

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #887

DATE: February 18, 2014

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

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

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

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.

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, March 18, 2014

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

OAK PARK UNIFIED SCHOOL DISTRICT

AGENDA – REGULAR BOARD MEETING #887

February 18, 2014

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: Long Term Substitute Teacher, Teacher/Football Coach

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 Certificate of Recognition to Oak Park High School student Tushar Jois, Microsoft Office 2010 Master & Expert
2. Presentation of Certificate of Recognition to Oak Park High School Academic Decathlon Team
3. Remarks from Board Members
4. Remarks from Student Board Member
5. Remarks from Superintendent
6. Report from School Site Councils
7. Report from Facilities Planning Committee
8. 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

2/7/2014

2. LCFF and LCAP

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 January 21, 2014](#)
- b. [Public Employee/Employment Changes 01CL22338-01CL22369 & 01CE06529-01CE065](#)
- c. [Approve Purchase Orders –January 1 – January 31, 2014](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Boys' Volleyball Team – March 14-15, 2014](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Approve Overnight Trip for Oak Park High School Baseball Team – April 21-23, 2014](#)
Board Policy 6153 requires Board approval for student overnight trips
- f. [Approve Disposal of Obsolete Personal Property](#)
Per provisions of Education Code 17546, the Board must approve disposal of obsolete and surplus equipment
- g. [Approve Notice of Completion for Emergency Resolution #1401, Main Gas Line Replacement at Oak Park High School](#)
Board approval required for Notice of Completion
- h. [Approve Amendment to E-Rate Consultant Agreement](#)
Board Policy 3312 requires Board approval for contracts for services
- i. [Approve Overnight Trip for Oak Park High School Spring Athletic Team\(s\) who Qualify for CIF Play-Offs](#)
Board Policy 6153 requires Board approval for student overnight trips
- j. [Approve Overnight Trip for Oak Park High School Golf Team – April 20-23, 2014](#)
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BUSINESS

- a. [Approve Resolution #14-03, Authorizing Emergency Water Main Repairs at Medea Creek Middle School](#)
Board approval required for emergency Resolution
- b. [Approve Notice of Completion, Emergency Resolution #14-03, Main Water Line Repairs at Medea Creek Middle School](#)
Board approval required for Notice of Completion
- c. [Approve Award of Bid 14-02, Parking Lot and Playground Repairs at Brookside and Red Oak Elementary Schools](#)
Board Policy 3312 requires Board approval for contracts for services
- d. [Approve Purchase of Musical Instruments for Oak Park High School from Measure C6 Bond Funds](#)
Board required to approve Measure C6 purchases
- e. [Approve Additional Architectural Services – Replacement Classrooms at Oak Park High School](#)
Board Policy 3312 requires Board approval for contracts for services
- e. [Discuss and Approve Acquisition of Replacement Classrooms at Oak Park High School](#)
Board approval required for acquisition of replacement classrooms

3. CURRICULUM

a. Approve Resolution #14-04 Friends of Oak Park Schools to Offer a Fee-Based Summer School Program for 2014

Board approval of Resolution required to accept credits for courses taught in high school summer program administered by Friends.

b. Approve 2012-2013 School Accountability Report Cards (SARCs)

Board approval required for School Accountability Report Cards

c. Approve School Plans for Student Achievement

Board approval required for School Plans for Student Achievement

d. Approve Consolidated Application Winter Release 2013-2014

Board approval required for Con Ap

4. HUMAN RESOURCES

a. Approve Authorization to Change the Job Description for the Director of Educational Technology and Information Services

Board approval required to change job descriptions

5. BOARD

a. Approve 2014 CSBA Delegate Assembly Election of Candidates

Board approval required for CSBA Delegate Assembly Election

6. BOARD POLICIES

a. Approve Amendment to Board Policy 3100 – Budget – First Reading

Policy updated to reflect new law (AB 97, 2013) which requires that (1) the board must adopt the LCAP prior to adopting the district budget; (2) the budget must include the expenditures necessary to implement the LCAP or the annual update to the LCAP, (3) supplemental and concentration grant funds under the local control funding formula must be used to increase or improve services for students who are eligible for free or reduced-price meals, English learners, and/or foster youth; and (4) state standards and criteria for district budgets must be adopted by the SBE by January 1, 2014, to reflect the requirements of the LCAP.

b. Approve Amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy – First Reading

Policy updated to delete section on “Tier 3 Categorical Flexibility” since new law (AB 97) repealed law granting flexibility in the use of Tier 3 categorical program funding and redirected that funding into the local control funding formula (LCFF).

c. Approve Amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund – First Reading

Policy updated to (1) clarify requirement for districts participating in the National School Lunch Program to ensure that appropriate personnel receive annual training on administrative practices, (2) reflect the U.S. Department of Agriculture’s guidance on indirect costs, and (3) add new section on “Program Monitoring and Evaluation” reflecting new state Administrative Review.

d. Approve Amendment to Board Policy 5123 – Promotion/Acceleration/Retention – First Reading

Policy updated to reflect mandate that the policy provide for students to be identified for retention as early in the school year, and as early in their school careers, as possible. Policy reflects new law (AB 484) which establishes a new state assessment system impacting the indicators that may be used to identify a student for retention.

e. Approve Amendment to Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions – First Reading

Policy updated to reflect new court decision which held that state law permits, training, nonmedical school personnel to administer insulin to students in school in accordance with a

written health care provider statement and parental consent. Policy also updated to reflect Title 5 regulations related to the administration of emergency antiseizure medication.

f. [Approve Amendment to Board Policy 5146 – Married/Pregnant/Parenting Students – First Reading](#)

Policy revised to reflect new law (AB 97) which redirects funding into the LCFF. Material related to pregnancy prevention also is deleted since issue is appropriate addressed in other policies.

VII. INFORMATION ITEMS

1. [Monthly Cash Flow Report](#)
2. [Monthly Enrollment and Attendance Report](#)
3. [Monthly Measure R Bond Fund Financial Status Report](#)

VIII. OPEN DISCUSSION

1. District Motto

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](#)

MINUTES OF REGULAR BOARD MEETING 1-21-14 #886
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mary Pallant, called the regular meeting to order at 5:36 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 5:37 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mary Pallant, reconvened the regular meeting to order at 6:05 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

Ms. Brooke Pestano, Student Board Rep

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Mr. Enoch Kwok, Director, Educational Technology, Mr. Cliff Moore, Consultant.

STAFF ABSENT

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

FLAG SALUTE

Russ Peters led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

No action was taken in Closed Session held this evening.

ADOPTION OF AGENDA

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education adopted the agenda except to move item C.2.b., C.2.b.1. and C.2.a. prior to Open Communication and Presentations. Motion carried Aye: Laifman, Pallant, Rosen, von Schneidau, Yeoh No - 0.

PUBLIC SPEAKERS

None

b. Approve the Lottery Process for District of Choice Admission into Oak Park Unified School District for 2014-15

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved the lottery process for District of Choice Admission into Oak Park Unified School District for 2013-14. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

b.1 Conduct District of Choice Lottery

Mr. Moore used the program *random.org* to create the list for District of Choice which will be available on the District web site.

a. Approve Proposed Plan for Reduction of Plastic Water Bottles

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved formulating a plan in conjunction with the Wellness Council for all containers through the district balancing funds needed to operate the child nutrition program and be environmentally sustainable. Motion carried Aye – Laifman, Pallant, Rosen, von Schneiau, Yeoh, No – 0.

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen wished everyone a Happy New Year. He reported he attended the GATE DAC meeting. Board Member Barbara Laifman reported she attended the MCMS concert, the Neighborhood school winter concert, MCMS school assembly on internet safety, the play at OPHS and the Community Outreach Committee meeting. Board Member Jennifer von Schneidau also wished everyone a Happy New Year and reported the Wellness Council will meet in February. Board Member Sepideh Yeoh also wished everyone a Happy New Year and reported she attended the MCMS winter concert, the EEAC meeting and the Rancho Simi Park District meeting. Board Member Mary Pallant thanked Jennifer for welcoming the board and staff to her home for lunch, thanked the Board for bringing bagels to the schools, and thanked the administrators for the breakfast before the holidays.

REPORT FROM STUDENT BOARD REP

Brooke Pestano sent a written report read by Dr. Knight. ASB is busy planning fundraisers next month, planning a rally and the awareness week.

REPORT FROM SUPERINTENDENT

Dr. Knight reminded everyone the Sustainability Fair is February 1. There will be a one-page mailer going out advertising this and the parcel tax exemption for seniors on the parcel tax, in-district registration, and seeking community projects for the Community Outreach Committee's Big Sunday in May. He reported the MCMS recycling project kicked off and he attended the OPHS play *Midsummer's Night Dream*.

Report from School Site Councils

The Board received a School Site Council reports from Brookside Elementary School, Medea Creek Middle School and Oak Park High School.

Report from Facilities Planning Committee

Peter Kristensen reported on the continuing activities of the Facilities Planning Committee.

Report from Technology

Enoch Kwok reported on the continuing activities of the Technology Committee.

DISCUSSION ITEMS

Update on School Safety – Dr. Knight gave an update on School Safety projects throughout the District

C.1. CONSENT AGENDA

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved the Consent Agenda. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

- a. [Approve Minutes of Organizational Board Meeting December 10, 2013](#)
- b. [Public Employee/Employment Changes 01CL22326-01CL22337 & 01CE06515-01CE06528](#)
- c. [Approve Purchase Orders –November 26 – December 31, 2013](#)
- d. [Approve Overnight Trip for Oak Park High School Senior Life Skills Retreat – February 4-8, 2014](#)
- e. [Approve Quarterly Report on Williams Uniform Complaints – January 2014](#)
- f. [Approve Disposal of Obsolete Personal Property – Computer Equipment](#)
- g. [Approve First Period Attendance Report](#)

ACTION

2. BUSINESS

c. [Approve Measure R Facility Master Plan 2014 Update](#)

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved the Measure R Facility Master Plan 2014 Update. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

d. [Approve Resolution #14-01 Authorizing Emergency Repairs at Oak Park High School](#)

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved Resolution #14-01, Authorizing Emergency Repairs at Oak Park High School. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

e. [Approve Annual Audit Reports for Fiscal Year 2012-2013, Including Bond Measures R and C6](#)

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved the annual Audit Reports for Fiscal Year 2012-2013, Including Bond Measures R and C6. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

f. [Approve Common Core Standards General Spending Plan for Fiscal Years 2013-2014 and 2014-2015](#)

Pulled, will be brought back to the February meeting.

g. [Approve Acceptance of Donations](#)

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved the acceptance of donation. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

h. [Approve Resolution #14-02, Authorizing Exemption from 180-Day Separation-From-Service Requirement for Special Education Consultant](#)

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved the

3. CURRICULUM

a. [Approve Oak Park High School Revised Cum Laude Honors at Graduation Program](#)

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the revision to the Cum Laude Honors at Graduation program at Oak Park High School. Motion carried Aye - Laifman, Pallant, Rosen, von Schneidau, Yeoh, No-0.

b. [Approve New Course for Oak Park High School – On-Line Course for Remediation and Credit Recovery](#)

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved a new course for Oak Park High School – on-line courses for remediation and credit recovery only. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

c. [Approve New Course for Oak Park High School – Foundations of Science \(Life/Physical\)](#)

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved a new course for Oak Park High School – Foundations of Science (Life/Physical). Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

d. [Approve Change in Minimum Days Schedule for Medea Creek Middle School](#)

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved a change in the minimum days schedule for Medea Creek Middle School to the last three days of school. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

4. BOARD POLICIES

a. [Approve Amendment to Board Policy 6144– Controversial Issues– Second Reading](#)

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 6144 – Controversial Issues. Motion carried Aye - Laifman, Pallant, Rosen, von Schneidau, Yeoh, No - 0.

b. [Approve Amendment to Board Policy 6162.6 – Use of Copyrighted Materials – Second Reading](#)

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the amendment to Board Policy 6162.6 – Use of Copyrighted Materials. Motion carried Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

c. [Adopt Board Policy 0460 – Local Control and Accountability Plan – First Reading](#)

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved tabling this item until further information is received from the County Office of Education. Motion carried Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

d. [Approve Amendment to Board Policy 0500 – Accountability – First Reading](#)

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved tabling this item until further information is received from the County Office of Education. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

e. [Approve Amendment to Board Policy 3100 – Budget – First Reading](#)

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved approved tabling this item until further information is received from the County Office of Education. Motion carried Aye – Liafman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

f. [Approve Amendment to Board Policy 3311 Bidding – First Reading](#)

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 3311 – Bidding on first reading. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

IV. INFORMATION ITEMS

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

V. OPEN DISCUSSION

There being no further business before this Board, the Regular meeting is declared adjourned at 9:30 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: C.1.c. APPROVE OF PURCHASE ORDERS – JANUARY 1-31, 2014

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued January 1-31, 2014?

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 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 | _____ | _____ | _____ | _____ |

Includes 01/01/2014 - 01/31/2014

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|-----------|--|---|-------------------------------|------|----------------|
| B14-00019 | School Innovations & Advocacy | 2013-14 Consulting mandated costs claims 2013/14 | Business Administration | 010 | 17,400.00 |
| B14-00236 | Print Management Partners, Inc | Open PO 2013-2014 Payroll envelopes | Business Administration | 010 | 489.88 |
| B14-00237 | Stefani Sampson | Red Oak Art Docent/Friends of Oak Park funded | Red Oak Elementary School | 010 | 5,000.00 |
| B14-00238 | Pyro-Comm Systems, Inc. | 2013-14 Fire Alarm Repair Service | Business Administration | 010 | 5,800.00 |
| B14-00239 | Cintas Document Management | 2013-2014 Document Management Shred | Business Administration | 010 | 150.00 |
| B14-00240 | Branches Atelier | Reggio Classes 3 per teacher total cost 1200. | Neighborhood Pre-School Progm | 010 | 1,200.00 |
| B14-00241 | Susan Moritz | CPR/First Aid - Help with teaching Class | Pupil Services/Special Ed. | 010 | 500.00 |
| P14-00010 | Houghton Mifflin Harcourt c/o American Express | DON: Spanish 1 Workbooks | Medea Creek Middle School | 010 | 1,354.50 |
| P14-00441 | Leader Carpet | Proj 14-14R Carpet Replacement Bldg G OPHS | Business Administration | 213 | 8,912.00 |
| P14-00442 | Leader Carpet | Proj 14-15R Carpet Replacement Admin Office OVHS | Business Administration | 213 | 5,760.00 |
| P14-00456 | MS Earthworks | MCMS Amphitheater Grading | Business Administration | 010 | 14,475.00 |
| P14-00457 | SOS Survival Products | Disaster Bin Supplies - Safety Credits | Business Administration | 010 | 1,491.96 |
| P14-00458 | California Lutheran University | graduate Admin Credential for Jason Meskis @ CLU | Human Resources | 010 | 1,360.00 |
| P14-00459 | Lakeshore Learning Materials | PFA: Approved Wish List Item | Medea Creek Middle School | 010 | 85.73 |
| P14-00460 | Disney Performing Arts c/o AM EX | DON: Disney Tune-In Seminar | Medea Creek Middle School | 010 | 7,149.00 |
| P14-00461 | VENTURA COUNTY STAR | Proj 14-04R Legal Ad Roof Replacement MCMS | Business Administration | 213 | 874.72 |
| P14-00462 | Division of State Architect | Proj 11-14R DSA Fees Restroom OVHS | Business Administration | 213 | 1,180.50 |
| P14-00463 | Pyro-Comm Systems, Inc. | Repair Fire Alarm Power ROES | Business Administration | 010 | 1,322.00 |
| P14-00464 | Kaiser Air & Sheet Metal Inc. | Proj 13-22R CO2 Sensor Installation District Wide | Business Administration | 213 | 14,700.00 |
| P14-00465 | Kaiser Air & Sheet Metal Inc. | HVAC Repairs OPHS | Business Administration | 010 | 350.00 |
| P14-00466 | VENTURA COUNTY STAR | Proj 14-02R Legal Ad Asphalt Rep ROES/BES | Business Administration | 213 | 880.88 |
| P14-00467 | Textbook Warehouse c/o AMEX | OPIS Psychology Syllabi Textbooks 2013-2014 | Curriculum | 010 | 3,180.66 |
| P14-00468 | The Lampo Group, Inc. | Math/PFC Donation/mat & supp | Oak Park High School | 010 | 485.99 |
| P14-00469 | Riley's American Heritage Farm dba Colonial Chesterfield | donation - 5th grade field trip | Brookside School | 010 | 2,355.00 |
| P14-00470 | M/M Mechanical, Inc | OPHS Mainline Clean-Out & MCMS Gas Line | Business Administration | 010 | 3,735.38 |
| P14-00471 | Ventura County office of Education | Yr 16 VCedNet Internet Access | Accounting & Payroll | 010 | 16,500.02 |

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

Page 1

Includes 01/01/2014 - 01/31/2014

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|----------------------------|--|--|-----------------------------|--------------|-------------------|
| P14-00472 | Division of State Architect | Fee Re-Open File A03-113315 @ OHES | Business Administration | 213 | 500.00 |
| P14-00473 | Division of State Architect | Fee Re-Open File A03-113318 @ ROES | Business Administration | 213 | 500.00 |
| P14-00474 | Division of State Architect | Fee Re-Open File A03-113314 @ DO | Business Administration | 213 | 500.00 |
| P14-00475 | Division of State Architect | Fee Re-Open File A03-113316 @ OVHS | Business Administration | 213 | 500.00 |
| P14-00476 | Division of State Architect | Fee Re-Open File A03-113319 @ MCMS | Business Administration | 213 | 500.00 |
| P14-00477 | Therapro | OT - Protocol Order | Pupil Services/Special Ed. | 010 | 215.88 |
| P14-00478 | Micro Audiometrics Corp | Calibration, Audiometer - District Nurse | Pupil Services/Special Ed. | 010 | 102.56 |
| P14-00479 | Compuwave Inc. | Toner for Printers | Oak View High School | 010 | 771.98 |
| P14-00480 | CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRA | Donation - 4th grade Mission | Brookside School | 010 | 1,160.00 |
| P14-00481 | School Outfitters | PFC Don/mat & supp | Oak Park High School | 010 | 83.14 |
| P14-00482 | Hughes General Engineering | MCMS Amphitheater Concrete Stage - PTA Reimb | Business Administration | 010 | 14,691.00 |
| P14-00483 | Advantra Graphics | Recycling Can Labels - MCMS | Business Administration | 010 | 394.77 |
| P14-00484 | Captain Carl's Mobile Tidepool | Living Marine Lab Presentation Sustainability Fair | Superintendent | 010 | 695.00 |
| P14-00485 | Demco | Proj 13-03R Shelves Student Store OPHS | Business Administration | 213 | 4,648.35 |
| P14-00486 | Denise Clark Pope, Ph.D. | Challenge Success Workshop - Dr. Denise Pope | Superintendent | 010 | 4,000.00 |
| P14-00487 | Curriculum Associates | Common Core materials | Brookside School | 010 | 4,148.22 |
| P14-00488 | Karen Kennedy dba Camino Real Naturalist & Historical Interp | 3rd Grade - The Natural World of the Chumash | Oak Hills Elementary School | 010 | 580.50 |
| T14-00031 | TwoCanoes Software, Inc | Desktop Administration Software (WinClone Pro) | Technology Coordinator | 010 | 214.99 |
| T14-00032 | Monoprice | Network Patch Cables for Cisco Switches | Technology Coordinator | 212 | 576.90 |
| T14-00033 | VCOE | Workshop Registrations January 2014 | Technology Coordinator | 010 | 600.00 |
| T14-00034 | VCOE | Workshops for Kudlacek, Goldman & Jones | Technology Coordinator | 010 | 750.00 |
| T14-00035 | VCOE | Workshop for M. Varju | Technology Coordinator | 010 | 150.00 |
| T14-00036 | Compuwave Inc. | Logitech Keyboard for iPad | Technology Coordinator | 010 | 14,176.56 |
| T14-00037 | Ventura Educational Systems | Computer Supplies | Technology Coordinator | 010 | 1,180.59 |
| T14-00038 | Monoprice | iPad Covers for Staff | Technology Coordinator | 212 | 2,177.37 |
| T14-00039 | Tech Distribution Group LLC | TuffSkin iPad Cases w/Stand (TuffKase) qty 40 | Technology Coordinator | 212 | 1,095.00 |
| T14-00040 | Compuwave Inc. | HR Printer toner cartridges | Human Resources | 010 | 1,014.80 |
| Total Number of POs | | | 53 | Total | 172,620.83 |

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

Page 2

Includes 01/01/2014 - 01/31/2014

Fund Summary

| Fund | Description | PO Count | Amount |
|-------------|--------------------------------|-----------------|-------------------|
| 010 | General Fund | 38 | 129,315.11 |
| 212 | Measure C6 Technology Bond Fun | 3 | 3,849.27 |
| 213 | Measure R FACILITIES Bond Fund | 12 | 39,456.45 |
| | | Total | 172,620.83 |

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

Page 3

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: C.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS' VOLLEYBALL TEAM – MARCH 14-15, 2014
CONSENT

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

BACKGROUND: Principal, Kevin Buchanan, requests approval for the Boys' Volleyball team to attend a tournament scheduled for March 14-15, 2014 at Alliant University in San Diego, CA. Approximately 13 athletes, the team coach and 14-15 parent volunteer chaperones will travel by district approved drivers in private vehicles. Team and chaperones will depart from the school at 10:30 a.m. on March 14th and return early evening of March 15th. They will be staying at Courtyard Marriott in Rancho Bernardo. The cost will be approximately \$100 per athlete to cover the cost of tournament, transportation, meals and lodging. 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:
VOTE: AYES NOES ABSTAIN ABSENT
 Laifman _____
 Pallant _____
 Rosen _____
 von Schneidau _____
 Yeoh _____
 Student Member _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: C.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BASEBALL TEAM – APRIL 21-23, 2014
CONSENT

ISSUE: Shall the Board approve an overnight trip for the Oak Park High School Baseball team?

BACKGROUND: Principal, Kevin Buchanan, requests approval for the Oak Park High School Baseball team to attend the St. Paul High School Spring Break Tournament in Santa Fe Springs, CA scheduled for April 21-23, 2014. Approximately 22 athletes and two OPHS coaches will travel by district approved drivers in private and/or district vehicles. The group will depart the morning of April 21st and return the evening of April 23rd. Team and chaperones will stay at Hilton Anaheim, Orange Cty. The cost will be covered by team fundraising as well as approximately \$125 per athlete to cover the cost of transportation, meals, and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

SUBJECT: C.1.f. APPROVE DISPOSAL OF OBSOLETE PERSONAL PROPERTY
CONSENT

ISSUE: Shall the Board approve the disposal of obsolete instructional equipment per the provisions of Education Code Section 17546?

BACKGROUND: Working with individual school sites, staff has identified equipment that is obsolete, beyond repair, and no longer needed by the District or any of its schools. The list of obsolete equipment is attached, and it is recommended that the Board declares these items as surplus and authorizes staff to sell or otherwise dispose of the equipment as provided for in Education Code Section 17546.

ALTERNATIVES:

1. Declare the list of obsolete equipment as surplus, and authorize its disposal per the provisions of Education Code Section 17546.
2. Do not declare the list of obsolete equipment as surplus.

RECOMMENDATION: Alternative No. 1

RATIONALE: This equipment is obsolete and no longer repairable, and arrangements have made for its sale pending the approval of the Board.

Prepared by: Julie Suarez, Director, Business Operations
 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 | _____ | _____ | _____ | _____ |

BOARD MEETING, FEBRUARY 18, 2014
 Approve Disposal of Obsolete Personal Property

| Equipment | Serial Number | Make | Model |
|--------------------|----------------------|---------------|--------------|
| Cash Register | 5B038122 | Sharp | XE-A101 |
| Cash Register | 5D018968 | Sharp | XE-A102 |
| Cash Register | 6D043723 | Sharp | XE-A102 |
| Cash Register | 5D036667 | Sharp | XE-A102 |
| Cash Register | 5D043715 | Sharp | XE-A102 |
| Cash Register | 7D007170 | Sharp | XE-A102 |
| Cash Register | 7D007170 | Royal | 110CX |
| Typewriter | DCS7C9AE455 | Brothers | SX4000 |
| Printer | | Epson | 900 |
| Printer | | HP | 6110 |
| Printer | SDG0BD506 | HP | 6310 |
| Printer | CNBR908886 | HP | 1200 |
| Printer | MNY09537 | Canon | D661 |
| Camera | | SmartDocument | 280 |
| VHS Player | E51A4188T | Panasonic | PVD47355 |
| VHS Player | | Panasonic | PVV402 |
| VHS Player | | Panasonic | PVV402 |
| VHS Player | | Sony | SLVD370P |
| DVD Player | | Memorex | MVD45444 |
| DVD Player | | Memorex | MVD45444 |
| DVD Player | | Memorex | MVD45444 |
| DVD Player | | Memorex | MVD45444 |
| DVD Player | | GO Video | DV2140 |
| DVD Player | | GO Video | DV2140 |
| Microwave Oven | | Sharp | R2040 |
| Laminator | | Laminex | N02201345 |
| Overhead Projector | 18145760 | 3M | 1800AJC |
| Overhead Projector | 18185208 | 3M | 1800AJC |
| Overhead Projector | 18144928 | 3M | 1800AJC |
| Overhead Projector | 18185125 | 3M | 1800AJC |
| Overhead Projector | 18185213 | 3M | 1800AJC |
| Overhead Projector | 18186041 | 3M | 1800AJC |
| Overhead Projector | 18145758 | 3M | 1800AJC |
| Overhead Projector | 06050074193 | Apollo | V1600 |
| Overhead Projector | 1204135405 | Apollo | V3000 |
| Overhead Projector | 1204135641 | Apollo | V3000 |
| Overhead Projector | 12040135383 | Apollo | V3000 |
| Overhead Projector | 12040132730 | Apollo | V3000 |
| Overhead Projector | 103672 | Elmo | HPL3550 |
| Overhead Projector | 304926 | Elmo | HPL3550 |
| Overhead Projector | 302761 | Elmo | HPL3550 |
| Projector | UF3521725 | Smart Tech | Unifi 35 |
| Projector | UF3543057 | Smart Tech | Unifi 35 |
| Projector | UF3518146 | Smart Tech | Unifi 35 |
| Projector | UF3522854 | Smart Tech | Unifi 35 |
| Projector | UF3522568 | Smart Tech | Unifi 35 |
| Projector | UF3541797 | Smart Tech | Unifi 35 |
| Projector | UF3523527 | Smart Tech | Unifi 35 |
| Projector | UF3531335 | Smart Tech | Unifi 35 |

BOARD MEETING, FEBRUARY 18, 2014
Approve Disposal of Obsolete Personal Property

| Equipment | Serial Number | Make | Model |
|------------------|----------------------|-------------|----------------|
| Projector | UF3542862 | Smart Tech | Unifi 35 |
| Projector | UF3531301 | Smart Tech | Unifi 35 |
| Projector | UF3542890 | Smart Tech | Unifi 35 |
| Projector | UF3526288 | Smart Tech | Unifi 35 |
| Projector | UF3539612 | Smart Tech | Unifi 35 |
| Projector | UF3529601 | Smart Tech | Unifi 35 |
| Projector | UF3521732 | Smart Tech | Unifi 35 |
| Television | F2720166 | RCA | ColorTrak 2000 |
| Television | | RCA | ColorTrak 2000 |
| Television | | RCA | XS Stereo |
| Television | | RCA | ColorTrak Plus |
| Television | | RCA | F2767BC |
| Television | | Sony | Trinitron |
| Television | | Panasonic | CT2707DF |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

**SUBJECT: C.1.g. APPROVE NOTICE OF COMPLETION, EMERGENCY
RESOLUTION 14-01, MAIN GAS LINE REPAIRS AT OAK PARK
HIGH SCHOOL**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Emergency Resolution 14-01, Main Gas Line Repairs at Oak Park High School, contracted with MM Mechanical, Inc.?

BACKGROUND: On January 6, 2014, the Oak Park Unified School District entered into a contract for Emergency Resolution 14-01, Main Gas Line Repairs at Oak Park High School with MM Mechanical, Inc.

The work under this contract is now complete, and the District's staff and construction manager Balfour Beatty have inspected the finished project and are satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

- ALTERNATIVES:**
1. Approve the Notice of Completion for Emergency Resolution 14-01, Main Gas Line Repairs at Oak Park High School, contracted with MM Mechanical, Inc.
 2. Do not approve the Notice of Completion.

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 | _____ | _____ | _____ | _____ |

NOTICE OF COMPLETION

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about January 6, 2014, the said Oak Park Unified School District of Ventura County entered into a contract with MM Mechanical, Inc. of Carpinteria, California, for Emergency Resolution 14-01, Main Gas Line Repairs at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on February 18, 2014: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT
By Anthony W. Knight, Ed.D., Superintendent, Secretary to the
Oak Park Unified School District Board of Trustees

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

Anthony W. Knight, Ed.D., Superintendent
Oak Park Unified School District

STATE OF CALIFORNIA
COUNTY OF VENTURA

On February 18, 2014 before me, Shannan Kaesberg, Notary Public, personally appeared Anthony W. Knight, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

SUBJECT: C.1.h. APPROVE AMENDMENT TO E-RATE CONSULTANT AGREEMENT

CONSENT

ISSUE: Shall the Board of Education approve an amendment to the agreement for Erate consulting services provided by Infinity Communications & Consulting, Inc.?

BACKGROUND: In December 2012, the Board authorized a \$10,000 contract with Infinity Communications & Consulting, Inc. for consulting services in connection with the E-rate program application. Under this federal program, the District receives deeply discounted rates (40%) on technology and telephone services. The contract includes E-rate and California Teleconnect Fund consulting services, E-rate application management, Request for Proposal (RFP) management services, and E-rate program audit assistance. Staff is requesting authorization for additional services for Infinity to prepare a Request for Proposals (RFP) for to address the requirements of both the federal Erate program and Public Contract Code bidding for acquisition of the hosted VoIP telephone system. The proposed fee for this service is \$2,500. A copy of the proposed amendment is attached for the Board's information.

ALTERNATIVES:

1. Approve an amendment to the agreement for Erate consulting services provided by Infinity Communications & Consulting, Inc., in the amount of \$2,500.
2. Do not approve the additional services.

RECOMMENDATION: Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Services
 Martin Klaus, 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 | _____ | _____ | _____ | _____ |



COMMUNICATIONS AND CONSULTING

ADDENDUM

Addendum No: 001

This Addendum is to Agreement No. "0403-12A" for "Erate Services" is entered into by and between Infinity Communications & Consulting, Inc. hereinafter referred to as "Infinity," and "Oak Park Unified School District" hereinafter referred to as the "Client".

DESCRIPTION OF ADDENDUM

Per the request of the Client Infinity provides the following Addendum to our existing agreement to revise the "Basis of Compensation", "Payment Schedule", "Scope of Work" and "Terms for Agreement"

I. BASIS OF COMPENSATION

Infinity revises our original agreed "Basis of Compensation" (per our existing agreement) to:

Infinity's fee will be an annual flat rate fee of \$12,500.00

Additional services and work performed by Infinity, at requested of the Client, that is outside of the revised scope of work will be billed on time and expenses basis, per the "Attachment B titled Compensation and Reimbursable Expenses Schedule".

IN WITNESS THEREOF, the parties hereto have executed this Amendment on the date written below.

Signature/Date/Name/Title/Address/Zip/Federal Tax ID# for Infinity Communications & Consulting, Inc. and Oak Park Unified School District.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRURY 18, 2014
SUBJECT: C.1.i APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SPRING ATHLETIC TEAM(S)WHO QUALIFY FOR CIF PLAY-OFFS

CONSENT

ISSUE: Shall the Board approve an overnight trip for the Oak Park High School Spring Athletic Team(s) who qualify for CIF Play-offs?

BACKGROUND: Principal, Kevin Buchanan, requests approval for any/all spring sports team(s) (Boys' & Girls' Lacrosse, Boys' Volleyball and Tennis, Baseball, Softball, Track and Golf) that might qualify for CIF play-offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: C.1.j. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GOLF TEAM – APRIL 20-23, 2014

CONSENT

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

BACKGROUND: Principal, Kevin Buchanan, requests approval for the Oak Park High School Golf Team to attend a golf tournament hosted by Aptos High School in Santa Cruz, CA scheduled for April 20-23, 2014. Approximately 11 athletes and two OPHS coaches will travel by district approved drivers in private and/or district vehicles. The group will depart the morning of April 20th and return the evening of April 23rd. Team and chaperones will stay at Hyatt Regency Monterey. The cost will be covered by golf program as well as approximately \$300 per athlete to cover the cost of green fees, transportation, meals, and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: C.2.a. APPROVAL OF RESOLUTION #14-03 AUTHORIZING EMERGENCY WATER MAIN REPAIRS AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve Resolution #14-03 authorizing emergency repairs to the main water line at Medea Creek Middle School?

BACKGROUND: On Wednesday, January 22, 2014, a significant break in the main domestic water line serving Medea Creek Middle School was discovered, affecting water service to classrooms, restrooms, drinking fountains, and the school cafeteria. After review by construction manager Balfour Beatty, District maintenance staff, and the school principal, and in consultation with a qualified and licensed plumbing firm, it was determined that the main line had to be repaired immediately to eliminate any potential hazard and protect District students, staff, and property. With school in session, MM Mechanical, Inc., a contractor used extensively during the District’s Measure R and Modernization projects, was immediately engaged to perform the necessary repairs. MM Mechanical proposed to complete all domestic water line repairs, including all necessary concrete and retaining wall repairs by January 30, 2014, at an estimated cost of \$32,000. This amount exceeds the statutory \$15,000 bid limit specified by Public Contracts Code (PCC). However, PCC 20113 provides that upon unanimous consent of the Board, and subject to the approval of the County Superintendent of Schools, emergency contracts may be awarded without bids when any improvement or repair is necessary to permit the continuance of existing school classes. The Board is asked to approve Resolution #14-03, declaring that the failure of the main domestic water line at Medea Creek Middle School represents an emergency condition, and authorize the award of a contract for appropriate plumbing repairs and concrete replacement to MM Mechanical, Inc. in an amount not to exceed \$35,000, subject to approval by the County Superintendent of Schools.

- ALTERNATIVES:**
1. Approve Emergency Resolution #14-03.
 2. Do not approve Emergency Resolution #14-03.

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

RESOLUTION #14-03

**EMERGENCY RESOLUTION AUTHORIZING EMERGENCY REPAIRS
AT MEDEA CREEK MIDDLE SCHOOL
TO PERMIT CONTINUATION OF EXISTING CLASSES**

WHEREAS, during the week of January 20, 2014, a significant leak in the main domestic water line at Medea Creek Middle School was detected and it became necessary to shut down the site’s domestic water service to affect the necessary repairs; and

WHEREAS, demolition to perform repairs has exposed the failure and deterioration of the main valve serving the school, and it has been determined that the main line must be immediately repaired to ensure the availability of clean water for drinking and use in classrooms, restrooms, the health office, and the cafeteria to eliminate any potential health hazard and to protect District students, staff, and property; and

WHEREAS, the cost of the repairs to correct this emergency exceeded the statutory \$15,000 requirement for bidding of contracts specified by the Public Contracts Code (PCC); and

WHEREAS, time was of the essence and bidding for necessary repairs as specified by the Public Contract Code (PCC) would have created significant delays in resolving the emergency conditions and prevented the continuance of existing school classes; and

WHEREAS, PCC Section 20113 provides that upon unanimous consent of the governing board, and subject to the approval of the County Superintendent of Schools, the District may award emergency contracts without securing bids when any repair, alteration, work, or improvement is necessary to prevent or correct any condition that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services and to permit the continuance of existing school classes.

NOW, THEREFORE, the Board of Education of the Oak Park Unified School District by unanimous vote declares than an emergency exists, and approves and authorizes the award of a contract to MM Mechanical, Inc. for appropriate plumbing repairs and replacement, in an amount not to exceed \$35,000, subject to approval by the Ventura County Superintendent of Schools.

ADOPTED this 18th day of February 2014, by the Board of Education of the Oak Pak Unified School District, in Ventura County, California.

AYES: _____
NOES _____
ABSENT: _____

CERTIFICATION: I declare under penalty of perjury that the foregoing is a true and correct copy of a resolution adopted by the above named school district.

Anthony W. Knight, Ed.D., Superintendent
Secretary to the Board of Education of the
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

SUBJECT: C.2.b. APPROVE NOTICE OF COMPLETION, EMERGENCY RESOLUTION 14-03, MAIN WATER LINE REPAIRS AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Emergency Resolution 14-03, Main Water Line Repairs at Medea Creek Middle School, contracted with MM Mechanical, Inc.?

BACKGROUND: On January 22, 2014, the Oak Park Unified School District entered into a contract for Emergency Resolution 14-03, Main Water Line Repairs at Medea Creek Middle School with MM Mechanical, Inc.

The work under this contract is now complete, and the District's staff and construction manager Balfour Beatty have inspected the finished project and are satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

ALTERNATIVES:

1. Approve the Notice of Completion for Emergency Resolution 14-03, Main Water Line Repairs at Medea Creek Middle School, contracted with MM Mechanical, Inc.
2. Do not approve the Notice of Completion.

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 | _____ | _____ | _____ | _____ |

NOTICE OF COMPLETION

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about January 22, 2014 the said Oak Park Unified School District of Ventura County entered into a contract with MM Mechanical, Inc. of Carpinteria, California, for Emergency Resolution 14-03, Main Water Line Repairs at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on February 18, 2014: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT
By Anthony W. Knight, Ed.D., Superintendent, Secretary to
the Oak Park Unified School District Board of Trustees

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

STATE OF CALIFORNIA
COUNTY OF VENTURA

Anthony W. Knight, Ed.D., Superintendent
Oak Park Unified School District

On February 18, 2014 before me, Shannan Kaesberg, Notary Public, personally appeared Anthony W. Knight, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: C.2.c. APPROVE AWARD OF BID 14-02R, PARKING LOT AND PLAYGROUND REPAIRS AT BROOKSIDE AND RED OAK ELEMENTARY SCHOOLS

ACTION

ISSUE: Shall the Board award Bid 14-02R, Parking Lot and Playground Repairs at Brookside and Red Oak Elementary Schools?

BACKGROUND: In its approval of the District’s Facility Master Plan on January 21, 2014, the Board authorized the repair parking lot at Red Oak Elementary School and the playground at Brookside Elementary School. The budget established for these projects is \$228,000 for direct construction, with a 20% contingency of \$45,600, for a total budget of \$273,300. On January 29, 2014, two bids were received in response to the District’s call for bids. The following is a recap of the bids received; bid amounts are Base Bid only, no alternates were requested:

| CONTRACTOR | TOTAL BASE BID |
|---------------------------------|----------------|
| Berry General Engineering, Inc. | \$ 149,485.00 |
| Mission Paving, Inc. | \$ 273,320.00 |

The bids for this work have been reviewed and analyzed by Balfour Beatty Construction, the Facility Planning Subcommittee, and District staff, who recommend the award of bid to Berry General Engineering, Inc., in the amount of \$149,485.00, as lowest responsive and responsible bidder.

- ALTERNATIVES:**
1. Award Bid 14-02R, Parking Lot and Playground Repairs at Brookside and Red Oak Elementary Schools to Berry General Engineering, Inc., in the amount of \$149,485.00, as lowest responsive and responsible bidder.
 2. Reject all bids received and direct staff to re-bid the project.

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
Attn: Martin Klauss, Assistant Superintendent Business Services

January 29, 2014

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

Re: Project 14-02R Asphalt Playground Repairs at Brookside Elementary School and Asphalt
Parking Lot Repairs at Red Oak Elementary School
Recommendation to Award Bid to the Lowest Responsive Bidder

Dear Mr. Klauss,

The District received bids for Project 14-02R Asphalt Playground Repairs at Brookside Elementary School and Asphalt Parking Lot Repairs at Red Oak Elementary School on January 29, 2014. The following companies submitted a bid (bid opening sheet is attached). This Project is indicated to occur in the current year in the recent Measure "R" Master Plan update approved by the Board on January 21, 2014. The work is scheduled to occur during the 2014 Summer Break.

| | |
|---------------------------|---------------|
| Berry General Engineering | \$ 149,485.00 |
| Mission Paving | \$ 273,320.00 |

The 2014 Master Plan Update allocates \$228,000 (combined allocation from each project site) plus a contingency of 20% for a total construction budget of \$273,600 to complete the scope of work related to this project. Should the Board authorize Notice of Award to low bidder, Berry General Engineering, a savings of \$124,115 will be realized and placed into contingency. This contingency will be available should any unforeseen issues be encountered during the course of construction.

Options to the Board;

- A. Accept the bid and authorize Staff to enter into an Agreement with Berry General Engineering
- B. Reject the bids and authorize Staff to re-bid the project

Balfour Beatty Construction has reviewed the bid package and confirmed the submitted proposal is responsive and we would recommend the Board of Trustees authorize Staff to proceed with issuance of a Notice of Award and Agreement to Berry General Engineering.

Should you have any questions or require any additional information, please contact me at anytime

Respectfully,



Dennis Kuykendall
Senior Project Manager, Balfour Beatty Construction

Attachments; Bid Sheet Tabulation

cc. Julie Suarez, OPUSD
Tom Wulf, OPUSD FPC
Peter Kristensen, OPUSD FPC
Keith Henderson, Balfour Beatty Construction, File

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: C.2.d. APPROVE PURCHASE OF MUSICAL INSTRUMENTS FOR OAK PARK HIGH SCHOOL FROM MEASURE C6 BOND FUNDS

ACTION

ISSUE: Shall the Board of Education approve the purchase of musical instruments for Oak Park High School from the Measure C6 bond fund?

BACKGROUND: Oak Park High School is requesting approximately \$100,000 in Measure C-6 funding to kick start its instrumental music program for the 2014-15 school year when it is planned to have at least four classes of instrumental music including Marching Band, Wind Ensemble, Concert Band, and Jazz Band. The total cost of acquiring the instruments, equipment, and facilities improvement is estimated at \$200,000 and OPHS is seeking \$100,000 in matching funds donated by OPHS PFC, Friends of Oak Park Schools, Athletic Boosters, Oak Park Performing Arts Alliance, and OPHS Associated Student Body, in the amount of \$20,000 each. A breakdown of the equipment, costs, and funding sources is attached for the Board's information. This investment in performing arts is required to provide the materials necessary for our students to have the best possible opportunity to participate in a fully realized and articulated high quality instrumental music instructional program. This is an initial expenditure to allow the students entering the program next year to have all the pieces ready and in place to experience a fully implemented continuum of music instruction. Ongoing costs of instrument maintenance, competition costs, and the ongoing maintenance of the program will be managed by participation donations from the students in the program and by the fundraising efforts of the music boosters.

Measure C6 bond language authorizes the use of bond funds to acquire "Classroom ...Equipment, including for Visual and Performing Arts Program..."

ALTERNATIVES:

1. Approve the purchase of musical instruments as itemized in the attachment, in the amount of \$100,000, to be funded from the Measure C6 bond fund.
2. Do not approve the purchase.

RECOMMENDATION: Alternative No. 1

Prepared by: Kevin Buchanan, Principal, Oak Park High School
 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 | _____ | _____ | _____ | _____ |

OPHS Instrumental Music Proposal

| Equipment | Price | Quantity | Amount |
|--|--------------|-----------------|---------------|
| OPHS Parent Faculty Club (PFC) | | | |
| Megavox | 1,600 | 2 | 3200 |
| French Horn | 3,500 | 1 | 3500 |
| Uniforms | 300 | 40 | 12000 |
| Total | | | 18700 |
| OPHS Athletic Boosters Club (ABC) | | | |
| Marimba | 5,000 | 1 | 5000 |
| Uniforms | 300 | 40 | 12000 |
| Tough Terrain Frames | 1,200 | 2 | 2400 |
| Total | | | 19400 |
| OPHS Associated Student Body (ASB) | | | |
| Tuba | 7,000 | 1 | 7000 |
| French Horn | 3,500 | 1 | 3500 |
| Bassoon | 8,200 | 1 | 8200 |
| Total | | | 18700 |
| OPUSD Measure C-6 | | | |
| Drumline | 10,000 | 1 | 10000 |
| Portable PA | 10,000 | 1 | 10000 |
| Sousie Wall Mounts | 250 | 2 | 500 |
| Office | 5,000 | 1 | 5000 |
| Bassoons | 8,200 | 1 | 8200 |
| Sousaphones | 6,500 | 4 | 26000 |
| Acousti Cabinets | 40,000 | 1 | 40000 |
| Total | | | 99700 |
| Friends of Oak Park Schools | | | |
| Drum Major Tower | 1,250 | 1 | 1250 |
| Concert BD/Stand | 2,000 | 1 | 2000 |
| Tenor Saxophone | 2,200 | 1 | 2200 |
| Vibraphones | 3,500 | 2 | 7000 |
| Dr. Beat Metronome | 250 | 2 | 500 |
| Sousie Wall Mounts | 250 | 2 | 500 |
| Baritone Horns | 1,600 | 4 | 6400 |
| Total | | | 19850 |
| Oak Park Performing Arts Alliance (OPPAA) | | | |
| Mellophone | 1,300 | 5 | 6500 |
| French Horns | 3,500 | 1 | 3500 |
| Tenor Saxophone | 2,200 | 1 | 2200 |
| Oboes | 3,500 | 2 | 7000 |
| Total | | | 19200 |
| Grand Total | | | 195550 |

| | |
|----------------------------|--------------|
| Drum Coach | 5,400 Yearly |
| Front Ensemble (Pit) Coach | 5,400 Yearly |
| Guard Coach | 5,400 Yearly |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

**SUBJECT: C.2.e. APPROVE ADDITIONAL ARCHITECTURAL SERVICES –
REPLACEMENT CLASSROOMS AT OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall the Board of Education approve additional architectural services provided by KPI Architects for the classroom replacement project at Oak Park High School?

BACKGROUND: In 2010, the Board authorized a contract for architectural services with KPI Architects in connection with Measure R and State modernization construction projects at Oak Park High School. At its meeting on January 21, 2014, the Board approved the Measure R Master Plan 2014 Update, which added the priority replacement of Oak Park High School classrooms R1 through R6, six deteriorating relocatable classrooms, all over 30-plus years old and at the end of their serviceable life. District staff, through construction manager Balfour Beatty (BBC), has requested a proposal from KPI to provide architectural services for this project, which exceeds the scope of services in the current agreement. BBC and KPI were finalizing the details of the additional services as this agenda was going to press. After its review by District staff and BBC, the proposed addendum for additional services will be forwarded to the Board prior to this evening's meeting.

ALTERNATIVES:

1. Approve additional architectural services with KPI Architects for the classroom replacement project at Oak Park High School as proposed.
2. Do not approve the additional 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 | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

SUBJECT: C.2.f. DISCUSS AND APPROVE ACQUISITION OF REPLACEMENT CLASSROOMS AT OAK PARK HIGH SCHOOL

DISCUSSION/ACTION

ISSUE: Shall the Board of Education discuss options for acquisition of replacement classrooms at Oak Park High School and provide direction to staff to proceed with this Measure R project?

BACKGROUND: At its meeting on January 21, 2014, the Board approved the Measure R Master Plan 2014 Update, which added the priority replacement of Oak Park High School classrooms R1 through R6, six deteriorating relocatable classrooms, all over 30-plus years old and at the end of their serviceable life. At this evening's meeting district staff and construction manager Balfour Beatty will share information and discuss various methods for acquisition of replacement facilities, seeking the Board's direction and action on the preferred method of procurement.

ALTERNATIVES:

1. After discussion, approve the method for acquisition of replacement facilities at Oak Park High School and direct staff to proceed.
2. After discussion, request additional information to be presented at a future meeting for the Board's consideration and potential action.

RECOMMENDATION: At the Board's discretion.

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 | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

RE: C.3.a APPROVE RESOLUTION #14-04 FRIENDS OF OAK PARK SCHOOLS TO OFFER A FEE-BASED SUMMER SCHOOL PROGRAM FOR 2014

ACTION

ISSUE: To review and approve Resolution #-14 approving the continuation of a fee-based summer school program through Friends of Oak Park Schools Education Foundation and to accept credits for high school courses taken by students.

BACKGROUND: For the past three years funding for summer school programs within the state has been a part of the Tier III flexibility funding category. As a result, this money was freed up to be used for other general education programs. Oak Park, along with most other districts in the state, was able to redirect the summer school funding to offset reductions in other programs during the recent financial downturn. Under the new LCFF plan for funding school districts, the Tier III and categorical hourly programs have been eliminated and replaced with new funding mechanisms. However, the result is the same in that there are no separate funds available for summer programs. In the past the district has been required to provide programs beyond the normal school year for 1) students who are not meeting standards and are at risk of retention; 2) students who are going to be retained; 3) seniors in need of credits for graduation; 4) students who need to repeat courses required for graduation; 5) eligible special education students in an extended school year setting.

Many school districts are again considering no summer programs, or a much reduced summer school that will only offer classes for seniors in need of credits for graduation. Others are turning over their programs to private foundations or schools to run. All districts are still required to run a program for their eligible special education students in an extended school year setting based on their IEP's and Oak Park will continue to run this program through the special education department.

Three years ago, with the board's endorsement, Friends of Oak Park Schools agreed to offer a fee-based summer program for their general education students. The program has been very successful at both the middle and high schools, but enrollment at the elementary level has not been high enough to warrant running a program. After two years of attempting to run the elementary program, Friends decided to focus on the middle and high school in future years.

Friends of Oak Park Schools is preparing to move forward with this year's program again and seeks the board's approval to offer this program. Since Friends is not an accredited educational entity it is necessary for the governing board of the Oak Park Unified School District to approve a resolution that states OPUSD will accept the credits for the courses taught in the high school summer program administered by Friends. This resolution was first approved three years ago and staff endorses the renewal of the resolution at tonight's board meeting.

- ALTERNATIVES:
1. Approve Resolution #14-04 Friends of Oak Park Schools Education Foundation to Offer A Fee-Based Summer School Program.
 2. Do not approve Resolution #14-04 Friends of Oak Park Schools Education Foundation to Offer A Fee-Based Summer School Program.

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 Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION #14-04

**FRIENDS OF OAK PARK SCHOOLS EDUCATION FOUNDATION
TO OFFER A FEE-BASED SUMMER SCHOOL PROGRAM**

Whereas, the Oak Park Unified School District has determined that a district-operated summer school program is not fiscally viable under current state funding levels, and;

Whereas, the Oak Park Unified School District desires to contract with the Friends of Oak Park Schools Education Foundation for summer school services to continue to provide the greatest opportunities for students within the district, and;

Whereas, the Friends of Oak Park Schools Education Foundation has offered to provide these services for the benefit of students and the Foundation, and;

Whereas, the Board of Education policy requires a specific board action to accept course work from non-accredited institutions.

NOW, THEREFORE, BE IT RESOLVED that the Oak Park Unified School District Board of Education shall accept any academic course work offered by the Friends of Oak Park Schools Education Foundation as a course for credit toward the Oak Park High School diploma provided the Foundation follows district curriculum and utilizes qualified certificated personnel in the delivery of such programs.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 18th day of February, 2014, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

President, Governing Board of the
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: C.3.b. APPROVE 2012-2013 SCHOOL ACCOUNTABILITY REPORT CARDS

ACTION

ISSUE: Shall the Board of Education approve the School Accountability Report Cards for 2012-2013?

BACKGROUND: In November 1988, California voters passed Proposition 98, also known as The Classroom Instructional Improvement and Accountability Act. This ballot initiative provides California’s schools with a source of funding. In return, all public schools in California are required annually to prepare SARC’s and disseminate them to the public. SARC’s are intended to provide the public with important information about each public school and to communicate a school’s progress in achieving its goals.

In the years since the passage of Proposition 98, additional requirements for school accountability reporting and dissemination have been established through legislation. Most SARC requirements are codified in California Education Code 33126 and 33126.1. In addition, similar requirements are contained in the federal No Child Left Behind.

- ALTERNATIVES:**
1. Approve the SARC reports.
 2. Do not approve the SARC reports.

RECOMMENDATION: Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

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: FEBRUARY 18, 2014
SUBJECT: C.3.c. APPROVE SINGLE PLANS FOR STUDENT ACHIEVEMENT

ACTION

ISSUE: Shall the Board of Education approve Single Plans for Student Achievement?

BACKGROUND: California *Education Code* sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the School and Library Improvement Block Grant, the Pupil Retention Block Grant, the Consolidated Application, and ESEA Program Improvement into the Single Plan for Student Achievement. The Single Plan for Student Achievement serves as a guide for continuous development, implementation, and monitoring cycle of various programs. It is a collection and analysis of student performance data, setting priorities for program improvements, rigorous use of effective solution strategies, and ongoing monitoring of results.

- ALTERNATIVES:**
1. Approve the Single Plans for Student Achievement for each site.
 2. Do not approve the Single Plans for Student Achievement for each site.

RECOMMENDATION: Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

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: FEBRUARY 18, 2014

SUBJECT: C.3.d. APPROVE CONSOLIDATED APPLICATION WINTER RELEASE 2013-2014

ACTION

ISSUE: Shall the Board of Education approve the Consolidated Application Winter Release 2013-2014?

BACKGROUND: The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds. Two reports are distributed - a Winter Release (in February) and a Spring Release (in June). The Consolidated Application is being sent to the Board under separate cover.

ALTERNATIVES: 1. Accept the Consolidated Application Winter Release 2013-2014
 2. Do not accept the Consolidated Application Winter Release 2013-2014

RECOMMENDATION: Alternative #1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

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 | _____ | _____ | _____ | _____ |

2013-14 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca13asstoc.asp>.

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

LEA Plan

An LEA that receives Title III funds or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan.

| | |
|--|--|
| State Board of Education approval date | 7/11/2003 |
| LEA Plan Web Site | www.oakparkusd.org |

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

| | |
|--|--------------------------|
| Authorized Representative's Full Name | Leslie Heilbron |
| Authorized Representative's Signature | |
| Authorized Representative's Title | Assistant Superintendent |
| Authorized Representative Signature Date | 06/17/2013 |

2013-14 Protected Prayer Certification

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring & Support, frozic@cde.ca.gov, 916-319-0269
 Mary Payne, District Improvement Office, MPayne@cde.ca.gov, 916-319-0379

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

| | |
|--|--|
| The authorized representative agrees to the above statement | Yes |
| Authorized Representative's Full Name | Leslie Heilbron |
| Authorized Representative Title | Associate Superintendent Human Resources |
| Authorized Representative Signature Date | 06/17/2013 |
| Comment | |
| If the LEA is not able to certify at this time an explanation must be provided in the Comment field. | |

2013-14 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

| | |
|---|------------|
| Date of approval by local governing board | 06/17/2013 |
|---|------------|

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

| | |
|--|-----------------|
| DELAC representative's full name | Barbara Laifman |
| DELAC review date | 06/17/2013 |
| Meeting minutes web address Please enter the web address of DELAC review meeting minutes. If a web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee. | |
| DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. | |

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

| | |
|---|-----|
| Economic Impact Aid EC 54000 SACS 7090, 7091 By applying for Economic Impact Aid funds the LEA is agreeing to comply with the assurances posted at http://www.cde.ca.gov/fg/aa/co/ca12asstoc.asp . | Yes |
| Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010 | Yes |
| Title I Part D (Delinquent) ESEA Sec. 1401 SACS 3025 | No |
| Title II Part A (Teacher Quality) | Yes |

2013-14 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

| | |
|-----------------------------------|-----|
| ESEA Sec. 2101 SACS 4035 | |
| Title III Part A Immigrant | Yes |
| ESEA Sec. 3102 SACS 4201 | |

2013-14 Economic Impact Aid LEA Reservations and School Allocation Calculation

The purpose of this data collection is to collect carryover, make allowable reservations at the LEA level and to determine the amount available for 2013-14 school-level allocations.

CDE Program Contact:

Gustavo Gonzalez, EIA / LEP, ggonzalez@cde.ca.gov, 916-319-0420

Mark Klinesteker, EIA / SCE, mklinesteker@cde.ca.gov, 916-319-0256

There is no data to collect. Either 2012-13 Economic Impact Aid Carryover Report has not been completed or reported carryover is equal to zero.

2013-14 Federal Transferability

Federal transferability is governed by Title VI in ESEA Section 6123. An LEA may transfer a maximum of 50% of any program to other programs. This transferability is not the same as Title VI Subpart 1 REAP Flexibility governed by ESEA Section 6211.

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

| | |
|----------------------------------|----------|
| Program Improvement Year | 0 |
| Title II Part A Transfers | |
| Title II, Part A entitlement | \$37,668 |
| Transferred to Title I, Part A | \$0 |

2013-14 Title I, Part A LEA Allocation

The purpose of this data collection is to calculate the full Title I Part A allocation available to the LEA.

CDE Program Contact:

Jyoti Singh, Title I Policy & Program Guidance, jysingh@cde.ca.gov, 916-319-0372

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492

| | |
|--|----------|
| 2013-14 Title I, Part A entitlement | \$81,092 |
| Transferred-in amount | \$0 |
| Title I, Part A entitlement after transfers | \$81,092 |
| Note: | |
| In order for the 2012-13 Carryover amount to be pre-populated, the 2012-13 Title I, Part A Carryover data collection should be completed and saved before beginning data entry. | |
| 2012-13 Carryover | \$0 |
| (Allowable values are the 12 or 15 month 2012-13 carryover. The default value displayed is the 15 month calculated carryover.) | |
| Repayment of funds | \$0 |
| 2013-14 Total allocation | \$81,092 |
| Indirect cost reservation | \$5,134 |
| Administrative reservation | \$7,029 |
| 2013-14 Title I, Part A adjusted allocation | \$68,929 |
| Indirect Cost and Administration Calculation Tool | |
| To help determine allowable indirect cost and administration reserves, based on your Approved Indirect Cost Rate as defined on http://www.cde.ca.gov/fg/ac/ic/ , below are recommended values. | |
| 2013-14 Approved indirect cost rate | 6.76% |
| Maximum allowable indirect cost reservation | \$5,134 |
| Recommended administration reservation | \$7,029 |

2013-14 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
 Nancy Bodenhausen, Title I Policy & Program Guidance, NBodenhausen@cde.ca.gov, 916-445-4904

Nonprofit Private School Equitable Services Percentage Calculation

| | |
|--|-------|
| Total participating nonprofit school low income students | |
| Total participating attendance area low income students | 0 |
| Percent of nonprofit private school low income students for equitable service calculations | 0.00% |

Required Reservations

| | |
|------------------------------------|----------|
| Title I Part A adjusted allocation | \$68,929 |
|------------------------------------|----------|

Parental Involvement

| | |
|--|-----|
| Parental involvement (1% of the entitlement plus transfers-in if greater than \$500,000.) | \$0 |
| Supplemental parental involvement (Optional: Additional discretionary set-aside.) | \$0 |
| Nonprofit private school parental involvement set-aside | \$0 |
| Amount remaining | \$0 |
| Public school parental involvement | \$0 |
| Balance available for LEA parental involvement activities | \$0 |

Direct and Indirect Services

| | |
|--|--|
| Direct or indirect services to homeless children, regardless of their school of attendance | \$1 |
| Homeless services provided | OPUSD currently have no students at any school site who are homeless. There are no reports from parents via survey that they are homeless. |
| Local neglected institutions Does the LEA have local institutions for neglected children or children currently classified as neglected? | No |
| Direct or indirect services in local institutions for neglected children | \$0 |
| Local delinquent institutions Does the LEA have local institutions for delinquent children? | No |

2013-14 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
 Nancy Bodenhausen, Title I Policy & Program Guidance, NBodenhausen@cde.ca.gov, 916-445-4904

| | |
|--|-----|
| Other neglected or delinquent services | \$0 |
|--|-----|

Program Improvement (PI)

The following reservations are required if the LEA is in Program Improvement, or has one or more schools in Program Improvement.

| | |
|--|-----|
| Public school choice transportation (Choice) | \$0 |
| Supplemental educational services (SES) | \$0 |
| Parent outreach and assistance for Choice and SES | \$0 |
| Program Improvement general comments (Maximum 500 characters) | |

2013-14 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
 Karen Neilsen, Title I Policy & Program Guidance, KNeilsen@cde.ca.gov, 916-319-0946

Allowed Reservations

Professional Development for Highly Qualified Teachers and Paraprofessionals

| | |
|--|-----|
| Professional development for highly qualified teachers and paraprofessionals | \$0 |
| Nonprofit private school equitable services | \$0 |
| Professional development reserved for public schools | \$0 |

District-wide Instructional Programs

| | |
|---|-----|
| District-wide instructional programs (Non-PI activities) | \$0 |
| Nonprofit private school equitable services | \$0 |
| District-wide instructional programs for Title I public schools | \$0 |

Other School Programs

| | |
|--|-----|
| Other school programs Including summer school or intersession programs or before and after school programs. | \$0 |
| Nonprofit private school equitable services | \$0 |
| Other school programs reserved for public schools | \$0 |

Other Allowable Reservations

| | |
|--|-----|
| Salary differentials | \$0 |
| Preschool programs | \$0 |
| Capital expenses for nonprofit private schools | \$0 |

Program Improvement Activities

| | |
|--|-----|
| Teacher incentives and rewards (Maximum 5% of entitlement after transfers.) | \$0 |
| Professional development of highly qualified teachers | \$0 |
| Technical assistance to schools | \$0 |

2013-14 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
 Karen Neilsen, Title I Policy & Program Guidance, KNeilsen@cde.ca.gov, 916-319-0946

| | |
|--|-----|
| Summer school, intersession programs or before and after school programs | \$0 |
|--|-----|

Reservation Summary

| | |
|---|----------|
| Adjusted Allocation | \$68,929 |
| Total required reservations | \$1 |
| Total allowed reservations | \$0 |
| Allocations after reservations | \$68,928 |
| Total nonprofit private school set aside | \$0 |
| Private nonprofit school Parental Involvement set-aside | \$0 |
| Public school Parental Involvement set-aside | \$0 |
| Amount available for Title I, Part A school allocations | \$68,928 |

2013-14 Title I, Part A Program Improvement Midyear Activity and Expenditure Report

If one or more schools is in Program Improvement, the LEA is required to provide a mid-year status of activities related to Choice and or SES services.

CDE Program Contact:

Lana Zhou, Title I Policy & Program Guidance, lzhou@cde.ca.gov, 916-319-0956
 Stephanie Smith, Title I Policy & Program Guidance, ssmith@cde.ca.gov, 916-319-0948

Activities

| | |
|--|---|
| Number of students who applied for Choice | 0 |
| Number of new and continuing students who transferred to attend a non-PI school under ESEA | 0 |
| Number of new and continuing students who transferred to attend a non-PI school under a local or state school choice program | 0 |
| Number of students who applied for SES | 0 |
| Number of students who received SES | 0 |
| Activities comment An explanation must be provided if all activities are zero. | OPUSD has no school sites in Program Improvement. |

Expenditures and Encumbrances

Due to a federal audit comment received, LEAs are required to provide biannual year-to-date PI expenditures and encumbrance in support of Choice and SES activities.

| | |
|---|---|
| Choice transportation using Title I Part A funds | \$0 |
| Choice transportation using non-Title I Part A funds | \$0 |
| SES using Title I Part A funds | \$0 |
| SES using non-Title I Part A funds | \$0 |
| Parent outreach using Title I Part A funds | \$0 |
| Parent outreach using non-Title I Part A funds | \$0 |
| Total expenditures and encumbrance using Title I Part A funds | \$0 |
| Total expenditures and encumbrance using non-Title I Part A funds | \$0 |
| Expenditure comment An explanation is required if no program improvement expenditures or encumbrances have occurred. | OPUSD has no school sites in Program Improvement. |

2013-14 Title II, Part A LEA Allocations and Reservations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II Part A Teacher & Principal Training & Recruiting, and to report required reservations.

CDE Program Contact:

Jackie Rose, Title II Leadership, jrose@cde.ca.gov, 916-322-9503
 Juan J. Sanchez, Section 2141 Contact, jsanchez@cde.ca.gov, 916-323-5264

| | |
|---|----------|
| 2013-14 Title II Part A entitlement | \$37,668 |
| Total funds transferred out of Title II, Part A | \$0 |
| Total entitlement after transfers | \$37,668 |
| 2012-13 Carryover (as of 06/30/13) | \$0 |
| Repayment of funds | \$0 |
| Repayment comment | |
| Provide an explanation of why repayment dollars were added back to the allocation | |
| 2013-14 Allocation | \$37,668 |
| Administrative and indirect costs | \$2,385 |
| Title II Part A adjusted allocation | \$35,283 |

2013-14 Title III, Part A Immigrant Proposed Obligations

This data collection captures proposed expenditures for the coming year, based on the projected entitlement amount.

CDE Program Contact:

Pamela Lucas, Language Policy & Leadership Office, plucas@cde.ca.gov, 916-323-5739
 Sandra Covarrubias, Language Policy & Leadership Office, SCovarrubias@cde.ca.gov, 916-319-0267

Approved Immigrant Sub-grantee Activities

(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-

(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional (opportunities for immigrant children and youth, which may include -

- (A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;
- (B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;
- (C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth;
- (D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

- (E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;
- (F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and
- (G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

| | |
|--|----------------|
| Projected entitlement: | \$7,186 |
| Object Code - Activities | |
| 1000-1999 Proposed certificated personnel salaries | |
| 2000-2999 Proposed classified personnel salaries | \$5,416 |
| 3000-3999 Proposed employee benefits | \$1,315 |
| 4000-4999 Proposed books and supplies | |
| 5000-5999 Proposed services and other operating expenditures | |
| Proposed administrative and indirect costs | \$455 |
| Total proposed obligations | \$7,186 |

California Department of Education

Oak Park Unified (56 73874 0000000)

Consolidated ApplicationStatus: Certified
Saved by: Leslie Heilbron
Date: 2/7/2014 10:17 AM**2013-14 Title III, Part A Immigrant LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title III Part A Immigrant, and to report required reservations.

CDE Program Contact:

Patty Stevens, Title III Language Policy & Leadership Office, pstevens@cde.ca.gov, 916-323-5838

| | |
|---|----------|
| 2013-14 Title III, Part A Immigrant entitlement | \$7,186 |
| 2012-13 Carryover | \$2,941 |
| Repayment of funds | \$0 |
| 2013-14 Allocation | \$10,127 |
| Administrative and indirect costs | \$0 |
| 2013-14 Adjusted allocation | \$10,127 |
| General comment (Maximum 500 characters) | |

2013-14 Title III Part A Immigrant YTD Obligations Report, 6 Months

A report of year-to-date obligations by activity.

CDE Program Contact:

Patty Stevens, Title III Language Policy & Leadership Office, pstevens@cde.ca.gov, 916-323-5838
 Sandra Covarrubias, Language Policy & Leadership Office, SCovarrubias@cde.ca.gov, 916-319-0267

Approved Immigrant Sub-grantee Activities

(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-

(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include-
 (A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;

(B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;

(C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth

(D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;

(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and

(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

| | |
|---|---------|
| 2013-14 Title III, Part A Immigrant entitlement | \$7,186 |
| Object Code - Activity | |
| 1000-1999 Certificated personnel salaries | \$0 |
| 2000-2999 Classified personnel salaries | \$6,320 |
| 3000-3999 Employee benefits | \$333 |
| 4000-4999 Books and supplies | \$0 |
| 5000-5999 Services and other operating expenditures | \$0 |
| Administrative and indirect costs | \$0 |
| Total year-to-date obligations | \$6,653 |
| General comment (Maximum 500 characters) | |

2013-14 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:

Julie Brucklacher, Financial Accountability & Info Srv, jbruckla@cde.ca.gov, 916-327-0858

| | |
|--|----|
| Title I, Part A (Basic) SACS Code 3010 | No |
| Title I, Part C (Migrant Education) SACS Code 3060 | No |
| Title I, Part D (Delinquent) SACS Code 3025 | No |
| Title II, Part A (Teacher Quality) SACS Code 4035 | No |
| Title II, Part A (Administrator Training) SACS Code 4036 | No |
| Title III (Immigrant Students) SACS Code 4201 | No |
| Title III (LEP Students) - 2% maximum SACS Code 4203 | No |
| Title IV, Part B (21st Century Community Learning Centers) SACS Code 4124 | No |

2013-14 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability & Info Srv, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

| | |
|---|------------|
| 2013-14 Request for authorization | Yes |
| 2012-13 Request for authorization (Retroactive to July 1, 2012) | Yes |
| LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters) | none known |

California Department of Education

Oak Park Unified (56 73874 0000000)

Consolidated Application

Status: Certified
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Date: 6/17/2013 10:08 AM

2013-14 Other ESEA Nonprofit Private School Participation

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed below.

CDE Program Contact:

Laura Nelson, Private School List, lnelson@cde.ca.gov, 916-319-0229
Patty Stevens, Title III Language Policy & Leadership Office, pstevens@cde.ca.gov, 916-323-5838

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed below. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

Note: The programs displayed below may vary based on Application for Funding selections.

Note: Elementary and high school districts that have applied for Title II funds have the option to add a shared attendance area nonprofit private school if they wish to share responsibility for that school's Title II equitable services.

| School Name | School Code | Enrollment | Title II Part A | Title III Part A LEP | School Added |
|------------------|-------------|------------|-----------------|----------------------|--------------|
| Peace Montessori | 6137939 | 32 | N | | N |

2013-14 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

CDE Program Contact:

Gustavo Gonzalez, EIA / LEP, ggonzalez@cde.ca.gov, 916-319-0420
 Mark Klinesterker, EIA / SCE, mklinesterker@cde.ca.gov, 916-319-0256

District Advisory Committee (DAC) Review

Per Title 5 of the California Code of Regulations section 4423(c) and Education Code section 54420, once a school district or county office with juvenile court schools is deemed eligible for Economic Impact Aid (EIA) and designates EIA funds for State Compensatory Education (SCE) then the LEA must give the DAC the opportunity to give or offer advice regarding compensatory education programs.

DAC representative's full name

Barbara Laifman

DAC review date

06/17/2013

Meeting minutes web address

www.oakparkusd.org

Please enter the web address of DAC review meeting minutes.

DAC comment

If the advisory committee did not review, describe consulting procedures:

Group schools by grade span

Yes

Funding method

SCE/LEP

NOTE: If the LEA has selected to fund LEP Only, no additional action or data entry is required for the EIA School Allocation Plan. The Plan should be saved in order to certify the data collection.

SCE Ranking Method

Count

| School Name | School Code | Grade Span Group | Projected Enrollment | Projected Low Income Students | Low Income % | Projected LEP Students | LEP % | Projected EDY Students | EDY % | Projected SCE Students | SCE % | Ranking | SCE Eligible | SCE Fund |
|----------------------|-------------|------------------|----------------------|-------------------------------|--------------|------------------------|-------|------------------------|-------|------------------------|-------|---------|--------------|----------|
| Brookside Elementary | 6055677 | 1 | 599 | 34 | 5.68 | 20 | 3.34 | 66 | 11.02 | 120 | 20.03 | 1 | N | N |
| Red Oak Elementary | 6111496 | 1 | 563 | 36 | 6.39 | 16 | 2.84 | 65 | 11.55 | 117 | 20.78 | 2 | N | N |
| Oak Hills Elementary | 6107528 | 1 | 539 | 24 | 4.45 | 24 | 4.45 | 61 | 11.32 | 109 | 20.22 | 3 | N | N |

2013-14 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

| School Name | School Code | Grade Span Group | Projected Enrollment | Projected Low Income Students | Low Income % | Projected LEP Students | LEP % | Projected EDY Students | EDY % | Projected SCE Students | SCE % | Ranking | SCE Eligible | SCE Fund |
|----------------------|-------------|------------------|----------------------|-------------------------------|--------------|------------------------|-------|------------------------|-------|------------------------|-------|---------|--------------|----------|
| Medea Creek Middle | 6098255 | 2 | 1132 | 88 | 7.77 | 16 | 1.41 | 226 | 19.96 | 330 | 29.15 | 1 | N | N |
| Oak Park High | 5630132 | 3 | 1465 | 78 | 5.32 | 18 | 1.23 | 376 | 25.67 | 472 | 32.22 | 1 | N | N |
| Oak Park Independent | 5630256 | 3 | 165 | 4 | 2.42 | 1 | 0.61 | 73 | 44.24 | 78 | 47.27 | 2 | N | N |
| Oak View High | 5630199 | 3 | 47 | 3 | 6.38 | 2 | 4.26 | 23 | 48.94 | 28 | 59.57 | 3 | N | N |

2013-14 Economic Impact Aid School Allocations

This reports identifies the schools funded with LEP, and if applicable, SCE allocations.

CDE Program Contact:

Gustavo Gonzalez, EIA / LEP, ggonzalez@cde.ca.gov, 916-319-0420
Mark Klinesteker, EIA / SCE, mklinesteker@cde.ca.gov, 916-319-0256

There are no EIA eligible schools to fund. Either School Student Counts, Actuals has not been completed or no schools are eligible for EIA.

California Department of Education

Oak Park Unified (56 73874 0000000)

Consolidated Application

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2013-14 Title I, Part A Notification of Authorization of School Wide Program

This report provides notification to CDE of a school's eligibility and local board approval to operate under and report as Schoolwide Program

CDE Program Contact:

Franco Rozic, Title I Monitoring & Support, frzic@cde.ca.gov, 916-319-0269

Note:

In order for CDE program staff to have visibility to all SWP authorized schools, it is important to have an Authorized Representative certify this Notification of Authorization data collection after a change is made.

| School Name | School Code | Authorized | Local Board Approval Date (ex. 04/30/2013) | SIG Approval Date (ex. 04/30/2013) | Poverty Level % |
|----------------------|-------------|------------|--|------------------------------------|-----------------|
| Brookside Elementary | 6055677 | N | | | |
| Medea Creek Middle | 6098255 | N | | | |
| Oak Hills Elementary | 6107528 | N | | | |
| Oak Park High | 5630132 | N | | | |
| Oak Park Independent | 5630256 | N | | | |
| Oak View High | 5630199 | N | | | |
| Red Oak Elementary | 6111496 | N | | | |

California Department of Education

Oak Park Unified (56 73874 0000000)

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Date: 6/17/2013 10:08 AM

2013-14 Title I, Part A Nonprofit Private School Participation

The LEA shall provide, on an equitable basis, special educational services or other benefits to nonprofit private school eligible children.

CDE Program Contact:

Jyoti Singh, Title I Policy & Program Guidance, jsingh@cde.ca.gov, 916-319-0372
Rina DeRose-Swinscoe, Title I Policy & Program Guidance, RDeroseswinscoe@cde.ca.gov, 916-323-0472

The LEA must offer to provide equitable services that address the needs of nonprofit private school students and staff under the programs listed below. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

Note:

The LEA of residence is responsible for providing Title I Part A services to all eligible students who reside in the LEA's Title I attendance area but attend a private nonprofit school. This includes students who attend nonprofit private schools outside the LEA's boundaries.

| School Name | School Code | Enrollment | Participating | Affirmation On File | Low Income Student Count | Direct Services | Contract Services | School Added |
|------------------|-------------|------------|---------------|---------------------|--------------------------|-----------------|-------------------|--------------|
| Peace Montessori | 6137939 | 32 | N | N | | N | N | N |

California Department of Education

Oak Park Unified (56 73874 0000000)

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2013-14 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intends to allocate Title I Part A funds by entering a check in the Fund column.

CDE Program Contact:

Nancy Bodenhausen, Title I Policy & Program Guidance, NBodenhausen@cde.ca.gov, 916-445-4904
 Lana Zhou, Title I Policy & Program Guidance, lzhou@cde.ca.gov, 916-319-0956

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- c - Funded by Other Allowable Sources
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opt In
- Group Schools by Grade Span
- District-wide Low Income %
- Grade Span 1 Low Income %
- Grade Span 2 Low Income %
- Grade Span 3 Low Income %

Yes
 5.92%
 5.53%
 7.77%
 5.07%

| School Name | School Code | Grade Span Group | Projected Enrollment | Projected Low Income Students | Low Income % | Eligible | Funding Required | Ranking | Fund Flag | Exception Reason | Comment |
|----------------------|-------------|------------------|----------------------|-------------------------------|--------------|----------|------------------|---------|-----------|------------------|---------|
| Red Oak Elementary | 6111496 | 1 | 563 | 36 | 6.39 | Y | N | 1 | Y | | |
| Brookside Elementary | 6055677 | 1 | 599 | 34 | 5.68 | N | N | 2 | N | | |
| Oak Hills Elementary | 6107528 | 1 | 539 | 24 | 4.45 | N | N | 3 | N | | |
| Medea Creek Middle | 6098255 | 2 | 1132 | 88 | 7.77 | Y | N | 1 | Y | | |
| Oak View High | 5630199 | 3 | 47 | 3 | 6.38 | Y | N | 1 | N | | |
| Oak Park High | 5630132 | 3 | 1465 | 78 | 5.32 | N | N | 2 | N | | |

California Department of Education

Oak Park Unified (56 73874 0000000)

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2013-14 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intends to allocate Title I Part A funds by entering a check in the Fund column.

| School Name | School Code | Grade Span Group | Projected Enrollment | Projected Low Income Students | Low Income % | Eligible | Funding Required | Ranking | Fund Flag | Exception Reason | Comment |
|----------------------|-------------|------------------|----------------------|-------------------------------|--------------|----------|------------------|---------|-----------|------------------|---------|
| Oak Park Independent | 5630256 | 3 | 165 | 4 | 2.42 | N | N | 3 | N | | |

California Department of Education

Oak Park Unified (56 73874 0000000)

Consolidated Application

Status: Certified
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 Date: 2/7/2014 10:17 AM

2013-14 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to be allocated to eligible public schools and equitable services to students in nonprofit private schools.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, jstrong@cde.ca.gov, 916-319-0492
 Jyoti Singh, Title I Policy & Program Guidance, jsingh@cde.ca.gov, 916-319-0372

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- c - Funded by Other Allowable Sources
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Chart Opt In
- i - CORE Waiver Eligible High School

Low income measure

Group Schools by Grade Span

District-wide low income %

Available Title I, Part A school allocation

Available public school parent involvement reservation

Available nonprofit private school set-asides

Available nonprofit private school parent involvement reservation

FRPM
 Yes
 6.02%
 \$68,928
 \$0
 \$0
 \$0

| School Name | School Code | Grade Span Group | Low Income Students | Low Income Student % | Eligible | \$ Per Low Income Student (0.00) | Carryover | Public School Parental Involvement | Nonprofit Parental Involvement | Nonprofit Private Set Aside | Total School Allocation | Exception Reason | EIA Funded | Other Program Funds | Exception Comment |
|----------------------|-------------|------------------|---------------------|----------------------|----------|----------------------------------|-----------|------------------------------------|--------------------------------|-----------------------------|-------------------------|------------------|------------|---------------------|-------------------|
| Red Oak Elementary | 6111496 | 1 | 46 | 7.47 | Y | 518.25 | \$0 | \$0 | | | 23839.50 | | Y | N | |
| Brookside Elementary | 6055677 | 1 | 37 | 5.92 | Y | 0.00 | \$0 | \$0 | | | 0.00 | | Y | N | |
| Oak Hills Elementary | 6107528 | 1 | 22 | 4.16 | N | 0.00 | \$0 | \$0 | | | 0.00 | | Y | N | |
| Medea Creek Middle | 6098255 | 2 | 87 | 7.72 | Y | 518.25 | \$0 | \$0 | | | 45087.75 | | Y | N | |
| Oak View High | 5630199 | 3 | 10 | 25.00 | Y | 0.00 | \$0 | \$0 | | | 0.00 | | N | N | |

2013-14 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to allocated to eligible public schools and equitable services to students in nonprofit private schools.

| School Name | School Code | Grade Span Group | Low Income Students | Low Income Student % | Eligible | \$ Per Low Income Student (0.00) | Carryover | Public School Parental Involvement | Nonprofit Private Parental Involvement | Nonprofit Private Set Aside | Total School Allocation | Exception Reason | EIA Funded | Other Program Funds | Exception Comment |
|----------------------|-------------|------------------|---------------------|----------------------|----------|----------------------------------|-----------|------------------------------------|--|-----------------------------|-------------------------|------------------|------------|---------------------|-------------------|
| Oak Park High | 5630132 | 3 | 75 | 4.94 | N | 0.00 | \$0 | \$0 | | | 0.00 | | Y | N | |
| Oak Park Independent | 5630256 | 3 | 4 | 1.87 | N | 0.00 | \$0 | \$0 | | | 0.00 | | N | N | |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: C.4.a. APPROVE AUTHORIZATION TO CHANGE THE JOB DESCRIPTION FOR THE DIRECTOR OF EDUCATIONAL TECHNOLOGY AND INFORMATION SERVICES

ACTION

ISSUE: Shall the Board authorize the change to the job description for the Director of Educational Technology and Information Services?

BACKGROUND: The job description for Director of Educational Technology and Information Services does not reflect the level of expertise, knowledge and skill associated with the current position.

Staff is recommending that the Board establish a new job description. A copy of the proposed job description is attached for the Board's review and approval.

Staff is recommending that this position be moved from Level H to Level L on the Administrative Salary Schedule.

- ALTERNATIVES:**
1. Approve the new job description for the Director of Educational Technology and Information Services, the associated move on the Administrative Salary Schedule.
 2. Do not approve the new job description for the Director of Educational Technology and Information Services and the associated move on the Administrative Salary Schedule.

RECOMMENDATION: Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

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 | _____ | _____ | _____ | _____ |

Director of Educational Technology and Information Services
Oak Park Unified School District

Job Description

The Director of Technology is responsible for the educational and administrative technology needs of the Oak Park Unified School District. In this role, the Director works closely with administrators, teachers and support staff to ensure effective, comprehensive, cost efficient use of all technology in the school district, including networks, support systems, and software.

Duties and Responsibilities

Administration

Develop and implement the district's technology plan and assume responsibility for long range planning and execution with respect to the district's full range of technology services.

Establish specifications for the acquisition and approved use of all hardware and software in order to assure appropriate purchases, configurations and licensing regulations.

Guide the selection, implementation, and distribution of the hardware and software for both instructional and administrative purposes.

Review and approve/disapprove all technology-related purchases

Lead, manage, and establish priorities for a service and solution oriented technology staff team.

Manage and direct all district data warehousing activities.

Supervise and evaluate technology staff in collaboration with principals.

Prepare and coordinate the annual district-wide technology services operating budget.

Assist the Assistant Superintendent of Business and Administrative Services with obtaining and maintaining federal and state discounts for technology (ERATE, CALNET, etc.) purchases.

Provide regular updates to the Leadership Team and Curriculum Council on the status of all technology services.

Curriculum and Instruction

Serve as the lead of the District's Technology Committee, which will establish priorities for the district, monitor the implementation of the current technology plan, and review and/or develop policies related to technology.

Provide leadership while working with site level administrators, instructional leadership teams, and teachers to develop technology integration strategies that meet instructional objectives while improving teacher and student technology competencies.

Facilitate the development and implementation of technology competencies related to student performance and technology proficiencies for educators.

Review and evaluate new software and hardware options, communicating evaluations to district leaders.

Serve as a resource for curriculum development.

Oversee the deployment of technology to support State mandated computer based assessments (SBAC computer based testing).

Professional Development

Oversee district technology lead teachers, coaches and mentors (including the district's TechLITEs and SMARTmentor programs)

Provide for staff development in the uses of technology as an instructional or administrative tool for both certificated and classified staff.

Keep informed of new developments and trends in educational and administrative technology in order that appropriate enhancements and innovations may be explored.

Assist in the recruitment, hiring, training, and evaluation of all personnel with technology responsibility.

District Operations

Maintain and enhance district-wide computer network in order to assure operating efficiency and reliability.

Plan for and manage the operation of associated services that rely on the district network such as:

- Network based telephony (such as Voice Over Internet Protocol phone systems)

- Video surveillance systems (IP based security cameras and video recording systems)

Oversee the district's integration and operations with the County provided Student Information System (Aequitas Q)

Oversee all state mandated reporting of student and staff information into the State information system (CALPADs)

Serve as information systems administrator assuring security, as described in the OPUSD Acceptable Use Policy, ease of communication, and proper system controls.

Maintain an inventory of all leased and purchased technology equipment in the system.

General

Perform related duties and responsibilities as requested and appropriate.

Position Evaluation & Supervision

The Director of Technology reports directly to the Superintendent as a member of the executive cabinet. The Director of Technology will work with the Assistant Superintendent of Business and Administrative Services in terms of the financial, procurement, maintenance, and network operations of the position. The Director of Technology will also work with the Assistant Superintendent of Human Resources and Educational Services to coordinate technology focused professional development opportunities. The Director is in a staff relationship with principals and teaching staff. The Director shall be supervised and evaluated annually by Superintendent.

Requirements

B.A. in Education or Specific Subject Area

Valid California Teaching Credential

M.A. in Education Technology (preferred)

Ability to manage the various administrative and instructional technologies needs of the district.

Ability to work with the diverse stakeholders in the technology capabilities of the Oak Park Unified School District.

Terms of Contract

The Director of Technology is a 222 Day Certificated Management Position

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
**SUBJECT: C.5.a APPROVE 2014 CSBA DELEGATE ASSEMBLY
ELECTION OF CANDIDATES**

ACTION

ISSUE: Shall the Board of Education elect four representatives to CSBA's Delegate Assembly?

STATEMENT: There are four vacancies for the 2014 Delegate Assembly Ballot Region/Subregion 11B and there are four candidates as follows. OPUSD may vote for four of the four candidates on one ballot and it must be returned to CSBA postmarked on or before March 17, 2014. Voting instructions, ballot, and biographical sketches for each of the candidates are attached.

Gregory J. Barker (Moorpark USD)
Darlene A. Bruno (Hueneme ESD)*
Rob Collins (Simi Valley USD)*
Ana Del Rio-Barba (Oxnard SD)*
*denotes incumbent

The names of newly elected delegates will be published and disseminated to the membership by April 1.

ACTION: Move to cast our vote for _____, _____, _____ and _____, as representatives to the CSBA Delegate Assembly for Region/Subregion 11B.

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 | _____ | _____ | _____ | _____ |

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **MONDAY, MARCH 17, 2014**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.
A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2014 DELEGATE ASSEMBLY BALLOT
SUBREGION 11-B
(Ventura County)

Number of vacancies: 4 (Vote for no more than 4 candidates)

Delegates will serve two-year terms beginning April 1, 2014 – March 31, 2016

**denotes incumbent*

Gregory J. Barker (Moorpark USD)

Darlene A. Bruno (Hueneme ESD)*

Rob Collins (Simi Valley USD)*

Ana Del-Rio-Barba (Oxnard ESD)*

Provision for Write-in Candidate Name

School District

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District/COE Name

Date of Board Action

See reverse side for a current list of all Delegates in your Region.

Region 11 – Suzanne Kitchens, Director (Pleasant Valley SD)
9 Delegates (9 elected)

Below is a list of all the current Delegates from this Region.

Subregion A

Jack C. Garvin (Santa Maria Joint Union HSD), term expires 2014
Pam Kinsley (Goleta Union ESD), term expires 2015

Subregion B

Darlene A. Bruno (Hueneme ESD), term expires 2014
Rob Collins (Simi Valley USD), term expires 2014
Ana Del Rio-Barba (Oxnard ESD), term expires 2014
Christina Urias (Santa Paula Union HSD), term expires 2015
John Walker (Ventura USD), term expires 2015
Sepideh Yeoh (Oak Park USD), term expires 2014

County Delegate

Mark Lisagor (Ventura COE), term expires 2015

Counties

Santa Barbara (Subregion A)
Ventura (Subregion B)

2014 Delegate Assembly Candidate Biographical Sketch Form



DUE: Tuesday, January 7, 2014 (U.S.P.S.)

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this required one page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

| | |
|---|---------------------------------|
| Name: <u>Gregory J. Barker</u> | CSBA Region: <u>11B</u> |
| District: <u>Moorpark Unified School District</u> | Years on board: <u>22</u> |
| Contact Number: <u>[H] (805) 529 - 2845</u> | E-mail: <u>gbarker@mrpk.org</u> |

Are you a continuing Delegate? Yes No If yes, how long have you served as a Delegate?

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

Funding - The implementation of *Local Control Funding Formula (LCFF)* and the development of *Local Control Accountability Plan (LCAP)* is a change in business practices that will have an impact on all school districts in Ventura County. The Association's voice to how and when the LCFF/LCAP is finally constructed and executed is an important consideration for all districts as to how students may be served.

Curriculum - The *Common Core* and *Smart Balanced Assessment* are revolutionary and evolutionary changes to curriculum and testing in California. CSBA needs to provide thorough training for Board/Management Teams, and guide the LEAs in the messaging and education of the public to these important changes.

Career Technical Education - *Career Pathways, Academies, and Linked Learning* are all strategies that motivate and inspire students toward a life goal where education is a means to an end. The Association needs to continue encouraging and supporting CTE in curriculum as a relevant and motivational tool for students.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

As a retired Social Science teacher and coach with over 40 years in education, I serve the Moorpark educational community with a wide and deep understanding of public education and the various issues involved in educating students in the district. Over the last 22 years, I have been involved in City/District issues, building schools during the district's period of growth, graduation requirements, student service learning, GATE, ESL, and Special Education among other issues and programs.

I am beginning my fourth year as Vice-President of Programs for the Ventura County School Boards Association. In that role, I have coordinated dinner meetings at the Ventura County Office of Education programs of which include LCFF, STEM, CCSS, Jobs of the Future, Critical Issues in Education, Student Rescue and Redemption, Budgeting Practices, and Public Market Place for Schools.

Presently, Local Control Funding Formula/LCAP, Common Core State Standard implementation, technology development in the district, Pre-K education, Career Technical Education (Linked Learning), and Interscholastic Sports have been among my areas of interest.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

It is a rare opportunity to serve on the Delegate Assembly to communicate and influence policy on state funding, curriculum and accountability. I am anxious to listen, learn, discuss and debate the direction CSBA should take in influencing the governor, state legislators, State Board of Education and other policy makers in providing the best education possible for the students of California and Ventura County.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Gregory J. Barker

Date: January 2, 2014

Gregory J. Barker

Objective: Election to the Delegate Assembly

Board

Experience: Elected November 5, 1991 - 2016
President of the MUSD Board of Education five times
CSBA AEC 1991 - 2013
2010 to Present - Vice President of Programs for the VCSBA
C.S.B.A. Masters in Governance Certification

Career

Experience: 1974–2009 **Thousand Oaks High School**
Social Science Teacher and Coach
TOHS WASC/Focus on Learning Co-Coordinator/Writer
Digital High School Grant Writer/Coordinator
School to Career Grant Writer/Coordinator
Mentor Teacher – Conejo Valley Unified School District
1987-Present California Geographic Alliance Teacher Consultant
Coordinator – **California Geographic Alliance (N.G.S.)**
N.G.S. Pilot *Project Marco Polo* to Indonesia
Instructional Leadership Institute – N.G.S. Washington DC

Education: California Lutheran University – School Law
M.S. – Environmental Studies C.S.U., Dominguez Hills
Secondary Credential – California Lutheran College
B.A. – Geography - University of California, Santa Barbara

Community

Leadership: Moorpark Unified School District Board of Education
California Retired Teachers Association - Division 28 Ventura County, President
Founder/President Moorpark High School Softball Boosters Club
Moorpark Athletic Community Complex Committee
President – Moorpark High School Football Boosters
Volunteer Manager/Coach for Softball Programs
Assistant Scout Master – Troop 604, Moorpark
Moorpark Little League Manager/Coach
President – Buttercreek II Homeowner Association

It would be my honor to represent Area 11B in the California School Boards Association Delegate Assembly.

2014 Delegate Assembly Candidate Biographical Sketch Form



DUE: Tuesday, January 7, 2014 (U.S.P.S.)

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this required one page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

| | |
|--|--|
| Name: <u>Darlene A. Bruno</u> | CSBA Region: <u>11B</u> |
| District or COE: <u>Hueneme Elementary School District</u> | Years on board: <u>23</u> |
| Contact Number: <u>(805) 312-4185</u> | E-mail: <u>juneclvrmmom@netscape.net</u> |
| Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>14</u> | |

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

I believe each district needs to remain financially strong. To accomplish this, we need to learn and understand the Governor's new Local Control Funding Formula (LCFF) and Local Control Accountability Plan (LCAP). This will allow each district to receive the dollars needed to create programs that will best fit our population. We also need to learn and understand the Common Core. We will be able to develop plans and programs to better educate the children in our classrooms. Hopefully, when we find a program that is exceptional, we can share it district-wide for all students to benefit. Class size should be one of the top challenges we work on. Unless a teacher has an aide or a parent volunteer in their classroom, 34:1 is very hard to manage, let alone teach. We will serve our children better if we focus some of our dollars on lowering class size.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

Even before I was a delegate, I served on the Ventura County School Board Executive Committee. I had the opportunity to learn about other districts in Ventura County and hear what the current issues were. In the past, the Delegates were assigned several schools to report back to after the Delegate Assembly meetings. Although we are not currently operating this way, I still leave my phone and email address with each district so they can let me know of any issues they would like brought up at the Delegate Assembly meetings. I attend all the VCSBA educational dinners that we have in our county and have input on what type of programs we will offer. I feel very comfortable with the CSBA Executive Board, since two of the past presidents have come from Ventura County. If any district had an issue they would like presented to the CSBA Executive Committee, I am sure I could find the time to communicate with them.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I find the Delegate Assembly to be a very influential organization. We set CSBA policy for the whole state. We have several new members in the Ventura County region right now, and I feel it is good to have a mix of experienced ^{and} new people. Our region has a very diverse population and each group needs to be well represented. I have the experience and knowledge to help new members join our group and make informed decisions. I would also like to increase attendance of board members at the many meetings we have during the school year. More parent involvement in their children's schools is also an ongoing goal.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Darlene A. Bruno

Date: 12/17/2013

2014 Delegate Assembly Candidate Biographical Sketch Form



DUE: Tuesday, January 7, 2014 (U.S.P.S.)

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this **required one page** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this **one page** candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

| | |
|---|--|
| Name: <u>Ana Del Rio-Barba</u> | CSBA Region: <u>11B</u> |
| District or COE: <u>Oxnard Elementary School District</u> | Years on board: <u>11</u> |
| Contact Number: <u>(805) 485-1401</u> | E-mail: <u>adelriobarba@oxnardsd.org; adelriobarba@hotmail.com</u> |
| Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>2.5</u> | |

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

- 1) Advocate for public education. Protect public education as it is the foundation for our country and community.
- 2) Equity among all our student population.
- 3) Local Control Funding Formula along with Local Control and Accountability Plan.

Bringing these priorities to the Association's table will help in setting future goals and direction to assist member districts in their decision making.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

I have served our community as a school board member for 11 years. Before being elected to the board, I served as a bilingual elementary school teacher. I have served as a PTA leader and President of the Association of Mexican-American Educators (AMAE) for two consecutive years. During my board member tenure, I have served on numerous district committees, in particular as the voice for the Latino community. I am often invited as the guest speaker and as a presenter at various parent functions that I am very comfortable doing bilingually. I make it a point to attend all school functions of which I am able. Oxnard is a K-8 district with 20 schools. Demographics are over 80% Hispanic of which over 50% are English Learners. I am a great communicator and consensus builder. I have earned the respect of our community and colleagues and never take my role as a community leader lightly. I am very humbled by the trust and confidence afforded me and will continue to assume whatever task is placed before me. I have a proven record of rising to the needs of my constituency.

As an executive member of our local Ventura County School Board Association, I am afforded the opportunity to meet with our Regional Director. There is constant communication between delegates in our region.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

As a servant to our local community, it is my honor to continue my leadership capability as a Delegate. I bring experience and continuity to the table. I am highly committed and dedicated to being a life-long learner. I am able to adapt my leadership style to both the situation and the person. As an empathetic and insightful individual, I am able read people and take the appropriate action when necessary.

I possess the necessary attributes and skills to provide positive input to our Delegate Assembly. I humbly ask for your support and vote to the Delegate Assembly.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____

Date: Dec. 19, 2013

2014 Delegate Assembly Candidate Biographical Sketch Form



DUE: Tuesday, January 7, 2014 (U.S.P.S.)

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this **required one page** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this **one page** candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

| | |
|--|---------------------------|
| Name: Rob Collins | CSBA Region: 11 B |
| District or COE: Simi Valley Unified School District | Years on board: 9 |
| Contact Number: (805) 527-1946 | E-mail: Robdisimi@aol.com |

Are you a continuing Delegate? Yes No If yes, how long have you served as a Delegate?

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

- (1) Strive to see California's Per-Pupil spending reach the national average.
- (2) Work to make the new Local Control Funding Formula equitable for all of California's students.
- (3) Be actively involved to see the implementation of the Common Core Standards help to make our students college or career ready.

These priorities are important because all of our students deserve a world class education.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

I am currently active as a member of the Ventura County School Board Association Executive Board and was recently elected to the County Reorganization Committee. I also am currently serving as the Vice Chair of the Simi Valley Heroin Prevention Task Force.. I am now serving my second term as President of the Simi Valley USD School Board.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I feel the information I receive as a Delegate is often very valuable in making me be a more informed and effective local Board Member. I often share the new information learned as a Delegate with my Board and District Staff. I also feel that my many years of experience as a teacher, administrator and college professor help me yo make positive contributions to the CSBA Delegate Assembly.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Rob Collins

Date: 12/10/13



DECLARATION OF INDEPENDENCE

When in the course of human events, it becomes necessary for one people to declare their independence of another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes that impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed.

That whenever any Form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their Safety and Happiness.

That the history of the present United States of America is a history of the progress of the ideas of Rights and Liberty, and of the application of those ideas to the facts of American history.

That the people of the United States are entitled to the same rights and liberties as the people of any other nation, and that they are determined to maintain and defend those rights and liberties.

In testimony whereof, we have hereunto set our hands and seals, at the City of Philadelphia, this 4th day of September, 1776.

Robert W. Collins
3708 Martz Street
Simi Valley, California 93063
805-527-1946

Qualifications

Retired in 2002 from the Simi Valley Unified School District after thirty years as a teacher and school administrator. First elected to the Simi Valley Board of Education in 2004 and re-elected in 2008 and 2012. Past member of the Ventura County Board of Education. Political Science adjunct professor at College of the Canyons since 1999. Named Teacher of the Year for SVUSD in 1998. Past-president of the Tri-County Education Coalition. Currently serving as President of the Board.

Education

- M. A. in American History, California State University, Los Angeles
- B. A. in History/Political Science; Minor in Speech and Debate
- Standard Secondary and Administrative Services Credentials
- Forty years of teaching at the Middle School, High School and College levels.

Leadership Experience

- Elected to the SVUSD Board of Education in 2004 – Re-elected in 2008 and 2012
- Past Member of the Ventura County Board of Education
- Member of Tri-County Education Coalition since 1987- President 1990-1991 and 2001-2002 terms.
- Executive Board Member of Ventura County School Boards Association (VCSBA) for six years
- Legislative Committee Member for California County School Boards Association for two years
- High School Academic Decathlon Coach for 15 years – Won four Ventura County Championships
- Advisory Board Member for Simi Valley Education Foundation
- Advisor for Ventura County Teen Court for ten years
- Western Association of Schools and Colleges (WASC) Visiting Team Member
- Director of Simi Valley "Read Across America" from 2001 to present
- Adjunct Professor – College of the Canyons from 1999 to present
- VCSBA Vice President, Legislation for four years
- Member of Leadership Simi Valley, Class of 2006
- Currently Serving as Vice Chair of the Simi Valley Heroin Prevention Task Force

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~JANUARY 21, 2014~~ FEBRUARY 18, 2014

SUBJECT: C.6.a. APPROVE AMENDMENT TO BOARD POLICY 3100 – BUDGET –~~First~~ Second Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3100 – Budget?

BACKGROUND: Board Policy 3100 is be updated to reflect new law (AB 97, 2013) which requires that (1) that board must adopt the LCAP prior to adopting the district budget; (2) the budget must include the expenditures necessary to implement the LCAP or the annual update to the LCAP, (3) supplemental and concentration gran funds under the local control funding formula must be used to increase or improve services for student who are eligible for free or reduced-price meals, English learners, and/or foster youth; and (4) state standards and criteria for district budgets must be adopted by the SBE by January 1, 2014, to reflect the requirements of the LCAP.. Board 3100 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 3100 – Budget.
 2. Do not amend Board Policy 3100 – Budget.
 3. Adopt a modified version of the amendment to Board Policy 3100 – Budget.

RECOMMENDATION:
Approval of 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 Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(a)

Budget

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, ~~and~~ priorities **and comprehensive plans**. The district budget shall guide administrative decisions and actions throughout the year and **shall** serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 0200 – Goals for the School District)

(cf. 0400 – Comprehensive Plans)

(cf. 3000 - Concepts and Roles)

(cf. 3300 – Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the **following fiscal year, together with** ~~current year and two subsequent years, and include~~ a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the current year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

(cf. 0460 – Local Control and Accountability Plan)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year. (Education Code 42127)

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(b)

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold *a* public hearings ***on the proposed budget and meetings*** in accordance with Education Code 42103 and 42127.

(cf. 9320 – Meetings and Notices)
(cf. 9322 – Agenda/Meeting Materials)
(cf. 9323 – Meeting Conduct)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 – Representative and Deliberative Groups)
(cf. 3350 – Travel Expenses)
(cf. 9130 – Board Committees)
(cf. 9140 – Board Representatives)

Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with criteria and standards adopted by the State Board of Education (SBE). (Education Code 33127, 33128, 33128.3, 33129; 5 CCR 15440-15451)

The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(c)

regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced-price meals, and/or foster youth at least in proportion to the increase to the district's revenue generated from such funds. (Education Code 42238.07)

(cf. 3553 – Free and Reduced Price Meals)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6174 – Education for English Language Learners)

~~In developing the district budget, the Board shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the state of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)~~

~~The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of law. (Education Code 33128.3; 5 CCR 15440)~~

The Board may establish other budget assumptions or parameters, which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 – Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54 as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(d)

2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.

3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least **two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.** ~~3 percent (3%) of general fund expenditures and other financing uses.~~

If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The district's current-year budget and multi-year projection shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Business and Non-Instructional Operations

BP 3100(e)

(cf. 4141/4241 – Collective Bargaining Agreement)
(cf. 4143/4243 – Negotiations/Consultation)
(cf. 4154/4254/4354 – Health and Welfare Benefits)
(cf. 7210 – Facilities Financing)
(cf. 9250 – Remuneration, Reimbursement and Other Benefits)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the previous year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval *as necessary* when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
35035 Powers and duties of superintendent
35161 Powers and duties, generally, of governing boards
42103 Public hearing on proposed budget; requirements for content of proposed budget
42122-42129 Budget requirements
42130-42134 Financial certifications
42140-42141 Disclosure of fiscal obligations
42238-42251 Apportionments to districts, especially:
42238.01-42238.07 Local control funding formula
42602 Use of unbudgeted funds
42605 Tier 3 categorical flexibility
42610 Appropriation of excess funds and limitation thereon
44518-44519.2 Chief business officer training program
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
52060-52077 Local control and accountability plan

GOVERNMENT CODE

7900-7914 Expenditure limitations

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure
15440-15452 Criteria and standards for school district budgets

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(f)

Management Resources:

CSBA PUBLICATIONS

Local Control Funding Formula 2013, Governance Brief, August 2013

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

~~Maximizing School Board Governance: Budget Planning and Adoption, 2006~~

~~Maximizing School Board Governance: Understanding District Budgets, 2006~~

School Finance CD-ROM 2005

CDE PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis – For State and Local Governments, June 1999

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.dec.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analysts' Office: <http://www.lao.ca.gov>

School Services of California: <http://www.sscal.com>

Adopted: 7-23-80

Amended: 5-1-89, 10-19-83, 6-4-02, 9-17-02, 12-16-03, 3-22-05, 3-17-09, 4-20-10, 4-17-12

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

SUBJECT: C.6.b. APPROVE AMENDMENT TO BOARD POLICY 2210 – ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy?

BACKGROUND: Board Policy 2210 is being updated to delete section on “Tier 3 Categorical Flexibility” since new law (AB 97) repealed law granting flexibility in the use of Tier 3 categorical program funding and redirected that funding into the local control funding formula (LCFF). Board Policy 2210 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy.
 2. Do not amend Board Policy 2210 – Administrative Discretion Regarding Board Policy.
 3. Adopt a modified version of the amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy.

RECOMMENDATION:
Approval of 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 Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2210(a)

Administrative Discretion Regarding Board Policy

Through the adoption of written policies, the Governing Board *desires to be proactive in communicating its philosophy, priorities, and expectations for the district; clarifying the roles and responsibilities of the Board, Superintendent, and other senior administrators; and setting direction for the district through written policies.* ~~conveys its expectations for actions that will be taken in the district, clarifies roles and responsibilities of the Board and Superintendent, and communicates Board philosophy and direction.~~ However, the Board recognizes that, *in the course of operating* at times, situations may arise in the operation of the district schools *or implementing* and in the implementation of district programs *situations may arise which may not be addressed in written policy.* ~~that are not addressed in Board policy or administrative regulations. When resolution of such a situation necessitates immediate action, the Superintendent or designee shall have the authority to act on behalf of the district.~~

(cf. 0000 – Vision)

(cf. 0100 – Philosophy)

(cf. 0200 – Goals for the School District)

(cf. 0460 – Local Control and Accountability Plan)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

In any situation in which immediate action is needed to avoid any risk to the safety or security of district students, staff, or property or disruption to student learning, the Superintendent or designee shall have the authority to act on behalf of the district.

As necessary, the Superintendent or designee shall consult with other district staff, including the legal counsel and/or the chief business official, regarding the exercise of this authority.

~~If the situation or its resolution may affect the safety or security of students or staff members, involve a significant impact on student learning, or create a distraction with the school community,~~

(cf. 0450 – Comprehensive Plan)

(cf. 3516.5 – Emergency Schedules)

The Superintendent or designee shall notify the Board as soon as practicable after *he/she exercises this authority.* ~~its occurrence.~~ The Board president and the Superintendent shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions *to* ~~in~~ Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2210(b)

(cf. 9320 – Meetings and Notices)
(cf. 9322 – Agenda/Meeting Minutes)

Tier 3 Categorical Flexibility

The Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. In implementing the flexibility, the Superintendent, in accordance with Education Code 42605, may suspend any program or funding requirement reflected in any Board policy, administrative regulation, or other document designed for the operation of any Tier 3 categorical program to the extent that such suspension does not affect the terms of any existing district contract or bargaining agreement. As necessary, the Superintendent or designee shall consult with other district staff, including the legal counsel and/or the chief business office, regarding the district's exercise of this flexibility.

The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved.

(cf. 0420 – School Plans/Site Councils)
(cf. 0420.1 – School Based Program Coordination)
(cf. 1220 – Citizen Advisory Committees)
(cf. 1312.4 – Williams Uniform Complaint Procedures)
(cf. 3110 – Transfer of Funds)
(cf. 3111 – Deferred Maintenance Funds)
(cf. 4111 – Recruitment and Selection)
(cf. 4112.2 – Certification)
(cf. 4112.21 – Interns)
(cf. 4113 – Assignment)
(cf. 4117.14/4317/14 – Postretirement Employment)
(cf. 4131 – Staff Development)
(cf. 4131.1 – Beginning Teacher Support/Induction)
(cf. 4138 – Mentor Teachers)
(cf. 4139 – Peer Assistance and Review)
(cf. 4231 – Staff Development)
(cf. 4331 – Staff Development)
(cf. 5123 – Promotion/Acceleration/Retention)
(cf. 5136 – Gangs)
(cf. 5141.32 – Health Screening for School Entry)
(cf. 5145.6 – Parental Notifications)
(cf. 5146 – Married/Pregnant/Parenting Students)
(cf. 5147 – Dropout Prevention)
(cf. 5148.1 – Child Care Services for Parenting Students)
(cf. 5149 – At Risk Students)
(cf. 6141.5 – Advanced Placement)
(cf. 6142.6 – Visual and Performing Arts Education)
(cf. 6142.91 – Reading/Language Arts Instruction)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2210(c)

~~(cf. 6142.94 – History Social Science Instruction)~~
~~(cf. 6146.1 – High School Graduation Requirements)~~
~~(cf. 6151 – Class Size)~~
~~(cf. 6161.1 – Selection and Evaluation of Instructional Materials)~~
~~(cf. 6162.52 – High School Exit Examination)~~
~~(cf. 6163.1 – Library Media Centers)~~
~~(cf. 6164.2 – Guidance/Counseling Services)~~
~~(cf. 6172 – Gifted and Talented Student Program)~~
~~(cf. 6176 – Weekend/Saturday Classes)~~
~~(cf. 6177 – Summer School)~~
~~(cf. 6178 – Career Technical Education)~~
~~(cf. 6178.2 – Regional Occupational Center/Program)~~
~~(cf. 6179 – Supplemental Instruction)~~
~~(cf. 6184 – Continuation Education)~~
~~(cf. 6185 – Community Day School)~~
~~(cf. 6200 – Adult Education)~~
~~(cf. 7214 – General Obligation Bonds)~~
~~(cf. 9323.2 – Actions by the Board)~~

Legal Reference

EDUCATION CODE

35010 Control of district, prescription and enforcement of rules
35035 Powers and duties of superintendent
35160 Authority of governing boards
35161 Powers and duties; authority to delegate
~~35160.5 Annual review of school district policies~~
35163 Official actions, minutes and journal
~~42605 Tier 3 categorical flexibility~~

Management Resources:

CSBA PUBLICATIONS

~~Policy Implications of Categorical Program Flexibility, Policy Advisory, November 2009~~

~~Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009~~

Impact of Local Control Funding Formula on Board Policies, Policy Brief, November 2013

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

~~Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009~~

WEB SITES

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

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

Adopted: 7-9-80

Amended: 3-18-86, 5-7-91, 9-17-02, 9-16-03, 5-15-12

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

SUBJECT: C.6.c. APPROVE AMENDMENT TO BOARD POLICY 3551 – FOOD SERVICE OPERATIONS/CAFETERIA FUND– First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund?

BACKGROUND: Board Policy 3551 is being updated to (1) clarify requirement for districts participating in the National School Lunch Program to ensure that appropriate personnel receive annual training on administrative practices, (2) reflect the U.S. Departments of Agriculture’s guidance on indirect costs, and (3) add new section on “Program Monitoring and Evaluation” reflecting new state Administrative Review process. Board Policy 3551 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund.
 2. Do not amend Board Policy 3551 – Food Service Operations/Cafeteria Fund.
 3. Adopt a modified version of the amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund.

RECOMMENDATION:
Approval of 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 Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(a)

Food Service Operations/Cafeteria Fund

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. **To ensure program quality and** to increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 – Budget)

(cf. 3300 – Expenditures and Purchases)

(cf. 3311 – Bids)

(cf. 3550 – Food Service/Child Nutrition Program)

(cf. 5030 – Student Wellness)

The Superintendent or designee shall ensure that all food service administrators and personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program.

(cf. 4231/4331 – Staff Development)

At least once each year, food service administrators, other appropriate personal who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of provided food services and consistent with Education 38084 and 42 USC 1760.

Students who are enrolled in the free or reduced-price meals programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 – Free and Reduced Price Meals)

~~In addition,~~ Meals may be sold to ***nonstudents, including parents/guardians, volunteers, student siblings or other individuals who are on campus for a legitimate purpose.*** Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (***USDA***) ~~foods commodities.~~ ~~or organizations who are on campus during meal times for a legitimate purpose, such as classroom volunteers, parents/guardians, or.~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(b)

~~The Superintendent or designee shall recommend meal prices, based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760, for students and non-students for approval by the Board.~~

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, Program financial reports regarding revenues and expenditures related to the food service program. shall be presented regularly to the Board.

(cf. 3460 – Financial Reports and Accountability)

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 – Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services

49490-49493 School breakfast and lunch programs

49500-49505 School meals

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(c)

220.1-220.21 National School Breakfast Program
250.1-250.70 USDA foods

Management Resources:

~~CDE MANAGEMENT BULLETINS~~

CDE PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Cafeteria Funds – Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012

Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods,
Management Bulletin USDA-FDP-02-2010, August 2010

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the
Handling of Unpaid Meal Charges USDA-SNP-01-2008, February 2008

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, 00-111 July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Financial Management of the School Meal Programs, Correspondence, August 30, 2013

Indirect Costs: Guidance for State Agencies and School Food Authorities, 2011

US DEPARTMENT OF EDUCATION GUIDANCE

FAQs About School Meals

WEB SITES

CDE, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture; Food and Nutrition Service: [http:// www.fns.usda.gov/cnd/](http://www.fns.usda.gov/cnd/)

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

Adopted: 9-17-02

Amended: 2-17-04, 5-20-08, 8-16-11

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

SUBJECT: C.6.d. APPROVE AMENDMENT OF BOARD POLICY 5123 – PROMOTION/ACCELERATION/RETENTION – First Reading Action

ISSUE: Should the Board of Education approve amendment of Board Policy 5123 – Promotion/Acceleration/Retention?

BACKGROUND: Board Policy 5123 is updated to reflect mandate that the policy provide for students to be identified for retention as early in the school year, and as early in their school careers, as possible. Policy reflects new law (AB 484) which establishes a new state assessment system impacting the indicators that may used to identify a student for retention. Board Policy 5123 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment of Board Policy 5123 – Promotion/Acceleration/Retention .
 2. Do not approve the amendment Board Policy 5123 – Promotion/Acceleration/Retention.

RECOMMENDATION:
Approval of 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 Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5123(a)

Promotion/Acceleration/Retention

The Governing Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that children learn and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

(cf. 6011 - Academic Standards)
(cf. 6146.1 – High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6162.52 – High School Exit Examination)
(cf. 6170.1 – Transitional Kindergarten)

~~Progress toward high school graduation shall be based on students' ability to pass the courses necessary to earn the required number of credits and, beginning in the 2003-04 school year, on their ability to pass the state high school exit examination.~~

~~*(cf. 6146.1 – High School Graduation Requirements)*~~

When high academic achievement is evident, the Superintendent or designee *teacher* may recommend a student for acceleration into a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

~~, the Superintendent or designee *Teachers* shall identify students who should be retained and who are at risk of being retained **at their current grade level** as early **in their school careers as practicable. Such students shall be identified at the following grade levels: (Education Code 48070.5)** as possible in the school year in accordance with law, Board policy, administrative regulation and the following criteria.~~

~~Before retaining a student, the principal or designee shall determine that:~~

- ~~• The student has not met grade-level standards of expected student achievement based on data and agreed upon criteria.~~
- ~~• Appropriate instructional interventions targeted to the student's needs have been provided as a support strategy.~~
- ~~• Supplemental instruction in which the student has participated has not sufficiently prepared the student for successful advancement.~~
- ~~• The student and his/her parent/s or guardian/s have been notified and have been provided criteria, data, and reasons for the recommendation to retain.~~

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 5000

Students

BP 5123(b)

~~(cf. 5121 – Grades/Evaluation of Student Achievement)
(cf. 5149 – At Risk Students)~~

1. *Between grades 2 and 3*
2. *Between grades 3 and 4*
3. *Between grades 4 and 5*
4. *Between the end of the intermediate grades and the beginning of the middle school grades*
5. *Between the end of the middle school grades and the beginning of the high school grades*

Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, as indicated by grades and the following additional indicators of academic achievement:

1. *Report card grades*
2. *Districtwide assessments*
3. *Performance on student work reflecting progress on standards*
4. *Standardized test scores*
5. *Teacher recommendation*
6. *Classroom instructional participation time*

~~(cf. 5121 – Grades/Evaluation of Student Achievement)
(cf. 5149 – At-Risk Students)~~

Students between grades 2 and 3 and grade 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts, and mathematics shall be the basis for identifying students between grade 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades (Education Code 48070.5)

~~(cf. 6142.91 – Reading/Language Arts Instruction)
(cf. 6142.92 – Mathematics Instruction)~~

If a student does not have a regular classroom teacher, the Superintendent or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)

The teacher's decision to promote or retain a student may be appealed in accordance with AR 5123 – Promotion/Acceleration/Retention.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5123(c)

When a student in ~~grades 2 through 9~~ is ***recommended for retention or is identified at risk for retention***, ~~retained or recommended for retention~~, the Superintendent or designee shall offer ***an appropriate program of remedial instruction to assist the student in meeting grade-level expectations***. ~~programs of direct, systematic and intensive supplemental instruction in accordance with Education Code 37252.2.~~ (***Education Code 48070.5***)

(cf. 6179 - Supplemental Instruction)

Legal Reference:

EDUCATION CODE

37252-37253.5 Supplemental instruction

41505-41508 Pupil Retention Block Grant

46300 Method of computing ADA

48010 Admittance to first grade

448011 ~~Admission on completing kindergarten; grade placement of pupils coming from other districts~~

Promotion/retention following one year of kindergarten

48070-48070.5 Promotion and retention

~~48431.6 Required systematic review of students and grading~~

56345 Elements of individualized education plan

60640-60649 ~~Standardized Testing and Reporting Program~~ ***California Assessment of Student Performance and***

Progress

60850-60856 Exit examination

CODE OF REGULATIONS, TITLE 5

200-202 Admission and exclusion of students

Management Resources:

~~*CDE MANAGEMENT ADVISORIES*~~

~~0900.90 Changes in Law Concerning Eligibility for Admission to Kindergarten 90-10~~

~~*LEGISLATIVE COUNSEL'S OPINION*~~

~~Promotion and Retention #21610~~

~~*CSBA POLICY ADVISORIES*~~

~~0901.99 Social Promotion/Retention Policy Briefing: Considerations for English Language Learners~~

~~1112.98 Student Promotion/Retention Advisory~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs Promotion, Retention, and Grading (students with disabilities)

FAQs Pupil Promotion and Retention

Kindergarten Continuance Form

WEB SITES

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

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

Adopted: 6-14-99

Amended: 4-17-01, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

**SUBJECT: C.6.e. AMENDMENT TO BOARD POLICY 5141.21 –
ADMINISTERING MEDICATION AND MONITORING
HEALTH CONDITIONS – First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions?

BACKGROUND: Board Policy 5141.21 is being updated to reflect new court decision which held that state law permits, training, nonmedical school personnel to administer insulin to students in school in accordance with a written health care provider statement and parental consent. Policy also updated to reflect Title 5 regulations related to the administration of emergency antiseizure medication. Board Policy 5141.21 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions.
 2. Do not amend Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions.
 3. Adopt a modified version of the amendment to Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. 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 Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.21(a)

Administering Medication and Monitoring Health Conditions

The Governing Board **believes that regular school attendance is critical to student learning and that students who** recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care providers **should have an opportunity to participate in the educational program.**

(cf. 5113 – Absences and Excuses)

(cf. 5113.1 – Chronic Absence and Truancy)

Any medication prescribed for a ~~to be able to fully participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, who is qualified to receive services as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan as applicable.~~

(cf. 6159 – Individualized Education Plan)

(cf. 6164.6 – Identification and Education Under Section 504)

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing ~~If a parent/guardian chooses, he/she may administer the medication to his/her child at school, or designate another individuals who is not a school employee to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.~~

(cf. 1250 – Visitors/Outsiders)

(cf. 5141 – Health Care and Emergencies)

(cf. 5141.22 – Infectious Diseases)

(cf. 5141.23 – Asthma Management)

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

(cf. 6116 – Classroom Interruptions)

~~In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent monitoring, testing or treatment may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.21(b)

Administration of Medication by School Personnel

Any medication prescribed by an authorized health care provider, including, **but not limited to**, an emergency anti-seizure medication for a student **who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon**, with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)

When medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency antiseizure medication, auto-injectable epinephrine, insulin, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and stage of medication. Such training, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.5, 49414.7, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

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

~~A school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event that such license school personnel are not available, or in an emergency situation such as a public disaster or epidemic, unlicensed school employees who have been appropriately trained by the school nurse may administer an insulin injection to a student. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to the school nurse, physician, or to other appropriate individuals. In the event that licensed school personnel are not available, the district may also contract with a licensed nurse from a public or private agency to administer insulin to a student.~~

~~*(cf. 5141.24 – Specialized Health Care Services)*~~

~~When unlicensed personal are authorized by law to administer a medication, such as emergency~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.21(c)

~~anti-seizure medication, epinephrine auto-injector or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of the medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.~~

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

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

School nurses and other designated school personnel shall administer medications *to students* in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 – Universal Precautions)

~~In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.~~

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.5 Providing school personnel with voluntary emergency training

49414.7 Emergency medical assistance: administration of epilepsy medication

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication, conditions upon which pupil may carry and self-administer medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 5000

Students

BP 5141.21(d)

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

620-627 Administration of emergency antiseizure medication by trained volunteer nonmedical school personnel

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

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

~~American Nurses Association v. O'Connell, (2010) 185 Cal.App.4th 393~~

American Nurses Association v. Torlakson, (2013) 57 Cal.App.4th 570

Management Resources:

CSBA PUBLICATIONS

Pandemic Influenza, Fact Sheet, September 2007

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEB SITES

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

American Diabetes Association: <http://www.diabetes.org>

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

National Diabetes Education Program: <http://www.ndep.nih.gov>

Department of Health and Human Services, National Institutes of Health, National Heart, Lung and Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

Adopted: 10-15-80

Amended: 5-20-86, 8-18-92, 9-17-02, 5-17-05, 3-15-11, 5-15-12

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

SUBJECT: C.6.f. APPROVED AMENDMENT TO BOARD POLICY 5146 – MARRIED/PREGNANT/PARENTING STUDENTS – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5146 – Married/Pregnant/Parenting Students?

BACKGROUND: Board Policy 5146 is revised to reflect new law (AB 97) which redirects funding into the LCFF. Material related to pregnancy prevention also is deleted since issue is appropriately addressed in other policies. Board Policy 5146 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5146 – Married/Pregnant/Parenting Students.
 2. Do not amend Board Policy 5146 – Married/Pregnant/Parenting Students.
 3. Adopt a modified version of the amendment to Board Policy 5146 – Married/Pregnant/Parenting Students.

RECOMMENDATION:
Approval of 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 Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 5000

Students

BP 5146(a)

Married/Pregnant/Parenting Students

The Governing Board recognizes that early marriage, pregnancy or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to **support married, pregnant, and parenting students to continue their education**, ~~provide instruction and services designed to assist in pregnancy prevention.~~ The Board also desires to support male and female expectant and parenting students to attain strong academic and parenting skills, and to promote the healthy development of their children.

(cf. 5113.1 – Chronic Absence and Truancy)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6011 - Academic Standards)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6164.5 – Student Success Teams)

The district shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. (Education Code 230; 20 USC 1681-1688)

~~Married, expectant and parenting students shall have the same educational and extracurricular opportunities as all students. Participation in special programs or schools shall be voluntary.~~

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5127 - Graduation Ceremonies and Activities)

Any education program or activity, including any class or extracurricular activity, that is offered separately to such students shall be comparable to that offered to other district students. A student's participation in such programs shall be voluntary. (34 CFR 106.40)

(cf. 6142.7 Physical Education and Activity)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 and BP/AR 1312.3 – Uniform Complaint Procedures.

(cf. 1312.3 – Uniform Complaint Procedures)

For school-related purposes, married students under the age of 18 *years* are ~~emancipated minors~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5146(b)

~~and~~ **shall** have all the rights and privileges of students who are 18 *years old*, even if the marriage has been dissolved. (Family Code 7002)

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on participation rates in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

(cf. 0500 – Accountability)

(cf. 6162.5 – Student Assessment)

Pregnant ~~Expectant~~ and Parenting Students

~~The Board is committed to providing a comprehensive, continuous, community-linked program for pregnant and parenting students and their children that reflects the cultural and linguistic diversity of the community.~~

~~The Superintendent or designee shall collaborate with the County Superintendent of Schools and other community agencies and organizations to ensure that appropriate educational and related support services are available to meet the needs of expectant and parenting students their children.~~

~~*(cf. 1020 – Youth Services)*~~

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

~~Expectant~~ ***Pregnant*** and parenting students **shall** retain the right to participate in any comprehensive school or educational alternative program. ~~School placement and instructional strategies for participating students shall be based on the needs and learning styles of individual students.~~ The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the individual student and/or *his/her* child. (Education Code 54745)

~~*(cf. 6158 - Independent Study)*~~

~~*(cf. 6183 – Home and Hospital Instruction)*~~

~~*(cf. 6181 – Alternative Schools/Programs of Choice)*~~

~~*(cf. 6184 - Continuation Education)*~~

~~*(cf. 6200 - Adult Education)*~~

~~In addition to providing a quality education program for expectant and parenting students, the district's program shall provide parenting education and life skills instruction, special school~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5146(c)

~~nutrition supplements for pregnant and lactating students, and a child care and development program on or near the school site for the children of enrolled students. The district's program may provide other support services authorized by Education Code 54746 as necessary to meet the needs of students and their children. (Education Code 54745)~~

~~(cf. 3550—Food Service/Child Nutrition Program)
(cf. 5141.6—Student Health and Social Services)
(cf. 5148—Child Care and Development)
(cf. 5148.1—Child Care Services for Parenting Students)
(cf. 6164.2—Guidance/Counseling Services)~~

Pregnancy Prevention Program

~~The Superintendent or designee shall ensure that age appropriate, culturally sensitive and community sensitive instruction and services are available to assist in the prevention of pregnancy among minors. The district's program shall be based on strategies that have proven effective in delaying the onset of sexual activity and reducing the incidence of pregnancy among school age youth. Instruction shall be consistent with the district's family life/sex education curriculum.~~

~~(cf. 5141.25—Availability of Condoms)
(cf. 6142.1—Family Life/Sex Education)
(cf. 6142.8—Comprehensive Health Education)
(cf. 6143—Courses of Study)~~

Legal Reference:

EDUCATION CODE

230 Sex discrimination

~~2551.3 Determination of state aid for pregnant minors program~~

8200-8498 Child Care and Development Services Act

~~8920-8929 Teenage pregnancy prevention grant program~~

~~17293 School facilities for pregnant/parenting teen programs~~

48205 Excused absences

48220 Compulsory education requirement

48410 Persons exempted from continuation classes

49553 Nutrition supplements for pregnant/lactating students

~~49558 Confidentiality of applications and records for free or reduced price meals~~

51220.5 Parenting skills and education

51745 Independent study

52610.5 Enrollment of pregnant and parenting students in adult education

54740-54749.5 California School Age Families Education Program (Cal-SAFE)

FAMILY CODE

7002 Description of emancipated minor

~~7050 Purposes for which emancipated minor considered an adult~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5146(d)

HEALTH AND SAFETY CODE

~~124175-124200 Adolescent and Family Life Act~~

104460 Tobacco prevention services for pregnant and parenting students

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4950 Nondiscrimination, marital and parental status

~~11820-11834 Pregnant minor program~~

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Education Act Amendments

UNITED STATES CODE, TITLE 42

1786 Special supplemental nutrition program for women, infants, and children

CODE OF FEDERAL REGULATIONS, TITLE 7

246.1-246.28 Special supplemental nutrition program for women, infants, and children

CODE OF FEDERAL REGULATIONS, TITLE 34

106.40 Marital or parental status

ATTORNEY GENERAL OPINION

87 Ops. Cal. Atty. GEN 168 (2004)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1999) 16 Cal.4th 307

Management Resources:

CALIFORNIA WOMEN'S LAW CENTER PUBLICATIONS

Educational Rights of Pregnant and Parenting Teens: Title IX and California State Law Requirements

The Civil Rights of Pregnant and Parenting Teens in California Schools, 2002

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Supporting the Academic Success of Pregnant and Parenting Students under Title IX of the Education Amendments of 1972, rev. June 2013

CDE PUBLICATIONS

Pregnant and Parenting Students: A Report to the Legislature, April 1996

SBE POLICIES

Policy statement on adolescent pregnancy and parenting, July 9, 1993

WEB SITES

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

California Women's Law Center: <http://www.cwlc.org>

California Department of Health Services: <http://www.dhs.ca.gov>

Department of Social Services: <http://www.dss.ca.gov>

U.S. Department of Agriculture, Women, Infants, and Children Program: <http://www.fns.usda.gov/wic>

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

Adopted: 5-24-78

Amended: 5-15-84, 8-5-92, 9-17-02, 6-17-03

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: VII.1 MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow through January 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

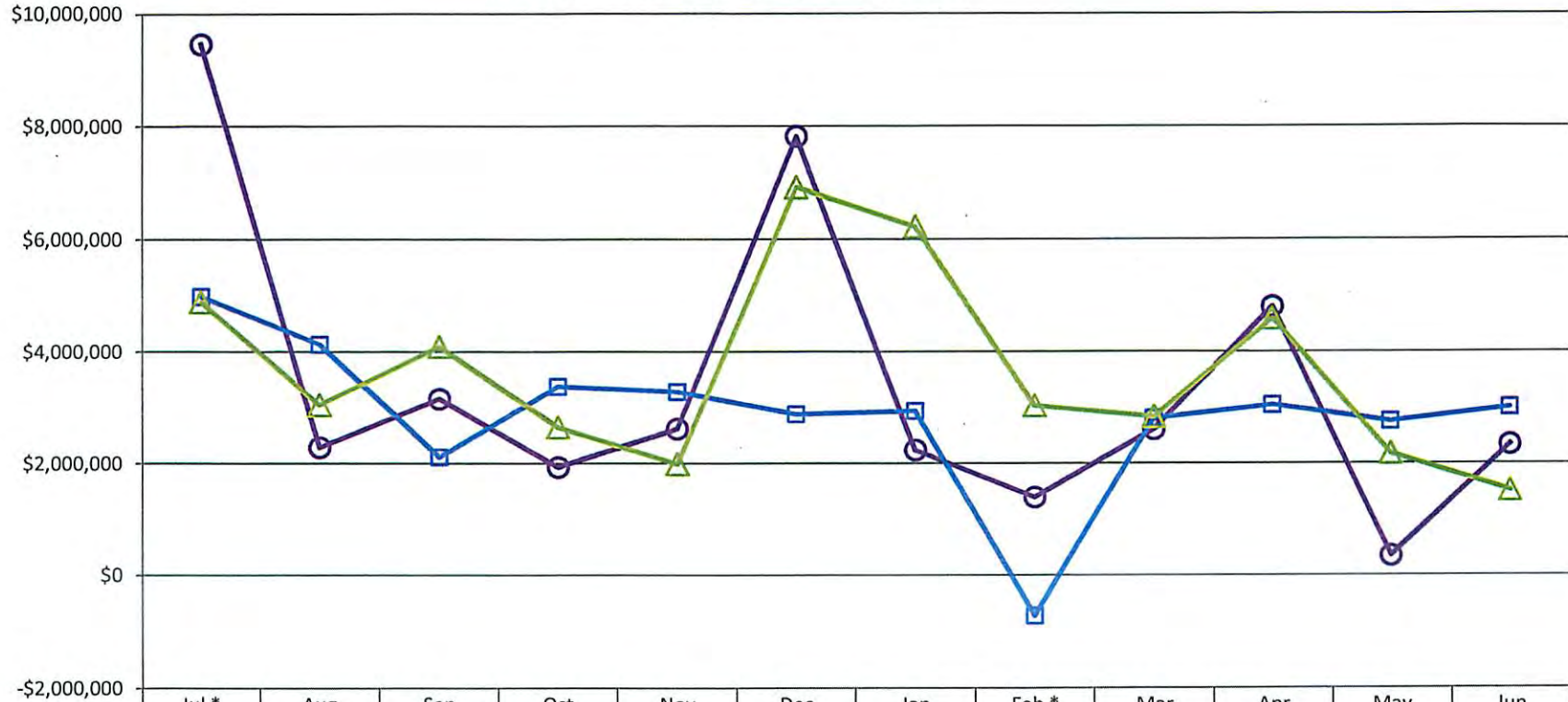
Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

| OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW | | | | | | | | | | |
|--|-----------|------------------|-------------------|------------------|-------------------|------------------|------------------|------------------|-------------------|------------------|
| Year: 2013-14 Budget | | | | | | | | | | |
| Budget Used: 1st Interim Budget Revision | | | | | | | | | | |
| ACTUAL POSTINGS THROUGH JANUARY 31, 2014 | | | | | | | | | | |
| | Object | July | August | September | October | November | December | January | February | March |
| A. BEGINNING CASH | 9110 | \$399,715 | \$4,886,685 | \$3,042,965 | \$4,088,568 | \$2,647,718 | \$1,985,119 | \$6,920,820 | \$6,226,825 | \$3,033,224 |
| B. RECEIPTS | | | | | | | | | | |
| Revenue Limit Sources | | | | | | | | | | |
| Principal Apportionment | 8010-8019 | 665,880 | 665,880 | 2,232,090 | 1,198,583 | 1,198,583 | 2,232,090 | 1,198,583 | 1,198,586 | 2,274,989 |
| Property Taxes | 8020-8079 | 23,744 | 16,080 | 0 | 13,425 | 393,525 | 4,565,124 | 121,611 | 435 | 51,315 |
| Miscellaneous Funds | 8080-8099 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Federal Revenue | 8100-8299 | 0 | 11,930 | 934 | -11,748 | 11,274 | 46,583 | 1 | 0 | 277,262 |
| Other State Revenue | 8300-8599 | 412,913 | 0 | 452,628 | -471,437 | 622,056 | 131,823 | 175,089 | 0 | 0 |
| Other Local Revenue | 8600-8799 | 93,824 | 149,445 | 442,532 | 419,803 | 372,882 | 863,325 | 323,023 | 114,259 | 6,598 |
| 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 |
| TOTAL RECEIPTS | | 1,196,362 | 843,335 | 3,128,184 | 1,148,626 | 2,598,320 | 7,838,945 | 1,818,307 | 1,313,280 | 2,610,164 |
| C. DISBURSEMENTS | | | | | | | | | | |
| Certificated Salaries | 1000-1999 | 133,644 | 1,479,500 | 1,506,195 | 1,502,400 | 1,690,267 | 1,555,470 | 1,533,220 | 1,553,708 | 1,553,708 |
| Classified Salaries | 2000-2999 | 139,401 | 245,463 | 401,598 | 415,051 | 481,022 | 422,950 | 401,300 | 411,291 | 411,291 |
| Employee Benefits | 3000-3999 | 45,334 | 225,304 | 605,639 | 604,246 | 638,172 | 613,262 | 609,994 | 619,085 | 619,085 |
| Books, Supplies | 4000-4999 | 13,552 | 42,488 | 28,474 | 137,854 | 182,490 | 175,705 | 67,477 | 32,965 | 21,395 |
| Services | 5000-5999 | 112,535 | 594,343 | 99,864 | 429,226 | 415,180 | 166,255 | 280,687 | 159,440 | 203,050 |
| Capital Outlay | 6000-6599 | 0 | 0 | 0 | 0 | 0 | 0 | 311 | 0 | 0 |
| Other Outgo - Excess Costs | 7000-7499 | 0 | 0 | 0 | 0 | 0 | 0 | -8,762 | 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 |
| TOTAL DISBURSEMENTS | | 444,465 | 2,587,098 | 2,641,769 | 3,088,776 | 3,407,132 | 2,933,642 | 2,884,227 | 2,776,489 | 2,808,529 |
| D. BALANCE SHEET TRANSACTIONS | | | | | | | | | | |
| Accounts Receivable | 9200 | 2,964,725 | 1,445,071 | 31,401 | 786,998 | 23,419 | -18,922 | 425,970 | 78,733 | |
| Accounts Payable | 9500 | -1,931,653 | -439,028 | 527,787 | -287,697 | 122,793 | 49,320 | -54,045 | 140,875 | |
| Current Loans (Cross Yr TRAN) | 9640 | -2,608,000 | -1,106,000 | 0 | 0 | 0 | 0 | 0 | 3,360,000 | |
| Current Loans (Current Yr TRANS) | 9640 | 5,310,000 | 0 | 0 | 0 | 0 | 0 | 0 | -5,310,000 | |
| TOTAL PRIOR YEAR TRANSACTIONS | | 3,735,073 | -99,957 | 559,188 | 499,300 | 146,212 | 30,398 | 371,925 | -1,730,392 | 0 |
| E. NET INCREASE/DECREASE (B-C+D) | | 4,486,969 | -1,843,720 | 1,045,603 | -1,440,850 | -662,600 | 4,935,701 | -693,995 | -3,193,601 | -198,365 |
| F. ENDING CASH (A+E) | | 4,886,685 | 3,042,965 | 4,088,568 | 2,647,718 | 1,985,119 | 6,920,820 | 6,226,825 | 3,033,224 | 2,834,859 |
| G. ENDING CASH, PLUS ACCRUALS | | | | | | | | | | |

| OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW | | | | | | |
|--|-----------|------------------|-------------------|------------------|-------------------|--------------------|
| Year: 2013-14 Budget | | | | | | |
| Budget Used: 1st Interim Budget Revision | | | | | | |
| | | | | | | |
| | Object | April | May | June | Accruals | Total |
| A. BEGINNING CASH | 9110 | \$2,834,859 | \$4,593,094 | \$2,179,345 | | |
| B. RECEIPTS | | | | | | |
| Revenue Limit Sources | | | | | | |
| Principal Apportionment | 8010-8019 | 818,981 | 225,015 | 1,273,278 | 2,969,781 | 18,152,319 |
| Property Taxes | 8020-8079 | 3,355,118 | 69,288 | 384,994 | 0 | 8,994,661 |
| Miscellaneous Funds | 8080-8099 | 0 | 0 | 0 | 0 | 0 |
| Federal Revenue | 8100-8299 | 0 | 11,024 | 331,746 | 206,757 | 885,763 |
| Other State Revenue | 8300-8599 | 150,626 | 0 | 0 | 487,143 | 1,960,842 |
| Other Local Revenue | 8600-8799 | 480,348 | 39,550 | 354,085 | 837,658 | 4,497,332 |
| 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 | 0 | 0 | 0 | 0 |
| TOTAL RECEIPTS | | 4,805,073 | 344,877 | 2,344,103 | 4,501,339 | 34,490,917 |
| C. DISBURSEMENTS | | | | | | |
| Certificated Salaries | 1000-1999 | 1,553,708 | 1,563,708 | 1,564,196 | 240,024 | 17,429,748 |
| Classified Salaries | 2000-2999 | 411,291 | 411,291 | 421,281 | 82,203 | 4,655,434 |
| Employee Benefits | 3000-3999 | 619,085 | 619,085 | 628,177 | 80,928 | 6,527,395 |
| Books, Supplies | 4000-4999 | 40,185 | 19,737 | 145,815 | 38,930 | 947,066 |
| Services | 5000-5999 | 252,283 | 144,806 | 247,801 | 129,859 | 3,235,328 |
| Capital Outlay | 6000-6599 | 0 | 0 | 0 | 0 | 311 |
| Other Outgo - Excess Costs | 7000-7499 | 170,286 | 0 | 0 | 172,714 | 334,239 |
| 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 |
| TOTAL DISBURSEMENTS | | 3,046,838 | 2,758,627 | 3,007,270 | 744,658 | 33,129,520 |
| D. BALANCE SHEET TRANSACTIONS | | | | | | |
| Accounts Receivable | 9200 | | | | 0 | 5,737,395 |
| Accounts Payable | 9500 | | | | 0 | (1,871,648) |
| Current Loans (Cross Yr TRAN) | 9640 | | | | -3,360,000 | (3,714,000) |
| Current Loans (Current Yr TRANS) | 9640 | | | | 0 | 0 |
| TOTAL PRIOR YEAR TRANSACTIONS | | 0 | 0 | 0 | -3,360,000 | 151,747 |
| E. NET INCREASE/DECREASE (B-C+D) | | 1,758,235 | -2,413,750 | -663,167 | 396,681 | 1,513,144 |
| F. ENDING CASH (A+E) | | 4,593,094 | 2,179,345 | 1,516,178 | 396,681 | \$1,513,144 |
| G. ENDING CASH, PLUS ACCRUALS | | | | | 1,912,859 | |

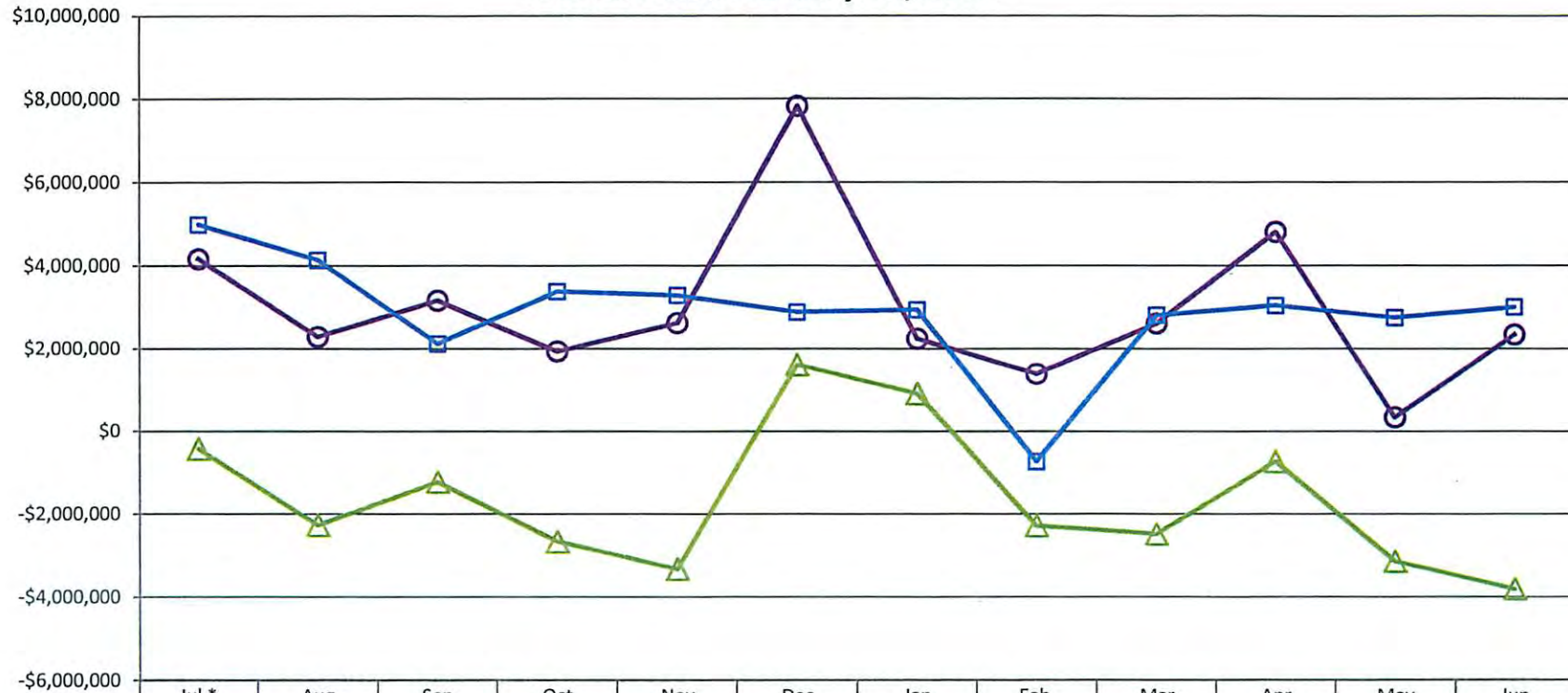
OPUSD - Cashflow Actuals thru January 31, 2014



| | 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 | 2,621,739 | 7,820,023 | 2,244,277 | 1,392,013 | 2,610,164 | 4,805,073 | 344,877 | 2,344,103 |
| Expense + AP | 4,984,118 | 4,132,125 | 2,113,982 | 3,376,473 | 3,284,339 | 2,884,322 | 2,938,272 | -724,386 | 2,808,529 | 3,046,838 | 2,758,627 | 3,007,270 |
| Cash Balance | 4,886,685 | 3,042,965 | 4,088,568 | 2,647,718 | 1,985,119 | 6,920,820 | 6,226,825 | 3,033,224 | 2,834,859 | 4,593,094 | 2,179,345 | 1,516,178 |

* 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; February \$5,310,000.

OPUSD - Cashflow without TRAN Actuals thru January 31, 2014



| | Jul * | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|--------------|-----------|------------|------------|------------|------------|-----------|-----------|------------|------------|-----------|------------|------------|
| Revenue + AR | 4,161,087 | 2,288,406 | 3,159,586 | 1,935,624 | 2,621,739 | 7,820,023 | 2,244,277 | 1,392,013 | 2,610,164 | 4,805,073 | 344,877 | 2,344,103 |
| Expense + AP | 4,984,118 | 4,132,125 | 2,113,982 | 3,376,473 | 3,284,339 | 2,884,322 | 2,938,272 | -724,386 | 2,808,529 | 3,046,838 | 2,758,627 | 3,007,270 |
| Cash Balance | -423,315 | -2,267,035 | -1,221,432 | -2,662,282 | -3,324,881 | 1,610,820 | 916,825 | -2,276,776 | -2,475,141 | -716,906 | -3,130,655 | -3,793,822 |

*** 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 (February \$5,310,000).

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 18, 2014
SUBJECT: VII.2 ENROLLMENT AND ATTENDANCE REPORT – 2013-14 MONTH 5
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 5 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, February 18, 2014

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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 |
| BES | | | | | | | | | | |
| K | 104 | 98.36 | 101 | 98.56 | 101 | 96.95 | 102 | 97.94 | 103 | 99.00 |
| 1 | 84 | 81.26 | 83 | 81.19 | 84 | 81.50 | 84 | 82.11 | 84 | 79.50 |
| 2 | 85 | 79.81 | 82 | 78.38 | 82 | 80.35 | 82 | 79.28 | 83 | 79.72 |
| 3 | 110 | 107.41 | 111 | 109.00 | 111 | 108.00 | 110 | 107.56 | 110 | 105.56 |
| 4 | 115 | 109.13 | 116 | 113.19 | 116 | 114.00 | 116 | 112.67 | 117 | 111.83 |
| 5 | 130 | 126.03 | 129 | 125.75 | 131 | 126.70 | 130 | 126.78 | 131 | 125.78 |
| SDC | 0 | - | 0 | - | 0 | - | 0 | - | 0 | - |
| Total | 628 | 602.00 | 622 | 606.07 | 625 | 607.50 | 624 | 606.34 | 628 | 601.39 |
| ADA % ** | | 96.80% | | 97.61% | | 97.29% | | 97.02% | | 95.54% |
| OHES | | | | | | | | | | |
| K | 77 | 74.79 | 78 | 77.00 | 77 | 76.05 | 77 | 74.72 | 77 | 72.28 |
| 1 | 78 | 77.81 | 81 | 79.50 | 81 | 79.35 | 80 | 77.44 | 80 | 76.61 |
| 2 | 85 | 83.47 | 87 | 85.19 | 86 | 84.45 | 86 | 84.22 | 85 | 80.33 |
| 3 | 85 | 82.91 | 85 | 83.69 | 85 | 83.45 | 85 | 83.33 | 85 | 81.56 |
| 4 | 94 | 92.76 | 95 | 92.75 | 95 | 93.15 | 95 | 93.89 | 94 | 92.00 |
| 5 | 100 | 96.92 | 99 | 96.19 | 100 | 96.65 | 100 | 97.44 | 100 | 96.78 |
| SDC | 2 | 1.94 | 2 | 2.00 | 2 | 1.95 | 2 | 2.00 | 2 | 1.89 |
| Total | 521 | 510.60 | 527 | 516.32 | 526 | 515.05 | 525 | 513.04 | 523 | 501.45 |
| ADA % ** | | 97.10% | | 97.97% | | 97.39% | | 97.57% | | 95.59% |
| ROES | | | | | | | | | | |
| K | 129 | 123.48 | 128 | 125.63 | 128 | 126.00 | 127 | 123.61 | 127 | 120.33 |
| 1 | 73 | 68.24 | 69 | 68.19 | 70 | 68.25 | 70 | 67.78 | 71 | 67.67 |
| 2 | 113 | 111.14 | 115 | 112.69 | 115 | 111.40 | 115 | 113.33 | 114 | 110.00 |
| 3 | 81 | 79.91 | 82 | 80.81 | 82 | 80.80 | 82 | 80.39 | 82 | 78.78 |
| 4 | 118 | 115.87 | 120 | 117.13 | 120 | 115.85 | 119 | 117.83 | 119 | 114.06 |
| 5 | 102 | 97.08 | 100 | 98.06 | 101 | 96.50 | 101 | 98.17 | 102 | 95.22 |
| SDC | 0 | - | 0 | - | 0 | - | 0 | - | 0 | - |
| Total | 616 | 595.72 | 614 | 602.51 | 616 | 598.80 | 614 | 601.11 | 615 | 586.06 |
| ADA % ** | | 96.90% | | 98.19% | | 97.19% | | 97.72% | | 95.43% |
| MCMS | | | | | | | | | | |
| 6 | 354 | 343.70 | 353 | 345.94 | 353 | 345.40 | 354 | 344.94 | 355 | 340.11 |
| 7 | 381 | 371.31 | 384 | 376.25 | 385 | 374.30 | 386 | 372.61 | 383 | 366.72 |
| 8 | 387 | 373.08 | 385 | 376.00 | 385 | 371.75 | 386 | 375.50 | 387 | 370.89 |
| SDC | 4 | 3.97 | 4 | 3.94 | 4 | 3.95 | 4 | 4.00 | 4 | 3.94 |
| Total | 1126 | 1,092.06 | 1126 | 1,102.13 | 1127 | 1,095.40 | 1130 | 1,097.05 | 1129 | 1,081.66 |
| ADA % ** | | 96.90% | | 97.93% | | 97.22% | | 97.21% | | 95.96% |
| OPHS | | | | | | | | | | |
| 9 | 389 | 383.93 | 397 | 388.88 | 397 | 388.88 | 392 | 385.22 | 391 | 379.72 |
| 10 | 388 | 384.51 | 393 | 387.88 | 393 | 387.88 | 393 | 385.83 | 392 | 381.78 |
| 11 | 367 | 368.84 | 380 | 372.94 | 379 | 372.94 | 379 | 367.94 | 378 | 364.67 |
| 12 | 336 | 335.26 | 347 | 340.50 | 347 | 340.50 | 344 | 336.44 | 342 | 334.11 |
| SDC | 3 | 1.81 | 2 | 1.56 | 2 | 1.56 | 2 | 1.94 | 2 | 1.72 |
| Total | 1483 | 1,474.35 | 1519 | 1,491.76 | 1518 | 1,491.76 | 1510 | 1,477.37 | 1505 | 1,462.00 |
| ADA % ** | | 97.49% | | 98.27% | | 98.32% | | 97.52% | | 96.90% |
| OVHS | | | | | | | | | | |
| 10-12 | 36 | 37.93 | 42 | 40.71 | 39 | 37.59 | 39 | 37.48 | 42 | 37.84 |
| ADA % ** | | 105.36% | | 96.93% | | 96.38% | | 96.10% | | 90.10% |
| OPIS | | | | | | | | | | |
| K-12 | 200 | 206.98 | 214 | 207.06 | 216 | 211.90 | 211 | 208.67 | 210 | 204.39 |
| ADA % ** | | 103.49% | | 98.42% | | 98.10% | | 98.90% | | 97.33% |
| Other *** | 2 | 4.98 | 0 | 2.55 | 1 | 3.76 | 1 | 4.01 | 2 | 4.92 |
| TOTALS | | | | | | | | | | |
| K-12 | 4612 | 4,524.62 | 4664 | 4,569.11 | 4668 | 4,561.76 | 4654 | 4,545.07 | 4654 | 4,479.71 |
| ADA % ** | | 98.11% | | 97.97% | | 97.72% | | 97.66% | | 96.26% |

* 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

MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting, February 18, 2014

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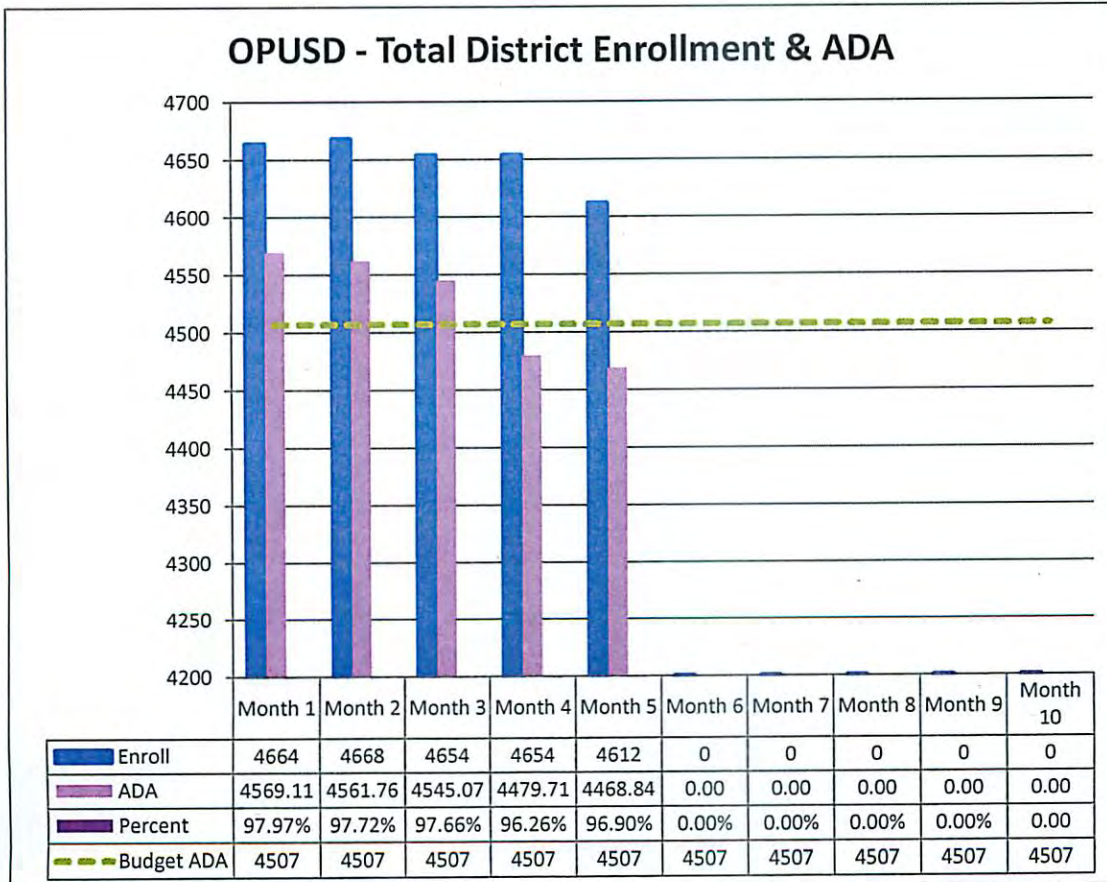
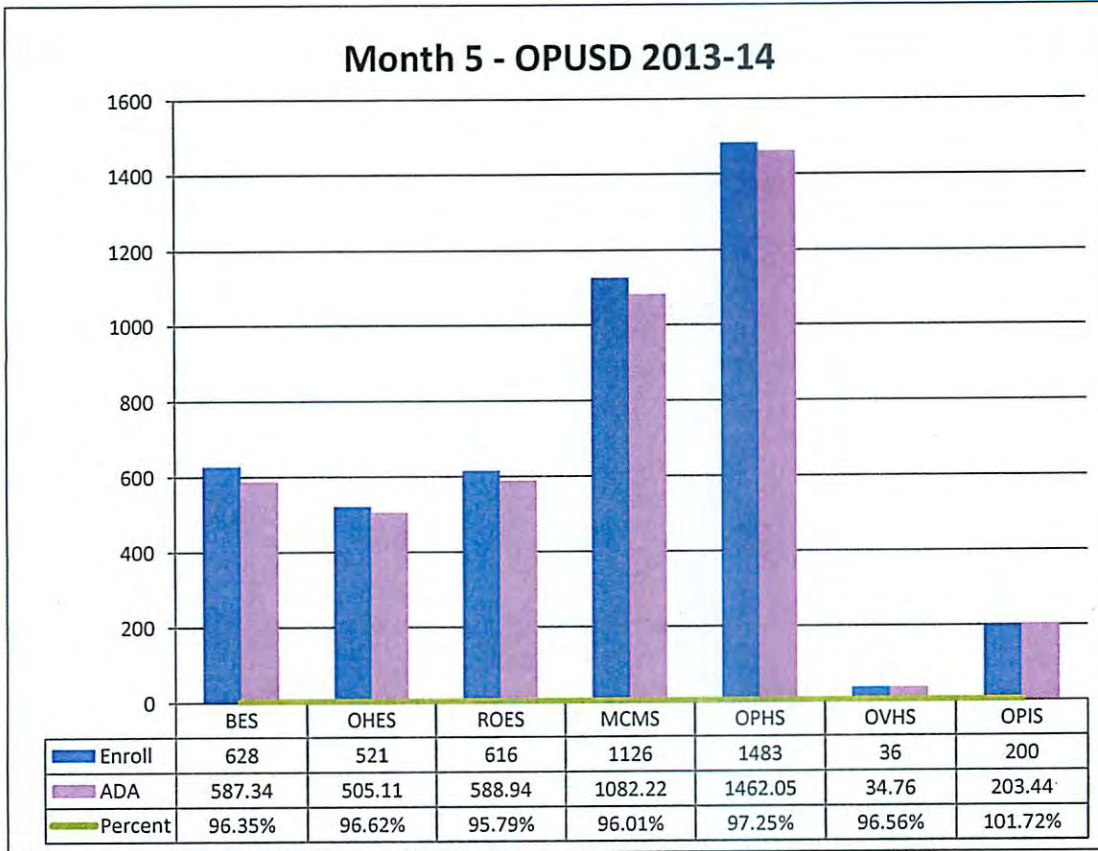
| Site/ Grade | Month 5 | | Month 6 | | Month 7 | | Month 8 | | Month 9 | | Month 10 | |
|----------------|---------|----------|---------|-----|---------|-----|---------|-----|---------|-----|----------|-----|
| | ENRL | ADA | ENRL | ADA | ENRL | ADA | ENRL | ADA | ENRL | ADA | ENRL | ADA |
| BES | | | | | | | | | | | | |
| K | 104 | 99.72 | | | | | | | | | | |
| 1 | 84 | 80.56 | | | | | | | | | | |
| 2 | 85 | 81.78 | | | | | | | | | | |
| 3 | 110 | 106.22 | | | | | | | | | | |
| 4 | 115 | 93.28 | | | | | | | | | | |
| 5 | 130 | 125.78 | | | | | | | | | | |
| SDC | 0 | - | | | | | | | | | | |
| Total | 628 | 587.34 | 0 | - | 0 | - | 0 | - | 0 | - | 0 | - |
| ADA % ** | | 96.35% | | | | | | | | | | |
| OHES | | | | | | | | | | | | |
| K | 77 | 73.67 | | | | | | | | | | |
| 1 | 78 | 75.89 | | | | | | | | | | |
| 2 | 85 | 82.11 | | | | | | | | | | |
| 3 | 85 | 82.17 | | | | | | | | | | |
| 4 | 94 | 91.94 | | | | | | | | | | |
| 5 | 100 | 97.44 | | | | | | | | | | |
| SDC | 2 | 1.89 | | | | | | | | | | |
| Total | 521 | 505.11 | 0 | - | 0 | - | 0 | - | 0 | - | 0 | - |
| ADA % ** | | 96.62% | | | | | | | | | | |
| ROES | | | | | | | | | | | | |
| K | 129 | 121.61 | | | | | | | | | | |
| 1 | 73 | 69.17 | | | | | | | | | | |
| 2 | 113 | 107.72 | | | | | | | | | | |
| 3 | 81 | 78.72 | | | | | | | | | | |
| 4 | 118 | 114.11 | | | | | | | | | | |
| 5 | 102 | 97.61 | | | | | | | | | | |
| SDC | 0 | - | | | | | | | | | | |
| Total | 616 | 588.94 | 0 | - | 0 | - | 0 | - | 0 | - | 0 | - |
| ADA % ** | | 95.79% | | | | | | | | | | |
| MCMS | | | | | | | | | | | | |
| 6 | 354 | 340.50 | | | | | | | | | | |
| 7 | 381 | 367.22 | | | | | | | | | | |
| 8 | 387 | 370.50 | | | | | | | | | | |
| SDC | 4 | 4.00 | | | | | | | | | | |
| Total | 1126 | 1,082.22 | 0 | - | 0 | - | 0 | - | 0 | - | 0 | - |
| ADA % ** | | 96.01% | | | | | | | | | | |
| OPHS | | | | | | | | | | | | |
| 9 | 389 | 380.33 | | | | | | | | | | |
| 10 | 388 | 382.06 | | | | | | | | | | |
| 11 | 367 | 369.11 | | | | | | | | | | |
| 12 | 336 | 328.61 | | | | | | | | | | |
| SDC | 3 | 1.94 | | | | | | | | | | |
| Total | 1483 | 1,462.05 | 0 | - | 0 | - | 0 | - | 0 | - | 0 | - |
| ADA % ** | | 97.25% | | | | | | | | | | |
| OVHS | | | | | | | | | | | | |
| 10-12 | 36 | 34.76 | | | | | | | | | | |
| ADA % ** | | 96.56% | #DIV/0! | | #DIV/0! | | #DIV/0! | | #DIV/0! | | #DIV/0! | |
| OPIS | | | | | | | | | | | | |
| K-12 | 200 | 203.44 | | | | | | | | | | |
| ADA % ** | | 101.72% | #DIV/0! | | #DIV/0! | | #DIV/0! | | #DIV/0! | | #DIV/0! | |
| Other *** | 2.00 | 4.98 | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | |
| K-12 | 4612 | 4,468.84 | 0 | - | 0 | - | 0 | - | 0 | - | 0 | - |
| ADA % ** | | 96.90% | #DIV/0! | | #DIV/0! | | #DIV/0! | | #DIV/0! | | #DIV/0! | |

* 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: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 18, 2014

SUBJECT: VII.3 MONTHLY MEASURE R BOND FUND FINANCIAL STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on Measure R Fund income and expenditures through January 31st of the 2013-14 fiscal year?

BACKGROUND: On November 4, 2008, Oak Park voters approved Measure R, School Improvement Bond of 2008, authorizing the issuance of general obligation bonds to repair and maintain school district facilities. The Board understands its obligation to use this resource effectively and efficiently to benefit both students and the Oak Park community. As a tool to assist in managing and monitoring the bond program, the Administration has developed the attached Measure R Bond Fund Status Report, which will provide the Board with the most current budget and expenditure information available. This report will be updated and reported to the Board every month at its regular meeting, accompanied by staff analysis of the information.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: Debra A. Burgher, Principal

DATE: February 18, 2014

SUBJECT: Brookside Elementary School, Monthly Board Report

SCHOOL SITE COUNCIL MEETING: SSC meeting on January 14. Agenda items: Single Plan goals, Safety Plan and NOAA Ocean Guardian School program.

GARDEN CLUB: Fall garden club members picked veggies on February 4 and each took home a bag of produce. On February 11 there will be a garden party to welcome new spring garden club members and say goodbye to the fall students. Healthy snacks will be served and students will begin preparing planting areas and adding amendments. Spring vegetables will be planted in late February and early March. The garden club is very proud of the ribbons awarded at the sustainability fair at OPHS. The Swiss chard received a “Best In Show” ribbon! A special thank you to Mrs. Samantha Kinkaid for serving as the parent garden advisor.

TEACHING & LEARNING: February is a great month for art! As kindergarteners study the Presidents, they paint Abraham Lincoln and create a cut out of George Washington. K students will celebrate the 100th day of school by counting objects to 100 and testing what they can do in 100 seconds. The fire department and a dentist will visit in February as students learn about community helpers. Second graders began a Balance, Motion and Measurement science unit. Third grade started a ten-week Artist in Residence program by exploring a variety of art mediums such as: pointillism, water color painting, oil pastel suns, and chalk works. Fifth graders are studying Living Systems. Students used microscopes to explore different types of cells and are now learning about body systems and their functions. During PE students learn about the circulatory and respiratory systems through different cardio-vascular activities. In art, they are studying the style and method of artists (Van Gogh, Lichtenstein, Carle, Warhol).

MANDARIN CHINESE: In Chinese class with Mrs. Yap, 5th grade students have been learning about personal greetings and conversations such as asking and answering “how are you” “what is your name”, and counting numbers 1-12. They learned about environmentally friendly water bottles and sang a counting song about them. Mrs. Yap helped students celebrate Chinese New Year by giving them red envelopes and sharing the greetings of the holiday. The classes also learned how to use chopsticks and had a contest. Students choreographed the chopstick dance to a song that they chose and made a story about the dance to go with the movements. Children will be performing at the Chinese Cultural Night on February 28th.

BES LIBRARY NEWS: Students in grades 3-5 are writing book reviews. Student written book reviews are a popular way to recommend books to other students. The Brookside Library Hero Award recognizes students using good library etiquette. At the end of the year, Mrs. Burgher will pick names entered into the Library Hero raffle to win a book signed by the author; *The Day the Crayons Quit* by Drew Daywalt. Forty new nonfiction books were recently added to the library.

Respectfully Submitted:

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: February 18, 2014

SUBJECT: Monthly Board Report

Keyboarding Boot Camp

Oak Hills wrapped up our first session of Keyboarding Boot Camp for our 3rd, 4th and 5th graders. The response from both students and parents has been very positive. On the last day of the session, Mr. K organized a “Keyboarding Olympics” in which students showed off their newfound skills. The classes may have concluded, but typing practice lives on through the ongoing use of the software by our students at home. We are looking forward to our next session, which is already filled to capacity.

School Garden

Our Oak Hills Botanical Society presented our best samples at the Sustainability fair. The students worked hard Friday morning to select and harvest the largest of our cabbage, kale, and lettuce. Many of the students proudly watched the careful judging and were excited to receive awards for their efforts. The sale of the award-winning produce earned the students over \$114, which they donated to support sustainable farming in Central and South America. The students were proud to explain the importance of their fundraising efforts to the customers as they showed off the beautiful produce.

Student Council

The Oak Hills students elected their homeroom representatives to form the second semester Student Council. The Council then elected its officers from among the representatives. Twenty-three students ran for President, Vice-President, Secretary, Treasurer, and Publicists. After hearing speeches and reviewing posters, the council members cast their votes. All candidates who ran for officer positions, along with all students who ran for homeroom representative positions, are welcome and encouraged to participate as a members-at-large. We look forward to their leadership in the coming months.

Respectfully Submitted;

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: February 18, 2014

SUBJECT: Monthly Board Report

American Revolution Field Trip

Costumed fifth grade students actively participated in an in-house field trip called Walk Through the Revolution. In this activity students acted out roles as American Revolutionary leaders and explained issues and actions during the period. As a moderator proceeded through a timeline of historical events, three teams in each class competed by earning points based upon knowledge, participation and acting performance. This event occurred on February 3 and 4.

Scholastic Book Fair

Our school library hosted the Scholastic Book Fair from January 30 to February 4. The Book Fair was open to students at lunch and after school. Students and parents also used evening and weekend times for viewing. The theme of the Book Fair was “Fiesta.” Costumed characters were on hand Saturday along with guest readers, such as Drew Daywalt, Red Oak parent and author of the best selling book, *The Day the Crayons Quit*. This event raised money to add books to both our school and classroom libraries.

20th Year Celebration

Red Oak celebrated its 20th year with a celebration on Tuesday, February 4th. After each dismissal, birthday cake was served and displays about our past and future were shown in the MPR. Former staff and students were invited to come back, reconnect with us and share their memories. Two of our past principals attended and brought photographs and a video of the early years of the school’s founding. Everyone had a good time.

Parenting Classes

Parenting classes began in January and continue on each Tuesday night through March. Parents are welcome to join at any time. The classes begin at 6:30 and end at 8:00 in the Red Oak Library. Elementary School Counselor, Deborah King is the facilitator and together the parents learn about ways to help successfully deal with the many challenges they face in raising well-rounded children.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL

DATE: FEBRUARY 18, 2014

SUBJECT: MONTHLY SCHOOL REPORT

Jazz Band Visits OPUSD Elementary Schools to Highlight MCMS Possibilities February 4th and 10th: As part of our extensive articulation with 5th grade, our outstanding Jazz band will be visiting and playing at our elementary schools.

Japanese Internment Camp Speakers February 5th: 7th grade Humanities classes will host a Japanese-American who was interned during World War II. This event is part of Humanities year-long Tolerance theme, and bringing history to life.

Lock Down Drill February 7th: MCMS will practice emergency protocols for this annual drill.

Jump Rope/Hoops For The Heart February 25-26: P.E. will host, once again this fitness event that raises money and awareness for the prevention of Heart Disease. Later we will share the totals donated, grades 6-8 to the American Heart Association for 2013. Thanks to the Physical Education Department at MCMS, Al Calce, Mark Jacobs, Frances Hermosillo, Neva Fast, Kyle Kegley, and Teresa Hogan.

MCMS V. Lindero February 20th @ 3:00: Our 8th graders meet again at Medea for a great game! Thanks to coach Kegley and the MCMS P.E. department.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park High School Site Council

FROM: Kevin Buchanan, Principal, Oak Park High School

DATE: February 18, 2014

SUBJECT: Monthly Site Council Report

CAHSEE

The California High School Exit Exam In English Language Arts and Mathematics was given to all OPHS tenth graders on February 4-5. This important graduation requirement is administered three times each year. Traditionally, 98-99% of tenth grade students pass the exam the first time they take it but make-ups are held for absent students and students who have not yet passed it.

National Merit Finalists

We are still waiting to hear if all five of our National Merit Semi finalists have been named National Merit Finalists. To become a Finalist, a Semifinalist must have an outstanding academic record throughout high school, be endorsed and recommended by the high school principal, and earn SAT scores that confirm the student's earlier performance on the qualifying test. The Semifinalist and a high school official must submit a detailed scholarship application, which includes the student's essay and information about the Semifinalist's participation and leadership in school and community activities.

Advanced Placement Exams

Advanced Placement Exam Registration begins on February 18 and ends on March 21 at Lunch. Students may purchase exams in the Student Store by check or cash at nutrition, lunch or after school. Or they may be purchased online. Mandatory Pre-administration sessions will be held April 28 – May 2.

Awareness Week

This year's Awareness Week theme is Em(Path)y and is scheduled for the week of Feb 24-28. This week-long event is coordinated by Advanced Peer Counseling with guidance from advisors Debi Fries and Janet Svoboda and features class visits, student-produced videos, speakers, art and poetry contest, parent evening and slam poetry performances.

Academic Decathlon

The Ventura county Academic Decathlon awards ceremony was held on Monday Feb 3rd and this year OPHS entered two teams in the competition and placed First in Math, Second in the essay portion and Third overall. Our teams won 40 medals overall, 19 first place, 12 second place, and 9 third place medals.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified Board of Education

FROM: Stewart McGugan, Director of Alternative Education

DATE: February 18, 2014

SUBJECT: Monthly Board Report



OAK VIEW HIGH SCHOOL

CAHSEE

We successfully completed the CAHSEE for both schools. The OVHS students completed the testing at OVHS, while the OPIS students completed it in G-9. We had 21 students complete the testing with OPIS and 12 students with OVHS. It was extremely nice to see all of the students take the test seriously and to see the OPIS students interact with one another.

SPORTS/WALKING/KNITTING

Our 6th period sports class is going strong and is really taking shape. We are seeing it as a wonderful stress outlet for some students and a good opportunity to release some energy in a healthy way. We have divided the students into two teams and these teams compete in both football and kickball. Of course, my team is winning! At the end of each grading quarter, the winning team gets to go out to lunch! This has created great camaraderie within the students and has ignited some competitive spirit.

Knitting with Mrs. Allen - I never thought knitting would take off at our school, but our students love this class! They are knitting at home and have been seen knitting at lunch. I love to see these ideas really strike a chord with our students. The students are also enjoying Mrs. Leipman's walking class is thriving as well. It gives the students another option if they do not want to play sports, but are not quite ready to take the slower pace of knitting.

MINDFUL THINKING / THOUGHTS

OVHS staff is looking to implement a time for all staff members and students to start off the day with a quiet-time to think about what the day is bringing them or what is going on in their lives. We are working with Debi Fries at Oak Park high school on training our teachers, counselor and principal on ways to lead students in the 5-minute quiet-time. We will try to have different topics every day to prompt the thought process. We are thinking about having all of the OVHS students join me in room 104 in the first couple weeks of the implementation. After gaining the confidence of the students, teachers would eventually start the day in their classrooms by leading the class in a 5-minute quiet-time. I will try to come by sometimes and take the lead from the teacher, so he/she can also have time to reflect. We know there will be kinks to work out, but we feel it will be a great to start our day with some positive time to review our thoughts.



OAK PARK INDEPENDENT SCHOOL

ANOTHER NEW TUTORING LAB FOR HIGH SCHOOL STUDENTS

Starting next semester, we will be implementing our 8th lab in OPIS. This will be a Science Lab for high school students. This high school lab is different from our wet Science lab classes held at OVHS. This Science Lab will be geared towards helping students on the "book-work" end of things. There is a quite a few Math and Chemistry students asking for help with reviewing the material in the book. Parents have been asking for extra time for their

student to be with their teacher, so they can get the extra help. Phuong Hong will teach this new lab. Phuong is also our high school Math specialist, but with the amount of math in higher levels of science, she will be a great asset to our science students. This is a great way to balance cross-curricular techniques geared towards the Common Core.

OSB

OPIS is working on completing a constitution, by-laws, and election procedures, and we will be submitting them for review in March or April. We also have an active bank account. We are looking forward to raising money at our annual concert to put in the new bank account. The students have many ideas on how we can help different organizations with our fundraisers.

CUP-LESS AT OPIS

We are now going cup-less at our school. We are requesting that all students bring their own reusable water bottles to school, so we can fill them up from water stations. We would like to keep inline with our National Green Ribbon School District values. We are reminding students to bring their environmentally-friendly refillable water bottles to school everyday. Also, following with the theme of National Green Ribbon Schools, we will not be sending report cards home via US Mail. The only way to student's grades will be using our online "Q" student information system.

A-G COURSE UPDATE

The OPIS A-G courses had not been updated since 2008 and Mr. Rogers, our school counselor and I have updated the course on the UC/CSU A-G pathways website. We will be continuing to update these courses over the next couple of months working with the OPIS teachers

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

FROM: Kim Gregorchuk, Director, Oak Park Neighborhood School

DATE: February 18, 2014

SUBJECT: Monthly Board Report

Oak Park Neighborhood School children have been very busy exploring their community. They are talking about the different stores and businesses that they have visited in the community and making plans to visit them as a group. The teachers are making arrangements with the Kanan Shuttle service to tour our community, visiting different stores and the Oak Park Dentist. They will be riding the shuttle on February 24th. On February 11th, both classes will visit PetSmart. Room 16 was given a small fish aquarium and will be purchasing supplies and fish. They are having a lemonade sale to raise money for their supplies and fish. Room 17 will be looking at PetSmart to find a toy for their classroom cockatiels, Wyatt and Morgan.

Our Parent Advisory Board has been working on our Winter Carnival Fundraiser, scheduled for March 29, 2014. We will have 20 tons of snow, two bounce houses, and other fun activities for the community. I have contacted OPHS and OVHS to let them know that this is an excellent volunteer opportunity for their students. We hope to raise enough money to purchase a playhouse for the playground. We have funds that were raised last year that are earmarked for the playhouse and hope to get the balance this year.

The Parent Advisory Board also had an afterschool fun day to raise funds for the purchase of a school camera. They were able to purchase a very nice camera that will be a great support for our documentation purposes.

As always, we love visitors and you are welcome at any time.

Respectfully Submitted;

Anthony W. Knight, Ed.D.
Superintendent