, 2014 – March 31, 2017?

**BACKGROUND:** The Delegate Assembly is the primary policy-making body of CSBA. Delegates adopt the Association’s policy platform, take positions on other critical issues that may come before it, elect the officers and directors, and adopt changes in by-laws. Delegates also serve as a two-way communications link between the board members in the region and the regional director and play an important role in fostering collegiality within their region.

The District has been notified that the deadline for nominations for candidates for California School Boards Association Delegate Assembly is January 7, 2014. Nominees must be members of CSBA member boards within the subregion or area. Voting will take place from February 1 through March 15, 2014. Election results will be published by April 1, 2014.

The terms of the following delegates for Subregion 11B expire in 2013:

- Darlene A Bruno (Hueneme ESD)
- Rob Collins (Simi Valley USD)
- Ana Del Rio-Barba (Oxnard ESD)
- Sepideh Yeoh (Oak Park USD)

Since the Delegate Assembly represents the Oak Park Unified School District and its Board of Education, selection of individuals to serve on the CSBA Delegate Assembly is an important consideration. The Delegate Assembly is a politically active force influencing legislative, policy, and procedural directions for public education in California.

- ALTERNATIVES:**
1. Submit a nomination for membership on the CSBA Delegate Assembly, Subregion 11B.
  2. Submit no nomination for membership on the CSBA Delegate Assembly.

Respectfully submitted

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education nominated \_\_\_\_\_ as a candidate for membership on the CSBA Delegate Assembly representing

Subregion 11B. VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
vonSchneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: ~~OCTOBER 15, 2013~~ NOVEMBER 19, 2013**

**SUBJECT: C.5.a APPROVE AMENDMENT TO BOARD POLICY 5145.3 –  
NONDISCRIMINATION/HARASSMENT – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5145.3 – Nondiscrimination/Harassment?

**BACKGROUND:** Board Policy 5145.3 is a mandated policy 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. Board Policy 5145.3 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5145.3 – Nondiscrimination/Harassment.
  2. Do not amend Board Policy 5145.3 – Nondiscrimination/Harassment.
  3. Adopt a modified version of the amendment to Board Policy 5145.3 – Nondiscrimination/Harassment.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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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	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.3(a)

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## Nondiscrimination/Harassment

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5131 – Conduct)*

*(cf. 5131.2 – Bullying)*

*(cf. 5137 – Positive School Climate)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 6164.6 - Identification and Education under Section 504)*

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that ***is so severe and pervasive that it*** affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

***The Superintendent or designee shall provide age appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.***

*(cf. 4131, 4231, 4331 – Staff Development)*

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

*(cf. 1240 – Volunteer Assistance)*

*(cf. 6145 – Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 – Athletic Competition)*

*(cf. 6164.2 – Guidance/Counseling Services)*



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.3(b)

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The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

*(cf. 4118 - Suspension/Disciplinary Action)*  
*(cf. 4119.21/4219.21/4319.21 – Professional Standards)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
~~*(cf. 5131 – Conduct)*~~  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 5145.2 – Freedom of Speech/Expression)*

## Grievance Procedures

The Board hereby designates Superintendent as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Assistant Superintendent, Human Relations  
Oak Park Unified School District  
5801 E. Conifer Street  
Oak Park, CA 91377  
818-735-3226

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal or any other staff member. ***In addition***, any student who observes an incident shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying ***or to whom such an incident is reported*** shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.3(c)

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In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation or bullying, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 – Sexual Harassment.

*(cf. 5145.7 – Sexual Harassment)*

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy may also be posted on the district website or any other location that is easily accessible to students.

*(cf. 1113 – District and School Web Sites)*

*(cf. 1114 – District-Sponsored Social Media)*

*(cf. 6163.4 – Student Use of Technology)*

~~Within 30 days of receiving the district's report, the complainant may appeal to the Board if she/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.~~

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Legal Reference:

*EDUCATION CODE*

200-262.4 Prohibition of discrimination on the basis of sex, especially:

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

*CIVIL CODE*

1714.1 Liability of parents/guardians for willful misconduct of minor

*PENAL CODE*

422.55 Interference with constitutional right or privilege

422.6 Crimes, harassment

*CODE OF REGULATIONS, TITLE 5*

4600-4687 Uniform Complaint Procedures

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.3(d)

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4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

*UNITED STATES CODE, TITLE 20*

1681-1688 Title IX of the Education Amendments of 1972

*UNITED STATES CODE, TITLE 42*

2000d-2000e-17 Title VI & VII Civil Rights Act of 1964 as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

*CODE OF FEDERAL REGULATIONS, TITLE 34*

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

*COURT DECISIONS*

Donovan v. Poway Unified School District (2008) 167 Cal.App.4<sup>th</sup> 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

*CSBA PUBLICATIONS*

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

~~*CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES*~~

~~California Student Safety and Violence Prevention—Laws and Regulations, April 2004~~

*FIRST AMENDMENT CENTER PUBLICATIONS*

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

*NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS*

Dealing with Legal Matter Surrounding Students' Sexual Orientation and Gender Identity, 2004

*U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS PUBLICATIONS*

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January, 1999

*WEB SITES*

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendment.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Adopted: 10-15-80

Amended: 5-20-86, 8-18-92, 9-17-02, 9-21-10, 8-21-12

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: ~~OCTOBER 15, 2013~~ NOVEMBER 19, 2013**

**SUBJECT: C.5.b APPROVE AMENDMENT OF BOARD POLICY 6164.6 – IDENTIFICATION AND EDUCATION UNDER SECTION 504 - First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6164.6 – Identification and Education Under Section 504?

**BACKGROUND:** Board Policy 6164.6 is being updated to reflect new guidance from the U.S. Department of Education’s Office for Civil Rights (OCR) clarifying district’s responsibility to provide opportunities for students with disabilities to participate in extracurricular athletic and other nonacademic programs or activities that constitute the overall education educational program. Board Policy 6164.6 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve the amendment of Board Policy 6164.6 – Identification and Education Under Section 504.
  2. Do not approve the amendment Board Policy 6164.6 – Identification and Education Under Section 504.
  3. Adopt a modified version of the amendment to Board Policy 6164.6 – Identification and Education Under Section 504.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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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	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6164.6(a)

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## Identification and Education Under Section 504

The Governing Board *believes that all children, including children with disabilities, should have an opportunity to learn in a safe and nurturing environment. This district will work to identify children with disabilities who reside within its jurisdiction in order to ensure that they receive educational and related services required by law.* recognizes the need to identify and evaluate children with disabilities in order to provide them with services required by law.

The *Superintendent or designee* district shall provide *identified students with disabilities with a free, appropriate public education as defined* to students who reside within the district and who are classified as disabled under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of non-disabled students are met. (34 CFR 104.33)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

*(cf. 5141.24 – Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.22 – Infectious Diseases)*

*(cf. 5141.23 – Asthma Management)*

*(cf. 5141.23 – Specialized Health Care Services)*

*(cf. 5141.27 – Food Allergies/Special Dietary Needs)*

*(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)*

*In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district’s basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)*

*(cf. 6145 – Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 – Athletic Competition)*

*(cf. 6145.5 – Student Organizations and Equal Access)*

*In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardian with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the “Procedural Safeguards” section of the accompanying administrative regulation.*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6164.6(b)

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Legal Reference:

*EDUCATION CODE*

49423.5 Specialized physical health care services

*CODE OF REGULATIONS, TITLE 5*

3051.12 Health and Nursing Services

*UNITED STATES CODE, TITLE 20*

1232g Family Educational Rights and Privacy Act of 1974

1400 -1487 Individuals with Disabilities Education Act

*UNITED STATES CODE, TITLE 29*

**705 Definitions; Vocational Rehabilitation Act**

794 Rehabilitation Act of 1973, Section 504

**UNITED STATES CODE, TITLE 42**

**12101-12213 Americans with Disabilities Act**

*CODE OF FEDERAL REGULATIONS, TITLE 34*

104.1 - 104.61 Nondiscrimination on the basis of handicap, especially

104.1 Purpose to effectuate Section 504 of the Rehabilitation Act of 1973

104.3 Definitions

**104.32 Location and notification**

104.33 Free appropriate public education

**104.34 Educational setting**

104.35 Evaluation and placement

104.36 Procedural safeguards

*COURT DECISIONS*

Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205

Management Resources:

*CSBA PUBLICATIONS*

Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief, November 2007

*CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES*

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

*U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS*

**Dear Colleague Letter, January 2013**

**Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, January 2012**

Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the Rehabilitation Act of 1973, **September 2007** ~~July 1999~~

*WEB SITES*

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html?src=mr>

Adopted: 9-17-02

Amended: 5-20-08

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.5.c APPROVE AMENDMENT TO BOARD POLICY 3513.3 – TOBACCO-FREE SCHOOLS - First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3513.3 – Tobacco-Free Schools?

**BACKGROUND:** Board Policy 3513.3 is being revised to add definition of prohibited products, including nicotine delivery devices such as electronic cigarettes,

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 3513.3 – Tobacco-Free Schools
  2. Do not amend Board Policy 3513.3 – Tobacco-Free Schools.
  3. Adopt a modified version of the amendment to Board Policy 3513.3 – Tobacco-Free Schools.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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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	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3513.3(a)

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## Tobacco-Free Schools

The Governing Board recognizes that smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

*(cf. 3514 – Environmental Safety)*

*(cf. 4159/4259/4359 - Employee Assistance Programs)*

*(cf. 5030 – Student Wellness)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5141.23 – Asthma Management)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

The Board prohibits the use of tobacco products at any time in district-owned or lease buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any district or school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

*(cf. 1330 – Use of School Facilities)*

*(cf. 1330.1 – Joint Use Agreements)*

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes, ***electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.*** Exceptions may be made for the use or possession of prescription nicotine products ***or other cessation aids such as nicotine patches or nicotine gum.***

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

Legal Reference:

*EDUCATION CODE*

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students



**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 3000*

*Business and Non-Instructional Operations*

*BP 3513.3(b)*

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*HEALTH AND SAFETY CODE*

39002 Control of air pollution from non-vehicular sources  
104350-104495 Tobacco use prevention, especially:  
104495 Prohibition of smoking and tobacco waste on playgrounds  
119405 Unlawful to sell or furnish electronic cigarettes to minors

*LABOR CODE*

3300 Employer, definition  
6304 Safe and healthful workplace  
6404.5 Occupational safety and health: use of tobacco products

*UNITED STATES CODE, TITLE 20*

6083 Nonsmoking policy for children's services  
7111-7117 Safe and Drug Free Schools and Communities Act

*CODE OF FEDERAL REGULATIONS, TITLE 21*

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

*PERB RULINGS*

Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)  
CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

*WEB SITES*

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

[Http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp](http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp)><http://www.cde.ca.gov/ls/he/at>:><http://www.cde.ca.gov>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Adopted: 11-17-92

Amended: 5-2-95, 9-17-02, 1-20-04, 10-18-11

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: C.5.d APPROVE AMENDMENT OF BOARD POLICY 5131.62 – TOBACCO – First Reading**

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**ISSUE:** Should the Board of Education approve amendment of Board Policy 5131.62 – Tobacco?

**BACKGROUND:** Board Policy 5131.62 is revised to provide examples of prohibited nicotine delivery devices such as electronic cigarettes.

**ALTERNATIVES:** 1. Approve the amendment of Board Policy 5131.62 – Tobacco.  
2. Do not approve the amendment Board Policy 5131.62 – Tobacco.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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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	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.62(a)

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## Tobacco

The Governing Board recognizes that tobacco use presents serious health risks and desires to provide support and assistance in reducing the number of students who begin or continue to use tobacco. The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco possession and use by students, tobacco-use prevention education, and intervention and cessation activities and/or referrals

*(cf. 5141.23 – Asthma Management)*

## Prohibition Against Tobacco Use

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees with the exception of the prescription nicotine products described in Board Policy 3513.3. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, clove cigarettes, chew packets, betel, **and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products. However, this section does not prohibit the use or possession of prescription products, or other cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property.** (Education Code 48900, 48901)

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 5131 – Conduct)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

## Prevention Instruction

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

## Intervention/Cessation Services

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.62(b)

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The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. When appropriate, such intervention services may be provided as an alternative to suspension for tobacco possession.

*(cf. 1020 – Youth Services)*

*(cf. 5146 – Married/Pregnant/Parenting Students)*

*(cf. 5141.6 – School Health Services)*

*(cf. 6164.2 – Guidance/Counseling Services)*

## Program Planning

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student population that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professional, and/or others with demonstrated expertise in tobacco prevention and cessation.

*(cf. 1230 – Citizen Advisory Councils)*

*(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)*

The Superintendent or designee shall also coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

*(cf. 5030 – Student Wellness)*

*(cf. 5131.6 – Alcohol and Other Drugs)*

*(cf. 5131.63 – Steroids)*

The Superintendent or designee shall select anti-tobacco programs based on the model program designs identified by the California Department of Education (CDE) and may modify the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not knowingly accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which has received funding from the tobacco industry.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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(cf. 1325 – Advertising and Promotion)  
(cf. 3290 – Gifts, Grants and Bequests)  
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

## Program Evaluation

To evaluate the effectiveness of the district’s program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

(cf. 0500 – Accountability)  
(cf. 5022 – Student and Family Privacy Rights)  
(cf. 6162.8 – Research)

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

### Legal Reference:

#### *EDUCATION CODE*

48900 Suspension or expulsion (grounds)  
48900.5 Suspension, limitation on imposition; exception  
48901 Smoking or use of tobacco prohibited  
51202 Instruction in personal and public health and safety  
60041 Instructional materials, portrayal of effects of tobacco use

#### *HEALTH AND SAFETY CODE*

104350-104495 Tobacco use prevention education  
119405 Unlawful to sell or furnish electronic cigarettes to minors

#### *PENAL CODE*

308 Minimum age for tobacco possession

#### *CODE OF REGULATIONS, TITLE 17*

6800 Definition, health assessment  
6844-6847 Child Health and Disability Prevention program; health assessments

#### *UNITED STATES CODE, TITLE 20*

7111-7117 Safe and Drug-Free Schools and Communities Act

#### *CODE OF FEDERAL REGULATIONS, TITLE 21*

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

#### *ATTORNEY GENERAL OPINIONS*

88 Ops.Cal.Atty.Gen. 8 (2005)

### Management Resources:

#### *CDE PUBLICATIONS*

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008  
Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003  
Getting Results: Part II California Action Guide To Tobacco Use Prevention Education, 2000

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 5000*

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*BP 5131.62(d)*

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*WEST ED PUBLICATIONS*

Guidebook for the California Healthy Kids Survey

*WEB SITES*

CDE: <http://www.cde.ca.gov>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Safe and Healthy Kids Annual Report: <http://hk.duerrevaluation.com>

U.S. Department of Education: <http://www.ed.gov>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

Adopted: 9-17-02

Amended: 5-18-04, 10-18-11

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: C.5.e. APPROVE AMENDMENT TO BOARD POLICY 0420 – SCHOOL PLANS/SITE COUNCILS - First Reading**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 0420 – School Plans/Site Councils?

**BACKGROUND:** Board Policy 0420 is being revised to delete materials on school site block grants, which are not longer operational. Policy also adds language, reflecting California Department of Education guide, requiring the Board of communicate specific reasons to the school site council when it disapproves the Single Plan for School Achievement. Board Policy 0420 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 0420 – School Plans/Site Councils.
  2. Do not amend Board Policy 0420 – School Plans/Site Councils.
  3. Adopt a modified version of the amendment to Board Policy 0420 – School Plans/Site Councils.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0420(a)

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## School Plans/Site Councils

***The Governing Board believes that comprehensive planning at each district school is necessary in order to focus school improvement efforts on school academic achievement and facilitate the effective use of district resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals. When required by law or determined to be a useful tool to accomplish district and school goals, school site councils or other school advisory groups shall develop comprehensive school plans designed to enhance student achievement at individual school sites.***

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0400 - Comprehensive Plans)*

***For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 52055.755, 64001)***

*(cf. 0420.1 - School-Based Program Coordination)*

*(cf. 0450 - Comprehensive Safety Plan)*

***(cf. 0520.2 - Title I Program Improvement Schools)***

***(cf. 0520.4 - Quality Education Investment Schools)***

~~*(cf. 0520.1 - High Priority Schools Grant Program)*~~

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1431 - Waivers)*

***(cf. 3513.3 - Tobacco-Free Schools)***

***(cf. 4131 - Staff Development)***

***(cf. 5147 - Dropout Prevention)***

*(cf. 6020 - Parent Involvement)*

*(cf. 6142.91 - Reading/Language Arts Instruction)*

***(cf. 6151 - Class Size)***

***(cf. 6164.2 - Counseling/Guidance Services)***

~~*(cf. 6163.1 - Library Media Centers)*~~

*(cf. 6171 - Title I Programs)*

*(cf. 6174 - Education for English Language Learners)*

*(cf. 6190 - Evaluation of the Instructional Program)*

***As appropriate, a school may incorporate any other school plan into the SPSA. (Education Code 64001)***

## Single Plan for Student Achievement

The Superintendent or designee shall ***review each school's SPSA*** to ensure that ***it meets the***



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0420(b)

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*content requirement for all programs included, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and students. He/she shall submit to the Board his/her recommendations for plan approval or revision.* a single plan for student achievement has been prepared for each school participating in any of the state and/or federal categorical programs listed in Education 41506, 41571, 6400. (~~Education Code 41507, 41572, 64001~~)

*(cf. 6190 - Evaluation of Instructional Program)*

The Board shall review and approve each school's *SPSA and any subsequent material revisions affect the academic programs for students participating in the categorical programs addressed in the SPSA.* ~~single plan for student achievement at a regularly scheduled meeting. The Board also shall review and approve any subsequent revisions that include material changes affecting the academic programs for students participating in these categorical programs. The Board shall certify that, to the extent allowable under federal law, the SPSA plan is consistent with district local improvement plans required as a conditions of receiving federal funding. Any such review and approval shall be at a regularly scheduled Board meeting.~~ (Education Code 64001)

***Whenever the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council or committee. The School site council or committee shall then revise and resubmit the SPSA to the Board for its approval.***

Legal Reference:

*EDUCATION CODE*

~~52-53 Designation of schools~~

~~33133 Information guide for school site councils~~

~~36147 Open meeting laws exceptions~~

~~41500-41573 Categorical education block grants~~

~~52055.77-52055.770 Quality Education Investment Act~~

~~54650-54659 Education Improvement Incentive Program~~

~~8240-8244 General child care and development programs~~

~~8750-8754 Conservation Education~~

~~18100-18203 School libraries~~

~~44500-44508 Peer Assistance and Review Program~~

~~44520-44534 New Careers Program~~

~~48400-48403 Compulsory continuation education~~

~~48430-48438 Continuation education~~

~~48660-48667 Community day schools~~

~~51745-51749.3 Independent study~~

~~51760-51769.5 Work experience education~~

~~51870-51874 Educational Technology~~

~~52053-52055.51 Immediate Intervention/Underperforming Schools Program~~

~~52055.600-52055.662 High Priority Schools Grant Program~~

~~52176 Advisory committees~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

*Philosophy, Goals, Objectives & Comprehensive Plans*

BP 0420(c)

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~~52200-52212 Gifted and Talented Education Program~~  
~~52300-52346 Regional occupational centers~~  
~~52500-52525 Adult education~~  
~~52610-52616.24 Adult education~~  
52800-52904 School-Based Program Coordination Act  
54000-54041 Educationally Disadvantaged Youth Programs  
54100-54145 Miller-Unruh Basic Reading Act  
54425 Advisory committees (compensatory education)  
54650-54659 Education Improvement Incentive Program  
56000-56885 Special education  
64000 Categorical programs included in consolidated application  
64001 Single school plan for student achievement, consolidated application programs  
*REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS*  
~~52012 Establishment of school site council~~  
~~52014-52015 School plans~~  
52890 Qualifications and duties of outreach consultants  
**HEALTH AND SAFETY CODE**  
**104420 Tobacco use prevention**  
*CODE OF REGULATIONS, TITLE 5*  
3930-3937 Compliance plans  
*UNITED STATES CODE, TITLE 20*  
**6311 Accountability**  
6312-6319 Title 1 programs; plans  
**6421-6472 Programs for neglected, delinquent, and at-risk children and youth**  
**6601-6651 Teacher and Principal Training and Recruitment program**  
**6801-7014 Limited English proficient and immigrant students**  
**7101-7165 Safe and Drug-Free Schools and Communities**  
7114 Safe and Drug-Free Schools and Communities; district plan  
**7341-7355c Rural Education Initiative**

Management Resources:

*CDE PUBLICATIONS*

***A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, February 2013***

Voluntary Template for Single Plan for Student Achievement

***WEST ED PUBLICATIONS***

***California Healthy Kids Survey***

***California School Climate Survey***

***WEB SITES***

CDE, Single Plan for Student Achievement: <http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

Center for Comprehensive School Reform and Improvement: <http://www.centerforscri.org>

U.S. Department of Education: <http://www.ed.gov>

***WestEd: <http://www.wested.org>***

Adopted: 12-4-01

Amended: 9-17-02, 9-20-05

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: C.5.f APPROVE AMENDMENT OF BOARD POLICY 1431 – WAIVERS  
– First Reading**

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**ISSUE:** Should the Board of Education review and amend Board Policy 1431 – Waivers?

**BACKGROUND:** Board Policy 1431 is 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.. Board Policy 1431 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the review of Board Policy 1431 – Waivers.
2. Do not amend Board Policy 1431 – Waivers.
3. Adopt a modified version of Board Policy 1431 – Waivers.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1431(a)

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## Waivers

~~When certain provisions of Education Code or Code of Regulations, Title 5 prevent the district from offering its students the best possible educational program, the Governing Board may request the State Board of Education to waive these provisions. District administrators, staff, advisory committees, and councils shall identify the need for waiver requests and provide the Board information needed to make the waiver request.~~

## General Waiver Requests

***The Governing Board recognizes that strict compliance with the law may sometimes hinder the district's ability to provide its students with an effective, well-rounded educational program. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state or federal law or regulation which it has authority to waive pursuant to Education Code 33050.***

***Any waiver request to be submitted to the SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision. Prior to presenting the proposed request for Board approval, the Superintendent or designee shall consult with and obtain the approval of any advisory committee or site council when required by law.***

*(cf. 0420 – School Plans/Site Councils)  
(cf. 0420.1 – School-Based Program Coordinators)  
(cf. 1220 – Citizen Advisory Committees)*

~~The Board shall hold a properly noticed public hearing on all general waiver requests.  
(Education Code 33050)~~

~~*(cf. 9320 – Meetings and Notices)*~~

***In addition, the Superintendent or designee shall involve*** ~~The Board shall include~~ the exclusive representative ***of district*** employees in the development of the waiver ***request***, and shall ***include in the request the exclusive representative's position regarding the waiver. (Education Code 33050)*** ~~seek the participation of appropriate councils or advisory committees.~~

~~*(cf. 1220 – Citizen Advisory Committees)  
(cf. 4140/4240 - Bargaining Units)*~~

~~If the waiver affects a program that requires the existence of a school site council, the school site council must approve the request. (Education Code 33051)~~

~~*(cf. 0420 – School Plans/Site Councils)*~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1431(b)

~~(cf. 0420.1 School Based Program Coordination)  
(cf. 1220 Citizen Advisory Committees)~~

## Specific Waiver Requests

***To receive public testimony on each waiver request proposal***, the Board shall hold a properly noticed public hearing ***during a Board meeting. (Education Code 33050)*** ~~on all specific waiver requests when required by law or when the Board desires community participation in the development of the waiver.~~

***The notice, which shall state the time, date, location, and subject of the public hearing, may be printed in a newspaper of general circulation or posted at each school and three public place in the district***

*(cf. 9320 – Meeting and Notices)*

~~For general waivers, the request to the State Board of Education shall include a statement as to whether the exclusive employee representative participated in the development of the waiver and the exclusive employee representative's position on the waiver. General waiver requests shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33050)~~

***When the district has requested and received the same general waiver from the SBE for two consecutive years, the Board is not required kto reapply annually f the information contained on the request remains current. However, the district shall apply annually for the renewal of any waiver regarding teacher credentially. (Education Code 33051)***

Legal Reference:

*EDUCATION CODE*

***305-311 Structured English immersion program; parental exception waivers***

5000-5033 Governing board elections

8750-8754 Grants for conservation education

10400-10407 Cooperative improvement programs

17047.5 Facilities used by special education students

17291 Portable school buildings

33050-33053 General waiver authority

37202 Equity length of time

41000-41360 School finance

41381 Minimum school day

41600-41854 Computation of allowances

41920-42842 Budget requirements; local taxation by school districts

44520-44534 New program for careers

44666-44669 School-Based Management and Advanced Career Opportunities for Classroom Teachers Programs

44681-44689 Administrator Training and Evaluation

45108.7 Maximum number of senior management positions

48660-48666 Community day schools

48800 Attendance at community college

49550-49560 Meals for needy students

***51224.5 Algebra instruction***

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1431(c)

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**51745.6 Charter school independent study ratio**

51870-51874 Educational Technology

~~52053-52055.55 Immediate intervention for Underperforming Schools Program~~

**52080-52090 Class size reduction grade 9**

52122.6-52122.8 Class size reduction - impacted school sites

52160-52178 Bilingual-Bicultural Education Act of 1976

52180-52186 Bilingual teacher waiver

52200-52212 Gifted and Talented Pupils Program

52340-52346 Career Guidance Centers

**52522 Plans for adult education**

52850-52863 School-Based Coordinated Program

54000-54028 Disadvantaged Youth Program

54100-54145 Miller-Unruh Basic Reading Program

54407 Waiver for compensatory education programs

~~54665 Waiver for dropout prevention program~~

~~54720-54734 School-Based Pupil Motivation and Maintenance~~

56000-56885 Special education programs

58407 Waiver related to individualized instruction program

~~58603 Waiver for compensatory education programs~~

58900-58928 Restructuring demonstration programs

60119 Public hearing on sufficiency of instructional materials

~~60422 Instruction materials funding realignment program~~

**60851 High school exit examination, waiver for student with disabilities**

**CODE OF REGULATIONS, TITLE 5**

1032 Academic Performance Index

3100 Resource Specialist caseload waivers

3945 Cooperative programs

9531 Instructional materials funding

**11960 Charter school attendance**

**11963.4 Charter school percentage funding**

13017 Waivers, compensatory education New Careers in Education Program

13044 Waivers, Compensatory education Professional Development and Program Improvement Programs

**UNITED STATES CODE, TITLE 20**

1400-1482 Individuals with Disabilities in Education Act

7155 Safe and Drug Free Schools, authorized activities

Management Resources:

**WEB SITES**

California Department of Education, Waiver Office: <http://www.cde.ca.gov/re/lr/wr>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Adopted: 10-4-83

Amended: 12-17-85, 4-2-91, 9-17-02, 11-18-03, 9-20-05

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: C.5.g. APPROVE AMENDMENT TO BOARD POLICY 3311 – BIDS –  
First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3311 - Bids?

**BACKGROUND:** Board Policy 3311 is being 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 use, 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. Board Policy 3311 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 3311 - Bids.
  2. Do not amend Board Policy 3311 - Bids.
  3. Adopt a modified version of the amendment to Board Policy 3311 - Bids.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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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	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3311(a)

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## Bids

***The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. In leasing or purchasing equipment, materials supplies, or services for the district and when contracting for public projects involving district facilities the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditures of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such leases and purchases shall be made using competitive bidding.***

~~In order to ensure transparency and the prudent expenditure of public funds, the Governing Board shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.~~

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

*(cf. 3000 – Concepts and Roles)*

*(cf. 3300 – Expenditures and Purchases)*

***The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitted and opening bids, and other relevant requirements.***

***No work, project, service, or purchase shall be split or separated into smaller work orders to projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116)***

***When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.***

***The Superintendent or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, required prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.***

*(cf. 9270 – Conflict of Interest)*

***Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)***



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3311(b)

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When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

~~Bid specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.~~

~~To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.~~

~~(cf. 9270 - Conflict of Interest)~~

## Legal Reference:

### *EDUCATION CODE*

**17070.10-17079.30 Leroy F. Greene School Facilities Act**

### **17406 Lease-leaseback contract**

17595 Purchases through Department of General Services  
38083 Purchase of perishable foodstuffs and seasonable commodities  
38110-38120 Purchase of supplies through county superintendent  
39802 Transportation services

### *GOVERNMENT CODE*

### **4217.10-4217.18 Energy conservation contracts**

4330-4334 Preference of California-made materials  
6252 Definition of public record  
53060 Special services and advice  
54201-54205 Purchase of supplies and equipment by local agencies

### *PUBLIC CONTRACT CODE*

1102 Emergencies  
2000-2001 Responsive bidders  
**3000-3010 Roofing projects**  
3400 Bids, specifications by brand or trade name not permitted  
3410 United States produce and processed foods  
6610 Bid visits  
12200 Definitions, recycled goods, materials and supplies  
**20101-20103.7 Public construction projects, requirements for bidding**  
20103.8 Award of contracts  
20107 Bidder's security  
20111-20118.4 School districts  
20189 Bidder's security, earthquake relief  
22002 Definition of public project  
22030-22045 Alternative procedures for public projects (UPCCAA)  
22050 Alternative emergency procedures  
22152 Recycled product procurement

### *COURT DECISIONS*

***Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4<sup>th</sup> 739***

***Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4<sup>th</sup> 1425***

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 3000*

*Business and Non-instructional Operations*

*BP 3311(b)*

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Marshall v. Pasadena USD, (2004) 119 Cal.App.4<sup>th</sup> 1241

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

*ATTORNEY GENERAL OPINIONS*

89 Ops.Cal.Atty.Gen.1 (2006)

Management Resources:

*WEB SITES*

CSBA: [www.csba.org](http://www.csba.org)

California Association of School Business Officials: [www.casbo.org](http://www.casbo.org)

Adopted: 7-23-80

Amended: 6-23-82, 2-7-84, 3-18-86, 6-6-89, 9-17-02, 12-16-03, 10-21-08

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: C.5.h APPROVE AMENDMENT TO BOARD POLICY 3350 –TRAVEL EXPENSES – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3350 – Travel Expenses?

**BACKGROUND:** Board Policy 3350 is being 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 or 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. Board Policy 3350 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 3350 – Travel Expenses.
  2. Do not amend to Board Policy 3350 – Travel Expenses.
  3. Adopt a modified version of the amendment to Board Policy 3350 – Travel Expenses.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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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	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3350(a)

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## Travel Expenses

***The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.***

***(cf. 9250 – Remuneration, Reimbursement and Other Benefits)***

The Governing Board shall authorize payment for actual and necessary ***travel*** expenses, ~~including travel,~~ incurred by any employee performing authorized services for the district, ***whether within or outside district boundaries. (Education Code 44032)***

The Superintendent or designee ***shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she may also establish reimbursement rates in accordance with law and Board policy,*** ~~may approve employee requests to attend meetings in accordance with the adopted budget.~~

***An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employer's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.***

***(cf. 3100 – Budget)***

***(cf. 3110 – Transfer of Funds)***

***(cf. 4131/4231/4331 - Staff Development)***

***(cf. 4131.5 – Professional Growth)***

***All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.***

***Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.***

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3350(b)

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*The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.*

*Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.*

*Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)*

*The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.*

*Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.*

*Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee.*

*Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.*

*All expense reimbursement claims shall be submitted on a district form, within 10 (ten) working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.*

*The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper cost incurred.*

~~Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3350(c)

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~~The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.~~

~~All out-of-state travel for which reimbursement will be claimed shall have Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.~~

~~Authorized employees may use district credit cards while attending to district business. Under no circumstances may personal expenses be charged on district credit cards.~~

*(cf. 9240 - Board Development)*

*(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)*

Legal Reference:

*EDUCATION CODE*

**42634 Itemization of expenses**

44016 Travel expense to employment interview

44032 Travel expenses

44033 Automobile allowance

44802 Student teacher's travel expense

**Management Resources:**

**INTERNAL REVENUE SERVICE PUBLICATIONS**

**Per Diem Rates (For Travel Within the Continental United States), Publication 1542**

**WEB SITES**

**Internal Revenue Service: <http://www.irs.gov>**

**U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>**

Adopted: 9-17-02

Amended: 1-20-04

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: C.5.i APPROVE AMENDMENT TO BOARD POLICY 5141.27 – FOOD ALLERGIES/SPECIAL DIETARY NEEDS- First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5141.27 – Food Allergies/Special Dietary Needs?

**BACKGROUND:** Board Policy 5141.24 is being 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. Board Policy 5141.27 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5141.27 – Food Allergies/Special Dietary Needs.
  2. Do not amend Board Policy 5141.27 – Food Allergies/Special Dietary Needs.
  3. Adopt a modified version of the amendment to Board Policy 5141.27 – Food Allergies/Special Dietary Needs.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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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	_____	_____	_____	_____





# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.27(a)

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## Food Allergies/Special Dietary Needs

The Governing Board desires to prevent exposure of students to foods to which they are allergic **or intolerant** and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school.

The Superintendent or designee shall develop guidelines for the care of food-allergic students. Such guidelines shall include, but not be limited to, strategies for identifying students at risk for allergic reactions, avoidance measures ~~and other means to manage allergies~~, education of staff regarding typical symptoms, and actions to be taken in the event of a severe allergic reaction.

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3554 - Other Food Sales)*

***(cf. 4131/4231/4331 – Staff Development)***

*(cf. 5030 - Student Wellness)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

Parents/guardians shall be responsible for notifying the Superintendent or designee, in writing, regarding any food allergies or other special dietary needs of their child in accordance with administrative regulation.

*(cf. 5125 - Student Records)*

***When a student's food allergy or food intolerance substantially limits one or more major life activities, his/her parents/guardians shall be informed of the district's obligation to evaluate the student to determine if he/she requires accommodations pursuant to*** ~~Students with serious dietary needs that qualify as a disability under~~ ***Section 504 of the federal Rehabilitation Act. The student shall be evaluated in accordance with law and the procedures specified in AR 6164.6 – Identification and Education Under Section 504. If that process results in the development of a Section 504 plan, the district shall provide the accommodations and/or services identified in the plan.*** ~~or the Individuals with Disabilities Education Act shall be provided reasonable accommodation or services, as appropriate, in accordance with his/her accommodation plan or individualized education program.~~

*(cf. 6145 – Extracurricular and Cocurricular Activities)*

*(cf. 6159 – Individualized Education Program)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

Students shall not be excluded from school activities ***nor otherwise discriminated against, harassed, intimidated, or bullied because of*** ~~based solely on~~ their food allergy.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.27(b)

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*cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5131.2 – Bullying)*  
*(cf. 5145.3 – Nondiscrimination/Harassment)*

***Any complaint of alleged noncompliance with this policy shall be addressed through appropriate district compliance procedures.***

*(cf. 1312.3 – Uniform Complaint Procedures)*  
*(cf. 3555 – Nutrition Program Compliance)*

***The district’s food services program may, but is not required to, accommodate individual student preferences or diets that are not supported by a statement from the student’s health care provider***

Legal Reference:

*EDUCATION CODE*

***234.1 Prohibition against discrimination, harassment, intimidation, and bullying***

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49423 Administration of prescribed medication for student

*CODE OF REGULATIONS, TITLE 5*

600-611 Administering medication to students

15562 Reimbursement for meals, substitutions

*UNITED STATES CODE, TITLE 20*

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

*UNITED STATES CODE, TITLE 29*

701-795a Rehabilitation Act, including:

794 Rehabilitation Act of 1973, Section 504

*UNITED STATES CODE, TITLE 42*

1751-1769h National School Lunch Program

1771-1791 Child nutrition, especially:

1773 School Breakfast Program

***12101-12213 Americans with Disabilities Act***

*CODE OF FEDERAL REGULATIONS, TITLE 7*

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

225.16 Meal programs, individual substitutions

Management Resources:

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

*FOOD ALLERGY RESEARCH AND EDUCATION PUBLICATIONS*

School Guidelines for Managing Students with Food Allergies

***NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS***

*Legal and Practical Issues Relating to Accommodating Students with Peanut Allergies, Inquiry and Analyssi,*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.27(c)

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*April 2009*

*U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS*

Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff, Fall 2001

***U.S. DEPARTMENT OF EDUCATION OFFICE OF CIVIL RIGHTS PUBLICATIONS***

***Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students With Disabilities Attending Public Elementary and Secondary Schools, January 2012***

*WEB SITES*

~~American Dietetic Association: <http://www.eatright.org>~~

~~American School Food Service Association: <http://www.asfsa.org>~~

California Department of Education, Health Services and School Nursing: <http://www.cde.ca.gov/lh/he/hn>

Food Allergy and Anaphylaxis Network: <http://www.foodallergy.org>

~~International Food Information Council: <http://ific.org>~~

National School Boards Association, School Health Programs: <http://www.nsba.org>

U.S. Department of Agriculture: <http://www.fns.usda.gov>

***U.S. Department of Education: Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>***

Adopted: 10-20-09

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: VII.1 MONTHLY CASH FLOW REPORT**

DISCUSSION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow through October of the 2013-14 school year?

**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging. The transition from traditional Revenue Limits to the new Local Control Funding Formula, and an attendant shift in appropriation funding schedules that still defers current year cash to the subsequent fiscal year, continues to present significant issues in the management of the District's cash flow. Given this critical period in school district finance, budget, and cash management, the Business Office regularly generates cash flow reports as an ongoing tool to assist the Administration and Board in analyzing and managing the District's cash and maintaining fiscal solvency. This report is updated monthly to reflect actual receipts and disbursements and to update projections based on the latest information.

**RECOMMENDATION:** None. Information only.

Prepared by: Barbara Dickerson, Director, Fiscal Services  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW										
Year: 2013-14 Budget										
Budget Used: Adopted Budget with August Updates										
ACTUAL POSTINGS THROUGH OCTOBER 31, 2013										
	Object	July	August	September	October	November	December	January	February	March
<b>A. BEGINNING CASH</b>	9110	\$399,715	\$4,886,685	\$3,042,965	\$4,088,568	\$2,647,718	\$2,584,659	\$7,560,275	\$1,408,763	\$301,612
<b>B. RECEIPTS</b>										
Revenue Limit Sources										
Principal Apportionment	8010-8019	665,880	665,880	2,232,090	1,198,583	1,006,052	2,039,559	1,006,052	1,006,052	2,039,559
Property Taxes	8020-8079	23,744	16,080	0	13,425	391,705	4,462,279	119,846	63	16,262
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	0	11,930	934	-11,748	0	2,069	3,468	0	275,218
Other State Revenue	8300-8599	412,913	0	452,628	-471,437	858,905	255,121	435,652	255,121	255,121
Other Local Revenue	8600-8799	93,824	149,445	442,532	419,803	350,411	870,695	196,591	160,761	172,193
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0
<b>TOTAL RECEIPTS</b>		<b>1,196,362</b>	<b>843,335</b>	<b>3,128,184</b>	<b>1,148,626</b>	<b>2,607,073</b>	<b>7,629,723</b>	<b>1,761,609</b>	<b>1,421,997</b>	<b>2,758,353</b>
<b>C. DISBURSEMENTS</b>										
Certificated Salaries	1000-1999	133,644	1,479,500	1,506,195	1,502,400	1,528,775	1,528,775	1,528,775	1,528,775	1,528,775
Classified Salaries	2000-2999	139,401	245,463	401,598	415,051	409,149	408,087	366,632	403,566	399,222
Employee Benefits	3000-3999	45,334	225,304	605,639	604,246	645,080	621,506	593,643	604,625	643,632
Books, Supplies	4000-4999	13,552	42,488	28,474	137,854	106,341	43,413	73,096	34,606	24,144
Services	5000-5999	112,535	594,343	99,864	429,226	172,823	244,362	233,011	149,611	214,151
Other Outgo - Excess Costs	7000-7499	0	0	0	0	0	0	0	0	0
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0
<b>TOTAL DISBURSEMENTS</b>		<b>444,465</b>	<b>2,587,098</b>	<b>2,641,769</b>	<b>3,088,776</b>	<b>2,862,168</b>	<b>2,846,143</b>	<b>2,795,157</b>	<b>2,721,183</b>	<b>2,809,924</b>
<b>D. BALANCE SHEET TRANSACTIONS</b>										
Accounts Receivable	9200	2,964,725	1,445,071	31,401	786,998	127,300	127,300	127,300	127,300	
Accounts Payable	9500	-1,931,653	-439,028	527,787	-287,697	64,736	64,736	64,736	64,735	
Current Loans (Cross Yr TRAN)	9640	-2,608,000	-1,106,000	0	0	0	0	0	0	
Current Loans (Current Yr TRANS)	9640	5,310,000	0	0	0	0	0	-5,310,000	0	
<b>TOTAL PRIOR YEAR TRANSACTIONS</b>		<b>3,735,073</b>	<b>-99,957</b>	<b>559,188</b>	<b>499,300</b>	<b>192,036</b>	<b>192,036</b>	<b>-5,117,964</b>	<b>192,035</b>	<b>0</b>
<b>E. NET INCREASE/DECREASE (B-C+D)</b>		<b>4,486,969</b>	<b>-1,843,720</b>	<b>1,045,603</b>	<b>-1,440,850</b>	<b>-63,059</b>	<b>4,975,616</b>	<b>-6,151,512</b>	<b>-1,107,151</b>	<b>-51,571</b>
<b>F. ENDING CASH (A+E)</b>		<b>4,886,685</b>	<b>3,042,965</b>	<b>4,088,568</b>	<b>2,647,718</b>	<b>2,584,659</b>	<b>7,560,275</b>	<b>1,408,763</b>	<b>301,612</b>	<b>250,041</b>
<b>G. ENDING CASH, PLUS ACCRUALS</b>										

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW						
Year: 2013-14 Budget						
Budget Used: Adopted Budget with August Updates						
	Object	April	May	June	Accruals	Total
<b>A. BEGINNING CASH</b>	9110	\$250,041	\$2,194,498	\$615,542		
<b>B. RECEIPTS</b>						
Revenue Limit Sources						
Principal Apportionment	8010-8019	699,183	165,116	1,230,378	2,182,124	16,136,508
Property Taxes	8020-8079	3,296,343	68,075	401,121	0	8,808,942
Miscellaneous Funds	8080-8099	0	0	0	0	0
Federal Revenue	8100-8299	0	11,024	331,746	277,292	901,933
Other State Revenue	8300-8599	303,926	61,846	0	998,767	3,818,563
Other Local Revenue	8600-8799	608,260	75,957	636,253	517,544	4,694,269
Interfund Transfers In	8910-8929	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0
Other Receipts/Non-Revenue		0	775,000	0	-775,000	0
<b>TOTAL RECEIPTS</b>		<b>4,907,712</b>	<b>1,157,018</b>	<b>2,599,498</b>	<b>3,200,727</b>	<b>34,360,216</b>
<b>C. DISBURSEMENTS</b>						
Certificated Salaries	1000-1999	1,528,775	1,528,775	1,528,775	269,657	17,121,596
Classified Salaries	2000-2999	388,303	418,828	447,796	93,864	4,536,960
Employee Benefits	3000-3999	601,155	606,228	689,630	80,929	6,566,951
Books, Supplies	4000-4999	41,134	22,646	249,598	38,930	856,275
Services	5000-5999	233,601	159,497	267,010	125,861	3,035,894
Other Outgo - Excess Costs	7000-7499	170,286	0	0	172,714	343,000
Interfund Transfers Out	7600-7629	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0
<b>TOTAL DISBURSEMENTS</b>		<b>2,963,254</b>	<b>2,735,974</b>	<b>3,182,809</b>	<b>781,955</b>	<b>32,460,675</b>
<b>D. BALANCE SHEET TRANSACTIONS</b>						
Accounts Receivable	9200				0	5,737,395
Accounts Payable	9500				0	(1,871,648)
Current Loans (Cross Yr TRAN)	9640				0	(3,714,000)
Current Loans (Current Yr TRANS)	9640				0	0
<b>TOTAL PRIOR YEAR TRANSACTIONS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>151,748</b>
<b>E. NET INCREASE/DECREASE (B-C+D)</b>		<b>1,944,458</b>	<b>-1,578,956</b>	<b>-583,311</b>	<b>2,418,772</b>	<b>2,051,289</b>
<b>F. ENDING CASH (A+E)</b>		<b>2,194,498</b>	<b>615,542</b>	<b>32,231</b>	<b>2,418,772</b>	<b>\$2,051,289</b>
<b>G. ENDING CASH, PLUS ACCRUALS</b>					<b>2,451,003</b>	

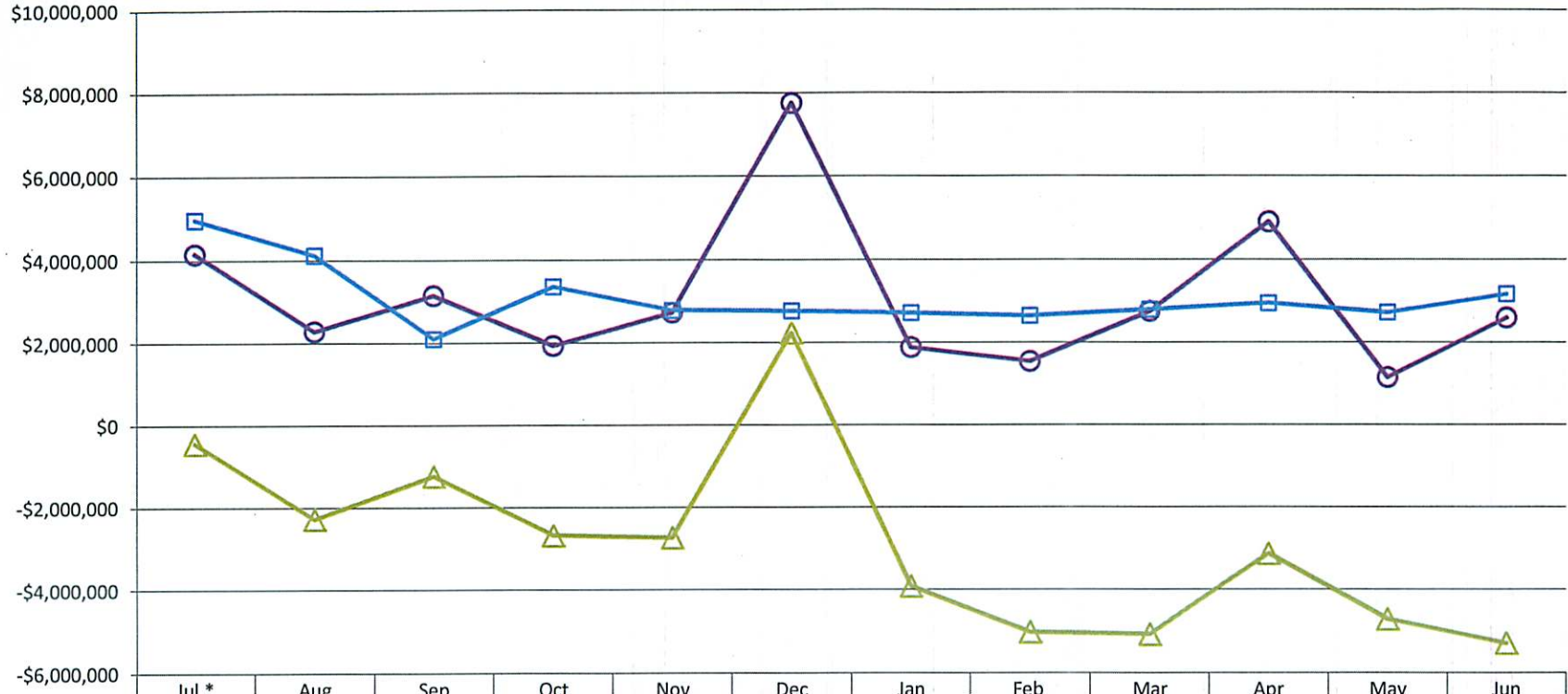
## OPUSD - Cashflow Actuals thru October 31, 2013



	Jul *	Aug	Sep	Oct	Nov	Dec	Jan	Feb *	Mar	Apr	May	Jun
Revenue + AR	9,471,087	2,288,406	3,159,586	1,935,624	2,734,373	7,757,023	1,888,909	1,549,297	2,758,353	4,907,712	1,157,018	2,599,498
Expense + AP	4,984,118	4,132,125	2,113,982	3,376,473	2,797,432	2,781,407	8,040,421	2,656,448	2,809,924	2,963,254	2,735,974	3,182,809
Cash Balance	4,886,685	3,042,965	4,088,568	2,647,718	2,584,659	7,560,275	1,408,763	301,612	250,041	2,194,498	615,542	32,231

\* NOTE: TRAN loan proceeds included in Revenue and Cash Balance lines: July \$5,310,000.  
TRAN repayment included in Expense and Cash Balance lines: July \$2,608,000; August \$1,106,000; January \$5,310,000.

### OPUSD - Cashflow without TRAN Actuals thru October 31, 2013



Revenue + AR	4,161,087	2,288,406	3,159,586	1,935,624	2,734,373	7,757,023	1,888,909	1,549,297	2,758,353	4,907,712	1,157,018	2,599,498
Expense + AP	4,984,118	4,132,125	2,113,982	3,376,473	2,797,432	2,781,407	2,730,421	2,656,448	2,809,924	2,963,254	2,735,974	3,182,809
Cash Balance	-423,315	-2,267,035	-1,221,432	-2,662,282	-2,725,341	2,250,275	-3,901,237	-5,008,388	-5,059,959	-3,115,502	-4,694,458	-5,277,769

**\* NOTE:** TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$5,310,000.  
 Cross Year TRAN repayment included in Expense and Cash Balance lines: July \$2,608,000; August \$1,106,000; Current Year TRAN repayment not included (January \$5,310,000).



**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: NOVEMBER 19, 2013**

**SUBJECT: VII.2. ENROLLMENT AND ATTENDANCE REPORT – 2013-14 MONTH 2**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 2 of the 2013-14 school year?

**BACKGROUND:** As student enrollment and attendance plays a key factor in General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared current enrollment and attendance information through the end of the most recent reporting period to assist in this review. This report will be updated and reported to the Board each month at its regular meetings,

**RECOMMENDATION:** None. Information only.

Prepared by: Barbara Dickerson, Director, Fiscal Services  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,  
Anthony W. Knight, Ed.D.  
Superintendent

**MONTHLY REPORT OF ENROLLMENT AND ADA**

Board Meeting, November 19, 2013

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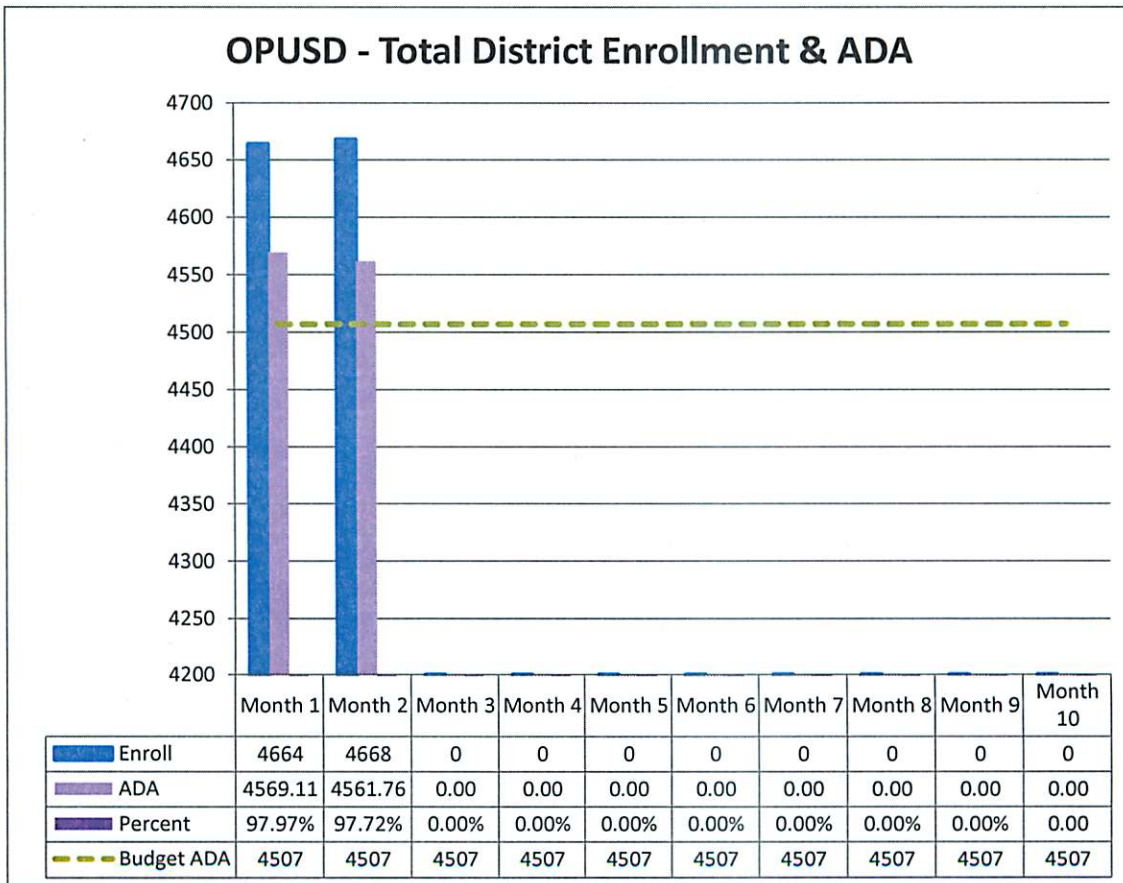
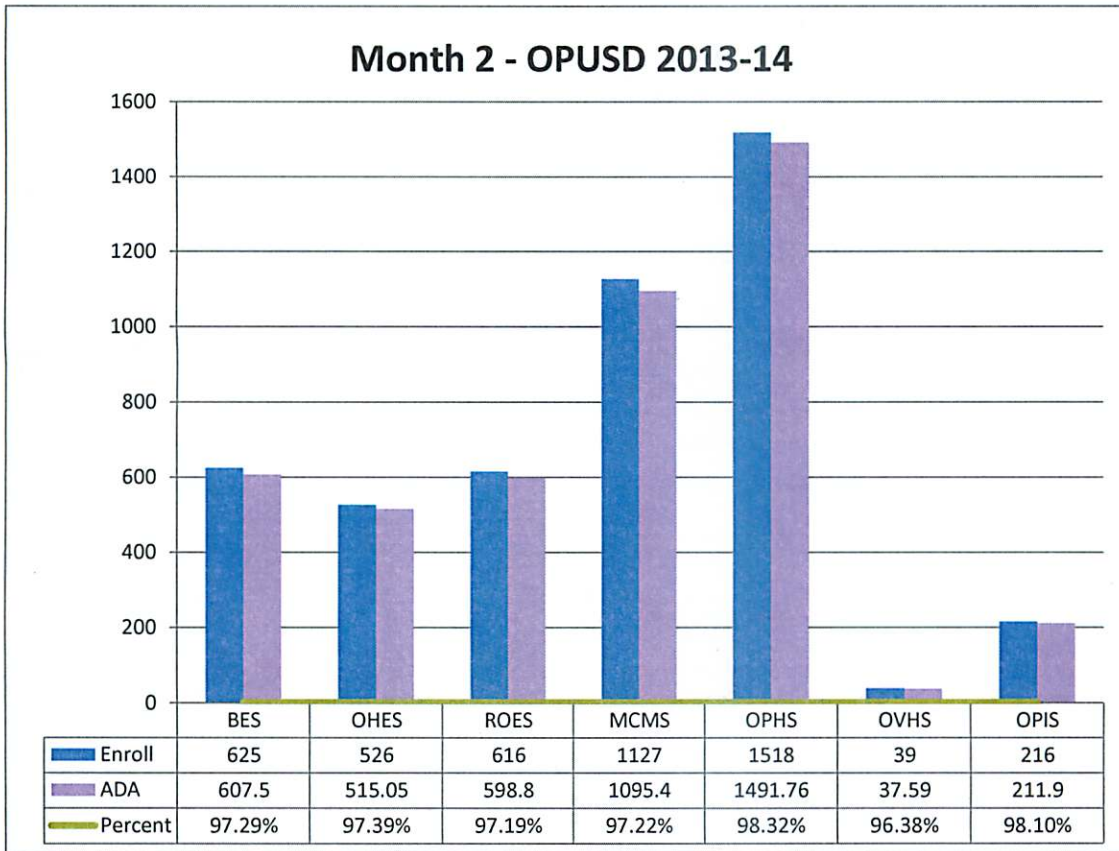
Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	101	97.67	101	98.56	101	96.95				
1	84	81.36	83	81.19	84	81.50				
2	82	79.47	82	78.38	82	80.35				
3	111	108.44	111	109.00	111	108.00				
4	116	113.67	116	113.19	116	114.00				
5	131	126.28	129	125.75	131	126.70				
SDC	0	0.00	0	-	0	-				
Total	625	606.89	622	606.07	625	607.50				
ADA % **		97.44%		97.61%		97.29%				
<b>OHES</b>										
K	77	76.47	78	77.00	77	76.05				
1	81	79.56	81	79.50	81	79.35				
2	86	84.78	87	85.19	86	84.45				
3	85	83.56	85	83.69	85	83.45				
4	95	92.97	95	92.75	95	93.15				
5	100	96.44	99	96.19	100	96.65				
SDC	2	1.97	2	2.00	2	1.95				
Total	526	515.75	527	516.32	526	515.05				
ADA % **		97.67%		97.97%		97.39%				
<b>ROES</b>										
K	128	125.83	128	125.63	128	126.00				
1	70	68.22	69	68.19	70	68.25				
2	115	111.97	115	112.69	115	111.40				
3	82	80.81	82	80.81	82	80.80				
4	120	116.42	120	117.13	120	115.85				
5	101	97.19	100	98.06	101	96.50				
SDC	0	-	0	-	0	-				
Total	616	600.44	614	602.51	616	598.80				
ADA % **		97.63%		98.19%		97.19%				
<b>MCMS</b>										
6	353	345.78	353	345.94	353	345.40				
7	385	375.22	384	376.25	385	374.30				
8	385	373.64	385	376.00	385	371.75				
SDC	4	3.94	4	3.94	4	3.95				
Total	1127	1,098.58	1126	1,102.13	1127	1,095.40				
ADA % **		97.56%		97.93%		97.22%				
<b>OPHS</b>										
9	396	386.75	397	388.88	397	388.88				
10	393	386.22	393	387.88	393	387.88				
11	380	370.11	380	372.94	379	372.94				
12	346	338.36	347	340.50	347	340.50				
SDC	2	1.72	2	1.56	2	1.56				
Total	1517	1,483.16	1519	1,491.76	1518	1,491.76				
ADA % **		97.40%		98.27%		98.32%				
<b>OVHS</b>										
10-12	39	39.18	42	40.71	39	37.59				
ADA % **		100.46%		96.93%		96.38%				
<b>OPIS</b>										
K-12	215	209.72	214	207.06	216	211.90				
ADA % **		97.54%		98.42%		98.10%				
Other ***	1	3.76	0	2.55	1	3.76				
<b>TOTALS</b>										
K-12	4666	4,557.48	4664	4,569.11	4668	4,561.76				
ADA % **		97.67%		97.97%		97.72%				

\* Enrollment is as of last day of school month.

\*\* % of Attendance by Site is from Zangle Attendance Month calculation.

\*\*\* Other is HH, NPS, Ext Yr

## OAK PARK USD - ATTENDANCE



**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: Debra A. Burgher, Principal. Brookside Elementary School**

**DATE: November 19, 2013**

**SUBJECT: Brookside Elementary School, Monthly Board Report**

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**SCHOOL SITE COUNCIL MEETING:**

BES School Site Council met on November 5<sup>th</sup>. SSC members reviewed portions of the Safe School Plan, and discussed music, sun shades and the Common Core State Standards assessments scheduled for April 2014. The next meeting will be January 14, 2014.

**PROJECTS:**

EarthBox planters are being assembled and planted during November. New tables and chairs have been ordered for the Brookside library and will be delivered in December. New library AV equipment will be ready for use this month. A new COW has been added to the 200 building. Shade Sails are being considered as a covering over the play equipment on the school field.

**DISTINGUISHED SCHOOL:** We have been notified that Brookside meets the 2014 eligibility criteria to apply for the California Distinguished School Award. The application will allow each school the opportunity to share two successful signature practices. In addition to applying for the 2014 Distinguished School Awards Program we can elect to apply for an exemplary program in the Visual and Performing Arts or one that focuses on Health, Nutrition, and Physical Fitness.

**EXPANDED PROGRAMS:** All grade levels have classroom aides to provide student and teacher support. The program has been expanded to cover the entire school year (180 days). Likewise, the music program has been restored to 180 instructional days and the time increased to 24 hours each week. This additional time will support student musical performances, improved planning and collaboration time. Thank you PTA!

**NEW P.E. COACHES:** Coach Jason Grayeb is providing PE instruction to primary students in grades DK-2<sup>nd</sup>. Coach Al Hamm is the PE teacher for grades 3-5. Both coaches have experience and training in delivering a standards based, developmentally appropriate physical education program. After school they are part of the ever popular Masters of the Playground team.

**HAPPENINGS:**

Nov. 4 Veteran's Day Assembly – 5<sup>th</sup> graders perform patriotic songs.  
Nov. 6-14 Fall report card conferences – minimum day schedule  
Nov. 18-22 Food Drive for *Santa Comes to Agoura*  
Nov. 7-14 School Book Fair  
Nov. 15 School Tour 9:00 a.m.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: Members of the Oak Park Unified School District Board of Education**

**FROM: Erik Warren, Principal, Oak Hills Elementary School**

**DATE: November 19 2013**

**SUBJECT: Monthly Board Report**

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### **Santa Cruz Island**

Our 5<sup>th</sup> grade students participated in an incredible learning experience on our Santa Cruz Island adventure. Students enjoyed nearly perfect weather for a day at sea and hiking on the island. The boat was barely out of the harbor when we were greeted by a pod of energetic Bottle-nosed Dolphins. Next were the playful Sea Lions, a shy Minke Whale, a pair of feeding Humpback Whales, a shark, and a dazzling display of sea birds. Once on the island the students were eager to explore this beautiful place they have been studying. They observed several Island Foxes and the elusive Scrub Jays that are found nowhere else on earth. They enjoyed a rigorous hike with spectacular views of the ocean and native Ironwood trees. The return trip was nearly as spectacular as the morning crossing. We owe a huge thank you to Ms. West and our fifth grade teachers for making this trip possible.

### **Student Council**

The Oak Hills Student Council participated in the first Service Learning project of the year. Students collected Halloween candy to be sent to our troops overseas. Students also learned about the work the men and women in our armed forces and how their candy collection would provide important support. Our student leaders have also organized their annual Halloween-o-Grams sales. The proceeds of this program support activities put on by Student Council later in the year.

### **Oak Hills Halloween Parade**

On Halloween morning, the Oak Hills students, staff and parents enjoyed a traditional costume parade. The students gathered on the playground dressed in their Halloween best. Each class parades around their schoolmates, while parents and guests cheer them on and snap pictures. We were all excited to see our students' creative costumes. This was a fun-filled event that allowed students to enjoy the season in a safe and positive way.

### **Red Ribbon Week**

We kicked off Red Ribbon Week with an important assembly on being safe around strangers. Students learned important safety rules to help them avoid unsafe situations. They practiced different strategies to use if they ever felt unsafe around a stranger. Additional information was sent home to parents to encourage further discussions as a family.

### **Oak Hills Botanical Society**

Our fifth grade Botanical Society members continue to be hard at work managing their garden. The vegetables, such as broccoli, cauliflower, brussels sprouts, and cabbage are all growing well. Our lettuce crop, on the other hand has suffered damage from some sort of intruder. The botanical team has been developing various hypotheses about what the cause might be and strategizing on ways to test their theories and develop possible solutions. The students are confident that they will be able to overcome this problem whatever it is and grow a healthy crop of lettuce this season.

Respectfully Submitted;

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: Jon A. Duim, Principal, Red Oak Elementary School**

**DATE: November 19, 2013**

**SUBJECT: C 4.3 Monthly Board Report**

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**Santa Cruz Island Field Trip**

Our three 5<sup>th</sup> grade classes traveled by bus and boat to Santa Cruz Island on Thursday, October 10. The field trip had to be rescheduled because of high winds from the original date of October 4. The students were able to observe sea mammals on the ocean voyage to and from the island and endemic animals on the island including the Scrub Jay and the Island Fox. Guides provided scientific and historical information and demonstrations about Santa Cruz Island.

**Camp Out**

Our PFA organization sponsored a camp out on our soccer field on Friday, October 11. Tent spots were marked off and sold to provide order and some fundraising. A movie was shown that night with popcorn and other treats provided. Everyone enjoyed the novelty of sleeping over at school and they had a great time.

**Red Ribbon Week**

During the week of October 21, we observed Red Ribbon Week. The theme was sustainability and how to maintain it with the food and resources we use every day. Red Ribbons were displayed all over the campus. Students wore red on Tuesday, October 22. Farm animals were on display before school on Wednesday. We ended the week with a talk by a police officer about leading a healthy life during our Friday Morning Assembly. Teachers talked to their classes about having a healthy lifestyle, working hard to achieving your dreams and staying drug-free.

**Halloween Parade**

Our annual Halloween Parade was held on October 31<sup>th</sup> on our lower blacktop area. Each grade level paraded around the perimeter of the blacktop showing off their costumes to parents and classmates while Halloween music played over the loudspeakers. Adult grade level teams wore themed costumes. Our PFA sold refreshments to parents. At the end, time was allotted for pictures of the costumed staff and individual classes.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: NOVEMBER 19, 2013**  
**SUBJECT: MONTHLY SCHOOL REPORT**

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**7<sup>th</sup> Grade Catalina Trip:** We have two trips this year to accommodate our large 7<sup>th</sup> grade class. The first trip November 4-6 is to Cherry Cove and Fox Landing; the second is November 6-8 to Cherry Cove. This is an excellent, hands-on marine science adventure made possible by dedicated teachers, administrators and parents.

**ASB Attends Annual CADA Conference in Ventura on November 13th:** Mr. Steve White, ASB advisor will take his enthusiastic leadership students on a curricular trip that energizes and expands their leadership repertoire.

**Challenge/Success:** The MCMS Challenge Success Team will meet on November 14<sup>th</sup> to continue to plan and implement strategies and ideas that improve the life of MCMS for students and their families.

**Santa Comes To Agoura November 18<sup>th</sup>-22<sup>nd</sup>:** MCMS participates by gathering toiletries for the locally needy.

**Mega Event:** MCMS recognizes students who have participated in this year's Magazine Drive in a fun event on the MCMS field.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: Members of the Oak Park Unified Board of Education**

**FROM: Kevin Buchanan, Principal, Oak Park High School**

**DATE: November 19, 2013**

**SUBJECT: Monthly Board Report**

### **COLLEGE AND CAREER CENTER**

Thanks to the efforts of Jean Hawkins and parent volunteers, the College and Career is in full swing. College visits, parent and student Naviance workshops, and the few remaining college visits are scheduled for month of November. The very successful College Knowledge Night was held at Calabasas High School through the joint efforts of the OPHS, AHS, and CHS PFCs and Jean Hawkins.

### **PEER COUNSELING RETREAT**

Peer Counselors and Advanced Peer Counselors held their retreat at the Shalom Institute in Malibu in October and heard presentations from the Anti Defamation League as well as participating in training and activities that prepare them to be student advocates at OPHS.

### **OPHS DRAMA**

The Oak Park Performing Arts Alliance's production of *Inherit the Wind* drew good audiences and it's historical and legal themes allowed many English and Social Studies teachers to offer extra credit for attendance and a follow up assignment. Directed by Allan Hunt with stage design by Russ Peters and the Stagecraft crew, the play was very well acted and staged by our very talented students. Currently, OPHS is in rehearsals for Shakespeare's "*A Midsummer Night's Dream*." Guest directed by Don Enoch with musical direction from Anne Reinking this is a classical rendition of the magical comedy, as the Athenians get lost in the world of Fairies and Nymphs in the sensuous Forest of Arden

### **ATHLETICS**

All of OPHS fall sports including Girls Volleyball, Girls Tennis, Cross Country, and Football qualified for CIF playoffs. Football are currently tied for league champions and their final game against Carpinteria will determine whether they win the championship outright or share it. However, their first playoff game is home on November 15

### **COMMON CORE STAFF DEVELOPMENT**

OPHS staff has received additional trainings on the implementation of Common Core Standards and the Smarter Balanced Assessments. These trainings will continue throughout this year as we increase our understanding of the new standards and prepare to implement the necessary changes for teaching and learning.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: Members of the Oak Park Unified Board of Education**

**FROM: Stewart McGugan, Director of Alternative Education**

**DATE: November 19, 2013**

**SUBJECT: Monthly Board Report**

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**OAK VIEW HIGH SCHOOL**

### **CHECK OUT ASSEMBLY**

We held our first Check Out Assembly of the year. This was a special event because it was the first for John McManus and Stew. We gave out attendance, academic, and attitude awards. We also ended it by notifying all students who received credits for performing basic or above on last year's STAR testing exams. We had two students who received over seven credits. Most of the students received two-four credits. We will continue some sort of incentive for students so they are encouraged to take the Smarter Balance testing seriously.

### **MODEL SCHOOL VISIT**

We are looking forward to our Model school visit on November 14<sup>th</sup>. We will be showcasing our careers class, clean team, aquarium club, Yearbook, ASB, Teen Issues group, Ventura County alcohol/drug intervention and prevention group. November 14<sup>th</sup> is also a Thursday so we will be able to show case our community service groups, walking group and sports group. This should be an all round great day for OVHS and the district.

### **HALLOWEEN**

The morale of the school is really up right now. We had a successful Halloween day! Along with decorating the entire campus, we had a donut eating contest from a dangling string, a game of finding gummy worms in whipped cream, an award for best costume and pumpkin carving. We had hamburgers, hot dogs, salads, desserts and a 6 ft. sandwich that was donated by Italia Deli. All students were able to get out of school 10 minutes early, which for them is always a plus.



**OAK PARK INDEPENDENT SCHOOL**

### **OSB**

OSB is off to a great start and has had two fundraisers already. For the first, we asked students to donate socks for the troops. Secondly, we had students buy chocolates to raise money for the OSB. Our Halloween party was a success, with several of our students dressed up and read stories to the Red Oak students.

OSB is looking into the possibility of having a student dance and we are working towards a promising fundraising concert.

### **SCIENCE LABS**

Our science wet labs will be starting this month for Physics, Chemistry and Biology for our high school students. John McManus will be offering these wet labs in collaboration with the OPIS teachers. Students in all of these classes are really looking forward to these labs. They will continue throughout the year.

In closing, we have created signs that will be going up on both OVHS and OPIS to identify the school distinctly. The font and size will be the same for both schools, which we hope will make the schools look more uniform. Each building will be clearly labeled "OPIS," "OAK VIEW HIGH SCHOOL," "OAK PARK INDEPENDENT SCHOOL," and "101-104." Students from OVHS painted all of the signs.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent