

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #929

DATE: August 16, 2016

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

Allen Rosen, President
Drew Hazelton, Vice President
Derek Ross, Clerk
Denise Helfstein, Member
Barbara Laifman, Member
Meghan Cleary, Student Board Member



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent
Ragini Aggarwal, Executive Assistant
Martin Klauss, Assistant Superintendent, Business & Administrative Services
Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
Dr. Jay Greenlinger, Director Curriculum and Instruction
Enoch Kwok, Director, Educational Technology & Information Systems
Susan Roberts, Director, Pupil Services
Cliff Moore, Consultant

COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

8/12/2016

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: raggarwal@opusd.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 Ragini Aggarwal, 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 Conifer Street, Oak Park, CA 91377***

NEXT REGULAR MEETING

Tuesday, September 20, 2016

**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: <http://www.opusd.org/>

OAK PARK UNIFIED SCHOOL DISTRICT

AGENDA – REGULAR BOARD MEETING #929

August 16, 2016

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 : Campus Supervisors, Clerical Sub, Custodian 1, Food Services Assistant 1 Subs, Instructional Assistants 1, Instructional Assistants 11 Special Ed, Instructional Assistant 11 Special Ed Subs, Instructional Assistants 111, Student Services Assistant 1, Student Workers, Elementary Speech Language Teacher, Instrumental Music Teacher, Elementary Teachers, School Psychologist, Preschool Special Ed Teacher, Long Term Guest Teachers, Director of Curriculum and Assistant

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

Agency designated representative: Allen Rosen

Unrepresented employee: Superintendent

IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: _____ p.m.

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Remarks from Board Members
2. Remarks from Student Board Member

8/12/2016

3. Remarks from Superintendent

B. 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 June 15, 2016 and Special Board Retreat Meeting June 26, 2016](#)
- b. [Public Employee/Employment Changes 01CL23118-01CL23199 & 01CE07883-01CE07944](#)
- c. [Approve Purchase Orders – June 1 - July 31, 2016](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Student Teaching Agreement with Grand Canyon University – June 22, 2016 – June 30, 2021](#)
Board Policy 3312 requires Board approval for contracts for services
- e. [Approve Renewal Agreement with Ventura County Office of Education for 2016-17 Escape Financial and Payroll/Personnel System Services](#)
Board Policy 3312 requires Board approval for contracts for services
- f. [Approve 2016-17 Transportation Agreement with Tumbleweed Transportation](#)
Board Policy 3312 requires Board approval for contracts for services
- g. [Authorization for Use of Cooperative Purchasing Contracts by the Student Nutrition Services Department During Fiscal Year 2016-17, Per PCC 20118](#)
Board Policy 3312 requires Board approval for contracts for services
- h. [Approve Memorandum of Agreement with the County of Ventura for Watershed Friendly Garden at Oak Park High School](#)
Board is asked to approve this Memorandum of Agreement with the County of Ventura
- i. [Approve Notice of Completion, Project 15-08F, Maintenance Facility Improvements](#)
Board approval required for Notice of Completion
- j. [Approve Disposal of Surplus Equipment](#)
Per provisions of Education Code 17546, the Board must approve disposal of obsolete and surplus equipment and property
- k. [Approve Quarterly Report on Williams Uniform Complaints – July 2016](#)
Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions
- l. [Approve Overnight Trip for Oak Park High School Girls Volleyball Team – September 9-10, 2016](#)
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BUSINESS

- a. [Ratify Consultant Agreement for Political Lobbying Services](#)
Board Policy 3312 requires Board approval for contracts for services
- b. [Approve Spending Plan for 2016-17 Education Protection Account Funds](#)
Proposition 30 requires Board approval for spending plan for Education Protection Account Funds
- c. [Ratify Agreement for Construction Contract, Project 15-08C, Technology Facility Improvements from Measure C6 Bond Fund](#)
Board approval required for purchases made from Measure C6 Bond Fund

d. Approve Purchase of Technology Facility Furniture and Equipment, Project 15-08C from Measure C6 Bond Fund

Board approval required for purchases made from Measure C6 Bond Fund

e. Approve Notice of Completion, Project 15-08C, Technology Facility Improvements

Board approval required for Notice of Completion

f. Ratify Agreement for Construction Services for Project 16-02R, Gymnasium Restroom ADA Improvements at Oak Park High School

Board Policy 3312 requires Board approval for contracts for services

g. Ratify Measure R Bond Fund Facilities Expenditure –Project 16-04R, Americans with Disability Act (ADA) Upgrades At Oak Hills Elementary School

Board approval required for purchases made from Measure R Bond Fund

h. Approve Acceptance of Donation

Board Policy 3290 requires Board approval for donations to the District

i. Ratify Agreement for Construction Services for Project 16-06R, Parking Lot Resurfacing at Oak Park High School

Board Policy 3312 requires Board approval for contracts for services

j. Ratify Agreement for Construction Services for Project 16-07F, Construction of School Garden at Medea Creek Middle School

Board Policy 3312 requires Board approval for contracts for services

k. Ratify Agreement for Construction Services for Project 16-10F, Construction of Kindergarten Outdoor Classroom at Brookside Elementary School

Board Policy 3312 requires Board approval for contracts for services

l. Approve Measure C6 Bond Fund Equipment Purchase – Project 16-11C, iPad Carts to Support New TechLITEs and Technology Learning Coach

Board approval required for purchases made from Measure C6 Bond Fund

3. HUMAN RESOURCES

a. Approve Authorization to Employ an Administrative Consultant

Board approval required to employ an administrative consultant

b. Approve 2016-2017 Declaration of Need for Fully Qualified Educators

Commission on Teacher Credentialing requires certification of Board approval on Declaration of Need for Fully Qualified Educators

c. Approve the Job Description for Accounting Assistant III Position and Reclassifying the more Senior Accounting Assistant II to the New Position.

Board approval required for reclassification and change of job description

4. BOARD

a. Approve California School Boards Association Membership Dues(\$7,532) and Education Alliance Membership Dues (\$1883) for 2016-2017

Board approval required for membership dues

b. Approve Proposed Board Meeting Schedule for the 2016-2017 School Year

Board approval required for Board meeting schedule for the 2016-2017 School Year

c. Review and Amend 2016-2017 Moral Imperatives, Goals, and Action Plans

Board will review amendments made by Leadership Team

d. Approve Certification of Signatures for 2015-16 School Year

Education Codes 42632 and 42633 require annual Certification of Signatures

e. Approve Board Goals for 2016-2017

Board approval for 2016-2017 Board Goals

f. Approve Resolution #16-17 Nomination of Assembly Member Jacqui Irwin for California School Boards Association 2016 Outstanding Legislator of the Year

Board approval required for Board Resolutions

5. BOARD POLICIES

a. Approve Amendment to Board Policy 2121 – Superintendent’s Contract – First Reading

Policy updated to clarify the conditions under which the Governing Board may meet in closed session under the "labor exception" (Government Code 54957.6) of the Ralph M. Brown Act to discuss superintendent contact, salary, or compensation paid in the form of fringe benefits.

b. Approve Amendment to Board Bylaw 9321 – Closed Session Purposes and Agendas – First Reading

Board Bylaw updated to clarify that the Board may not meet in closed session under the "personnel exception" (Government Code 54957) of the Ralph M. Brown Act to discuss or act upon any proposed change in compensation other than a reduction of compensation that results from the imposition of discipline. "Negotiations/Collective Bargaining" section revised to reflect that the Board may meet with the district's designated representatives in closed session under the "labor exception" (Government Code 54957.6) of the Ralph M. Brown Act to discuss salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees, including the Superintendent.

c. Approve Amendment to Board Bylaw 9222 – Resignation – First Reading

Board Bylaw updated to clarify the effective date of a resignation of a member of the board, the need for the board to fill the vacancy by ordering an election or making a provisional appointment as appropriate, and the need for the resigning member to file a revised Statement of Economic Interest/Form 700.

d. Approve Amendment to Board Bylaw 9270 – Conflict of Interest – First Reading

Board Bylaw reorganized and updated to reflect requirement to submit the conflict of interest code to the code reviewing body (i.e., county board of supervisors or Fair Political Practices Commission, as appropriate) by the deadline established by the code reviewing body, merge material on the "rule of necessity" into the section "Conflict of Interest under the Political Reform Act." Exhibit A is being revised – Designated Positions to reflect current positions in the District.

e. Approve Amendment to Board Policy and Administrative Regulation 1230 – School-Connected Organizations- First Reading

Board Policy and Administrative Regulation updated to clarify the relationship between the district and a school-connected organization, such as a booster club, parent-teacher organization, or other nonstudent organization. Policy adds material regarding the establishment of such organizations as separate legal entities subject to their own bylaws and rules, delegates the responsibility to approve organizations' fundraisers to the superintendent or designee, and reflects legal requirement that donations and participation in fundraising activities be voluntary. Regulation adds authority of the district to revoke an organization's authorization to conduct activities in the district when necessary, and adds rules designed to maintain the organization's status as a separate entity from the district based on recommendations in the Fiscal Crisis and Management Assistance Team's guidebook updated in 2015.

VII. INFORMATION ITEMS

1. Reporting of Chronic Absenteeism Data

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 6-15-16 #927
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 4:34 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Mr. Allen Rosen, President, Mr. Drew Hazelton, Vice President, Mr. Derek Ross, Clerk, Ms. Denise Helfstein, Member, and Ms. Barbara Laifman, Member

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 4:34 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:15 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Mr. Allen Rosen, President, Mr. Drew Hazelton, Vice President, Mr. Derek Ross, Clerk, Ms. Denise Helfstein, Member, and Ms. Barbara Laifman Member.

BOARD ABSENT

None

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, and Ms. Ragini Aggarwal, Executive Assistant

FLAG SALUTE

Cathy Lory led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

Dr. Knight reported that in closed session on May 17 and June 1st the Board took no action.

ADOPTION OF AGENDA

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education adopted the agenda as presented except to move items B.1.b. and B.1.c. to after Consent Agenda. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

PUBLIC SPEAKERS

None

PRESENTATIONS

The Board presented certificates of recognition to the Oak Park Rocket Team.

REPORT FROM BOARD MEMBERS

Board Member Barbara Laifman wished everyone a very happy summer. Board Member Denise Helfstein complimented all the schools for their hard work on the graduations/culminations and she was honored to be a part of them. Denise attended the GATE DAC meeting, and a portion of the Senior Awards Night as well as the Gold Ribbon Schools Award Presentation in downtown LA. Board Member Derek Ross stated it was a pleasure to take part in all the graduations. Board Member Drew Hazelton stated it was a great experience participating in graduations and he felt that all the principals did a wonderful job with their inspirational messages to the parents and students. Board Member Allen Rosen remarked that he enjoyed the graduations too.

Superintendent Tony Knight reported that he attended the graduations, which were very emotional and he felt that all the investment the teachers and staff make with the students comes through in these ceremonies.

B.1. CONSENT AGENDA

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Consent Agenda. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

- a. [Approve Minutes of Regular Board Meeting May 17, 2016 and Special Meeting June 1, 2016](#)
- d. [Approve Overnight Trip for Oak Park High School Advanced Peer Counseling Retreat – September 18-19, 2016](#)
- e. [Approve Renewal Agreement for 2016-17 Crossing Guard Services](#)
- f. [Approve Resolution #16-12, Appropriation and Budgeted Transfers for Fiscal year 2016-2017](#)
- g. [Approve Resolution #16-13, Temporary Loans Between District Funds for Fiscal Year 2016-2017](#)
- h. [Approve Resolution #16-14, Year End Budget and Interfund Transfers for Fiscal Year 2015-2016](#)
- i. [Approve Resolution #16-15, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2016](#)
- j. [Approve Student Teaching Agreement with California State University – Channel Islands – July 1, 2016 – June 30, 2019](#)
- k. [Approve Facility Use by Religious Organization – Chabad of Oak Park](#)
- l. [Approve California School Boards Association Membership Dues \(\\$7,532\) and Education Alliance Membership Dues \(\\$1883\) for 2016-2017](#)

ACTION

[B.1.b. Public Employee/Employment Changes 01CL23086-01CL23117 & 01CE07819-01CE07882](#)

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Public Employee/Employment Changes 01CL23086-01CL23117 & 01CE07819-01CE07882, except Mr. Allen Rosen recused himself from Item B.1.b. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0.

[B.1.c. Approve Purchase Orders –May 1 - 31, 2016](#)

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Purchase Orders May 1 – 31, 2016, except due to a remote interest as an employee of CSBA, Board Member Barbara Laifman recused herself from Item B.1.c, P17-00007 Gamut

Online and P17-00008 CSBA Membership. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

2. BUSINESS SERVICES

a. [Approve Resolution 16-16, Ordering a School Bond Election and Establishing Specifications of the Election Order](#)

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved Resolution 16-16, Ordering a School Bond Election and Establishing Specifications of the Election Order. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

b. [Approve 2016-2017 Employee Health Benefit Plans](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved 2016-2017 Employee Health Benefit Plans. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

c. [Approve 2016-2017 Local Control Accountability Plan](#)

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved 2016-2017 Local Control Accountability Plan. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

d. [Approve and Adopt 2016-2017 Oak Park Unified School District Annual Operating Budget](#)

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the adoption of the 2016-2017 Oak Park Unified School District Annual Operating Budget. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

e. [Approve Measure C6 Bond Fund Equipment Purchase - Maintenance and Operations Vehicle](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Measure C6 Bond Fund Equipment Purchase – Maintenance and Operations Vehicle. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

f. [Approve Measure C6 Bond Fund Equipment Purchase – Multi-Surface Floor Cleaning Equipment](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Measure C6 Bond Fund Equipment Purchase – Multi-Surface Floor Cleaning Equipment. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

3. HUMAN RESOURCES

a. [Approve Authorization to Re-establish the Administrative Position of Director Curriculum and Instruction](#)

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the authorization to Re-establish the Administrative Position of Director Curriculum and Instruction. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

4. PUPIL SERVICES

a. [Approve Contract for Non-Public Placement and Services for Special Education Student #010-15/16 - \\$4,314.24](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Contract for Non-Public Placement and Services for Special Education Student #010-15/16 - \$4,314.24. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

5. BOARD POLICIES

- a. **Adopt and Approve New Board Policy 3515.7 – Firearms on School Grounds Instruction – Second Reading**
On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the Policy 3515.7 Firearms on Schools Grounds Instruction choosing Option 1 as second and final Reading with a request to review the policy annually. Motion carried Aye: Helfstein, Laifman, Rosen. No: Ross, Hazelton.
- b. **Review and Approve Amendment to Board Policy and Administrative Regulation 6142.7 – Physical Education and Activity – First Reading**
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy and Administrative Regulation 6142.7 Physical Education and Activity as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.
- c. **Review and Approve Amendment to Board Policy 6152 – Class Assignments – First Reading**
On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy 6152 Class Assignments as First and Final Reading with the proposed changes. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.
- d. **Adopt and Approve Board Policy 6164.2 – Guidance/Counseling Services – First Reading**
On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved to table the Board Policy 6164.2 Guidance/Counseling Services. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.
- e. **Approve Amendment to Board Policy 5146 – Married/Pregnant/Parenting Students – First Reading**
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved amendment to Board Policy 5146 Married/Pregnant/Parenting Students as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.
- f. **Approve Amendment to Administrative Regulation 3514.2 – Integrated Pest Management – First Reading**
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the amendment to Administrative Regulation 3514.2 Integrated Pest Management as First and Final Reading with the proposed changes. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

V. OPEN DISCUSSION

There being no further business before this Board, the Regular meeting is declared adjourned at 7:57 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD RETREAT MEETING 6-26-16
BOARD OF EDUCATION**

#928

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr Allen Rosen, called the special meeting to order at 8:45 a.m. at the home of Denise Helfstein, 6135 Bryndale Avenue, Oak Park, California.

BOARD PRESENT

Mr. Allen Rosen, President, Mr. Drew Hazelton, Vice President, Mr. Derek Ross, Clerk, Ms. Denise Helfstein, Member, and Ms. Barbara Laifman, Member.

STAFF PRESENT

Dr. Tony Knight, Superintendent

PUBLIC SPEAKERS

None

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 8:45 a.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the special meeting to order at 9:30 a.m. at the home of Denise Helfstein, 6135 Bryndale Avenue, Oak Park, California.

BOARD PRESENT

Mr. Allen Rosen, President, Mr. Drew Hazelton, Vice President, Mr. Derek Ross, Clerk, Ms. Denise Helfstein, Member, and Ms. Barbara Laifman, Member.

STAFF PRESENT

Dr. Tony Knight, Superintendent

REPORT ON CLOSED SESSION

Board President Allen Rosen reported the Board took no action in closed session this morning.

DISCUSSION

The Board reviewed and amended the Board Goals for 2016-17.

The Board reviewed and amended the Moral Imperatives and Goals for 2016-17.

There being no further business before this Board, the Board adjourned the meeting at 12:30 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: AUGUST 16, 2016
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – JUNE 1 THROUGH JULY 31, 2016

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period June 1 through July 31, 2016?

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Includes Purchase Orders dated 06/01/2016 - 07/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account	Amount
B16-00006	Acorn Press	Ads for 2015-16	Human Resources	010		10,183.60
B16-00021	Pitney Bowes Lease Global	Open PO for postage machine lease	Medea Creek Middle School	010		2,566.85
B16-00029	Southwinds Transportation	DON: Bus Transport for field trips	Medea Creek Middle School	010		41,443.95
B16-00048	Office Depot Customer Service Center	Blanket P.O. for office supplies for year	Neighborhood Pre-School Program	010		2,256.96
B16-00052	Southwest School Supply	Misc. School Supplies for 2015-2016 School Year	Oak Hills Elementary School	010		7,277.06
B16-00053	Office Depot Customer Service Center	Misc. School Supplies for 2015-2016 School Year	Oak Hills Elementary School	010		1,575.00
B16-00072	Top Quality Printing	Printing/non-instrut supp	Oak Park High School	010		5,310.50
B16-00078	Regency Enterprises, Inc	Light Bulbs for 2015-2016 School Year	Oak Hills Elementary School	010		503.99
B16-00086	Pacific Coast Environmental	DISC: Custodial Supplies	Medea Creek Middle School	010		1,203.47
B16-00145	Pacific Plumbing Specialists	2015-2016 Plumbing Parts and Supplies	Business Administration	010		6,000.00
B16-00149	Pierres Welding & Maint.	2015-2016 Welding Services District-Wide	Business Administration	010		3,925.00
B16-00150	Pyro-Comm Systems, Inc.	2015-2016 Fire Alarm Maintenance Service	Business Administration	010		5,780.00
B16-00152	Roadside Lumber & Hardware,	Open PO 2015-2016 for Lumber and supplies	Business Administration	010		8,644.71
B16-00158	Southwest School Supply	Open PO for Custodial & Office Supplies	Business Administration	010		16,150.00
B16-00199	Pacific Coast Environmental	Maintenance/mat & supp	Oak Park High School	010		3,972.96
B16-00234	Derek Newman	Band Coach/stipend/oth exp	Oak Park High School	010		4,800.00
B16-00272	Pacific Coast Environmental	Custodial supplies	Red Oak Elementary School	010		1,007.28
B16-00274	Lily Weaks	Lily Weaks Contract Support DO	Human Resources	010		3,195.00
				010		1,296.00
B16-00275	Southwest School Supply	Open PO for Garden Supplies	Business Administration	010		1,505.43
B16-00283	Tri-Valley Supply	DISC: Repair Equipment	Medea Creek Middle School	010		1,062.61
B16-00294	Green Charge Networks, LLC	Monthly Payments for Battery Back-Up per Agreement	Business Administration	010		321.65
				010		1,078.35
B16-00295	Lister Rents, Inc.	Equipment Rental for MCMS Amphitheater	Business Administration	010		2,700.00
B16-00296	Parks Oaks Mower	2015/16 Open PO for Grounds Supplies	Business Administration	010		1,050.00
B16-00297	Silver Star Automotive Group	2015-16 PO Vehicle Maintenance & Repairs	Business Administration	010		500.00
B17-00037	COSTCO WHOLESALE	Open PO for various supplies	Medea Creek Middle School	010		500.00
B17-00038	Office Depot Customer Service Center	Open PO for office supplies	Medea Creek Middle School	010		10,000.00
B17-00039	Pitney Bowes Reserve Account	Open PO for postage & power purchase	Medea Creek Middle School	010		500.00
B17-00040	Southwest School Supply	PFA: Open PO for supplies	Medea Creek Middle School	010		500.00

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Includes Purchase Orders dated 06/01/2016 - 07/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00041	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	DON: Open PO for bus transportation	Medea Creek Middle School	010	500.00
B17-00042	Office Depot Customer Service Center	Blanket P.O. for office supplies for year	Neighborhood Pre-School Program	010	2,000.00
B17-00043	At & T CALNET2	Open PO for Telephone Charges	Medea Creek Middle School	010	3,000.00
B17-00044	Nasco	DON: Open PO Science Lab Supplies	Medea Creek Middle School	010	100.00
B17-00045	SCHOOL NURSE SUPPLY INC	Open PO for Health Office Supplies	Medea Creek Middle School	010	500.00
B17-00046	School Specialty	Open PO for Art Class Supplies	Medea Creek Middle School	010	450.00
B17-00047	Town & Country Printing	Open PO for printing	Medea Creek Middle School	010	1,500.00
B17-00048	Witt Company	Open PO for Riso Supplies & Service	Medea Creek Middle School	010	1,000.00
B17-00049	FOLLETT SOFTWARE CO	Open PO for library supplies	Medea Creek Middle School	010	200.00
B17-00050	The Prophet Corp. Db a Gopher	Open PO for PE equipment	Medea Creek Middle School	010	100.00
B17-00051	DEPARTMENT OF SOCIAL SERVICES MS B-67	License fees for 15/16 school year	Neighborhood Pre-School Program	010	484.00
B17-00052	Discount School Supply	Art supplies for 2015/2016 school year	Neighborhood Pre-School Program	010	1,000.00
B17-00053	Dick Blick	Art Materials for 2016/2017 school year	Neighborhood Pre-School Program	010	1,000.00
B17-00054	Southwest School Supply	Open PO for Custodial supplies	Medea Creek Middle School	010	5,000.00
B17-00055	Tri-Valley Supply	DISC: Equipment maintenance & repair	Medea Creek Middle School	010	250.00
B17-00056	Pacific Coast Environmental	DISC: Custodial Supplies	Medea Creek Middle School	010	800.00
B17-00057	Regency Enterprises, Inc	Open PO for lamp/battery recycling	Medea Creek Middle School	010	200.00
B17-00058	Premier - A School Specialty	Don: 2016-17 Student Assignment Books	Medea Creek Middle School	010	9,500.00
B17-00059	SOS Survival Products	DON: Earthquake/Emergency Supplies	Medea Creek Middle School	010	4,000.00
B17-00060	Joy Products of California Coastal Enterprises	Don: Open PO for PE Uniforms	Medea Creek Middle School	010	8,000.00
B17-00061	Print Management Partners, Inc	Open PO Payroll Envelopes	Business Administration	010	461.48
B17-00062	U S POSTAL SERVICE(AMS-TMS) US PS/ASCOM HASLER	Workroom Hasler Mail Machine	Human Resources	010	7,000.00
B17-00063	AARDVARK CLAY & SUPPLIES	Don/Art/mat & supp	Oak Park High School	010	4,400.00
B17-00064	Dick Blick	Art/Don/mat & supp	Oak Park High School	010	1,400.00
B17-00065	Conejo Hardwoods	Woodshop/Don/mat & supp	Oak Park High School	010	10,000.00
B17-00066	Dan Amihud dba Dan's Piano Service	Piano/mt lse rpr	Oak Park High School	010	1,500.00
B17-00067	Document Systems	Copying/Lott/mat & supp	Oak Park High School	010	4,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00068	Harland Technology	Scantron/Lot/rnt lse rpr	Oak Park High School	010	2,000.00
B17-00069	Herff Jones	Grad/mat & supp	Oak Park High School	010	5,200.00
B17-00070	Mrs. Nelson's Library Services	Rebinding/Dics/repair	Oak Park High School	010	5,000.00
B17-00071	Office Depot Customer Service Center	Office & Classroom/mat & supp	Oak Park High School	010	7,000.00
B17-00072	Pitney Bowes Lease Global	Mail/mt lse rpr	Oak Park High School	010	2,000.00
B17-00073	Precision Data Products	Scantrons, etc/mat & supp	Oak Park High School	010	2,500.00
B17-00074	School Speciality	Art/Don/mat & supp	Oak Park High School	010	1,000.00
B17-00075	Top Quality Printing	Printing/non-instrut supp	Oak Park High School	010	5,500.00
B17-00076	21ST CENTURY TONER CARTRIDGES dba: IMAGING PROD.SPEC.INC.	Toner Cartridges/mat & supp	Oak Park High School	010	2,200.00
B17-00077	Western Industrial Machine Rep	Gen Ed/rnts lse rpar	Oak Park High School	010	500.00
B17-00078	Do-It Center	OPPA/Don/mat & supp	Oak Park High School	010	1,000.00
B17-00079	At & T CALNET2	Phone/Operating Exp	Oak Park High School	010	4,200.00
B17-00080	COSTCO WHOLESALE	Admin/mat & supp	Oak Park High School	010	5,300.00
B17-00081	Do-It Center	Custodial/mat & supp	Oak Park High School	010	400.00
B17-00082	Graphaids	Art/SiteDon/mat & supp	Oak Park High School	010	6,500.00
B17-00083	Regency Enterprises, Inc	Lighting/Custodial/mat & supp	Oak Park High School	010	3,000.00
B17-00084	Southwest School Supply	Custodial/mat & supp	Oak Park High School	010	20,000.00
B17-00085	Tri-Valley Supply	Custodial/rnt lse rpr	Oak Park High School	010	200.00
B17-00086	Moore Medical Corp.	Health supplies	Brookside School	010	500.00
B17-00087	Office Depot Customer Service Center	office supplies	Brookside School	010	2,000.00
B17-00088	Document Systems	Open purchase order for color copies	Brookside School	010	1,400.00
B17-00089	Witt Company	maintenance and supplies for Riso	Brookside School	010	1,000.00
B17-00090	Southwest School Supply	school supplies	Brookside School	010	4,500.00
B17-00091	Patricia Faraz DBA Top Quality Printing	FrenchWkbks/Don/mat & supp	Oak Park High School	010	1,200.00
B17-00092	Southwest School Supply	Gen Ed supplies/mat & supp	Oak Park High School	010	2,000.00
B17-00093	Do-It Center	Blanket PO for custodial supplies	Brookside School	010	300.00
B17-00094	Regency Enterprises, Inc	Open Purchase order for light bulbs and recycling	Brookside School	010	500.00
B17-00095	At & T CALNET2	telephone services	Brookside School	010	1,000.00
B17-00096	Southwest School Supply	Open order -- custodial supplies	Brookside School	010	5,000.00
B17-00097	U S POSTAL SERVICE(AMS-TMS) US PS/ASCOM HASLER	postal supplies	Brookside School	010	200.00
B17-00098	Agoura Lock Technologies, Inc.	keys/locks	Brookside School	010	100.00
B17-00099	Pacific Coast Environmental	Custodial Supplies	Brookside School	010	1,000.00
B17-00100	Rayvern Lighting Supply Co.Inc	Lighting & overhd projector bulbs/mat & supp	Oak Park High School	010	300.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00101	Southwest School Supply	Red Oak classroom supplies for 2016-2017	Red Oak Elementary School	010	5,000.00
B17-00102	Southwest School Supply	Red Oak Custodial Supplies for 2016-2017	Red Oak Elementary School	010	4,000.00
B17-00103	School Health Corporation	Red Oak Health Office Supplies	Red Oak Elementary School	010	350.00
B17-00104	Document Systems	Red Oak color copies and staples for Ricoh copiers	Red Oak Elementary School	010	1,200.00
B17-00105	Agoura Lock Technologies, Inc.	Red Oak Key Duplication	Red Oak Elementary School	010	100.00
B17-00106	Pacific Coast Environmental	Red Oak, Waterless urinal supplies	Red Oak Elementary School	010	400.00
B17-00107	United States Postal Service	Red Oak stamps and postage	Red Oak Elementary School	010	300.00
B17-00108	Walnut Investment, LLC dba Acoustical Material Supply	2016/17 for Acoustical Tiles	Business Administration	010	1,500.00
B17-00109	A-1 Lawnmower	2016 -17 Grounds Equipment Repair & Supplies	Business Administration	010	1,000.00
B17-00110	Agoura Equip Rentals	2016-17 Misc Equipment Rental)	Business Administration	010	2,000.00
B17-00111	Agoura Lock Technologies, Inc.	2016-17 Locksmith Services	Business Administration	010	2,000.00
B17-00112	Air Cold Supply Inc	2016-2017 HVAC Parts Supplier	Business Administration	010	1,000.00
B17-00113	All Sale Electric, Inc	2016/ 2017 Open PO for Electrical Supplies	Business Administration	010	250.00
B17-00114	All-Phase Electric Supply Co	Open PO for Electrical Supplies for 2016/2017	Business Administration	010	1,000.00
B17-00115	Apex Superstores, Inc	2016-2017 Batteries for PA system, Telephone, UPS	Business Administration	010	600.00
B17-00116	Carlson's Building Materials	2016-2017 Masonry Materials & Supplies	Business Administration	010	500.00
B17-00117	Carrot-Top Industries, Inc.	2016-2017 M & O Supplies and Equipment	Business Administration	010	500.00
B17-00118	Cedar Valley Plumbing Supply	2016 - 2017 Plumbing Supplies & Tools	Business Administration	010	500.00
B17-00119	Clark Security/Anixter, Inc	Open PO for Security Parts & Supplies 2016-2017	Business Administration	010	1,000.00
B17-00120	Commercial Door Company Inc	Annual Fire Door Maintenance MCMS 2016-2017	Business Administration	010	500.00
B17-00121	Commercial Door Company Inc	2016-2017 Annual Fire Door Maintenance MCMS	Business Administration	010	500.00
B17-00122	Crowder Backflow Services, Inc	2016 - 2107 Backflow Services	Business Administration	010	500.00
B17-00123	Dial Security	2016 - 2017 Security for IT Room @ the DO	Business Administration	010	444.00
B17-00124	Do-It Center	2016-2017 Supplies for Maintenance & Op	Business Administration	010	2,600.00
B17-00125	Dunn-Edwards Corporation	2016-2017 for Paint & Supplies	Business Administration	010	1,000.00

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Includes Purchase Orders dated 06/01/2016 - 07/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00126	Fence Factory	2016-2107 - Install Fences as Required	Business Administration	010	500.00
B17-00127	G.I. Industries	2016-2017 for Sanitation Services	Business Administration	010	24,000.00
B17-00128	Southwest School Supply	Open PO for 2016-2017 Garden Supplies	Business Administration	010	500.00
B17-00129	Southwest School Supply	Open PO for Custodial & Office Supplies	Business Administration	010	2,500.00
B17-00130	Tri-Valley Supply	Red Oak, custodial equipment repairs	Red Oak Elementary School	010	300.00
B17-00131	Regency Enterprises, Inc	Red Oak, lamps/battery recycling	Red Oak Elementary School	010	200.00
B17-00132	Do-It Center	Red Oak custodial supplies	Red Oak Elementary School	010	500.00
B17-00133	Miracle Playground Sales	2016/17 Play Equipment Replacement Parts	Business Administration	010	638.21
B17-00134	Thousand Oaks Electric	2016-2017 Electrical Supplies and Equipment	Business Administration	010	500.00
B17-00135	Hollywood Fire Protection, LLC	2016-2017 Annual Fire Exting. Svs District-Wide	Business Administration	010	1,500.00
B17-00136	Shell Oil Co	2016-2017 Gas for District Vehicles	Business Administration	010	12,500.00
B17-00137	Golden State Elevator	2016-2017 Annual Testing Elevators	Business Administration	010	1,500.00
B17-00138	Golden State Fire Extinguisher	2016 - 2017 Fire Extinguisher Svs	Business Administration	010	1,500.00
B17-00139	Grainger Industrial Supply	2016-2017 Electrical Supplies	Business Administration	010	15,000.00
B17-00140	H. L. Flake Security Hardware	2016-2017 Open PO for Security Hardware Supplies	Business Administration	010	500.00
B17-00141	Intrepid Glass & Mirror, Inc	Open PO for Glass for 2016 - 2017	Business Administration	010	500.00
B17-00142	Jackie MacDonald DBA JM Enterprise	Open PO for 2016 - 2017 Recycled Paper	Business Administration	010	17,200.00
B17-00143	Johnstone Supply	2016 - 2017 for Plumbing Supplies	Business Administration	010	8,000.00
B17-00144	Kaiser Air & Sheet Metal Inc.	2016-2017 Open PO for HVAC Repairs - District-Wide	Business Administration	010	1,000.00
B17-00145	Lister Rents, Inc.	2016-2017 for Misc Equipment Rental	Business Administration	010	500.00
B17-00146	M/M Mechanical, Inc	2016-2017 M & O Supplies and Equipment	Business Administration	010	500.00
B17-00147	MC2 Wholesale Lighting	2016-2017 Lighting and Electrical Supplies	Business Administration	010	200.00
B17-00148	McMaster-Carr Company	2016-2017 for Electrical Supplies	Business Administration	010	800.00
B17-00149	Miracle Appliance Parts	2016-2017 Small Appliance Parts	Business Administration	010	500.00
B17-00150	Pacific Coast Environmental	Bio Ball Supplies for Waterless Urinals at DO	Business Administration	010	800.00
B17-00151	Pacific Plumbing Specialists	2016-2017 Plumbing Parts and Supplies	Business Administration	010	2,000.00

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Includes Purchase Orders dated 06/01/2016 - 07/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00152	Pacificom	2016-2017 Communication Repairs and Supplies	Business Administration	010	1,000.00
B17-00153	Pacwest Air Filter, LLC	2016-2017 HVAC Parts/Supplies	Business Administration	010	5,000.00
B17-00154	Pep Boys	2016-2017 for Vehicle Parts and Supplies	Business Administration	010	1,000.00
B17-00155	Pierres Welding & Maint.	2016-2017 Welding Services District-Wide	Business Administration	010	1,500.00
B17-00156	Pyro-Comm Systems, Inc.	2016-2017 Fire Alarm Monitoring Service	Business Administration	010	2,880.00
B17-00157	SMITH PIPE & SUPPLY	2016-2017 Grounds/Maintenance Pipe Supplies	Business Administration	010	3,000.00
B17-00158	Trees & Things	2016-2017 Open PO for Tree Trimming & Maintenance	Business Administration	010	7,000.00
B17-00159	United Rentals	2016-2017 Open PO for Equipment Rentals	Business Administration	010	1,500.00
B17-00160	SiteOne Landscape Supply, LLC	2016/17 PO for Landscaping Supplies	Business Administration	010	3,000.00
B17-00161	ARC Document Solutions, LLC	2016/17 CAD Plotting/Printing of Project Plans	Business Administration	010	500.00
B17-00162	Cintas Fire Protection, Corp	2016-2017 Annual Fire Sprinkler Inspection - OPHS	Business Administration	010	1,200.00
B17-00163	Geary Pacific Supply	2016-17 BARD HVAC District Wide	Business Administration	010	1,000.00
B17-00164	Better World Club	2016-17 Renewal of Vehicle Roadside Assistance	Business Administration	010	599.40
B17-00165	Village Automotaive Ctr, Inc.	2016-2017 District Vehicle Repairs	Business Administration	010	1,400.00
B17-00166	Time Warner Cable	2016-2017 Open PO for High-speed Data (HSD) Svs.	Business Administration	010	1,200.00
B17-00167	Venco Western Inc.	2016-2017 for All Sites Mowing/Fertilization	Business Administration	010	78,000.00
B17-00168	Agromin Horticulture Soils	2016/17 Horticulture Soils - School Garden Prog	Business Administration	010	1,000.00
B17-00169	Roadside Lumber & Hardware,	Open PO 2016-2017 for Lumber and Supplies	Business Administration	010	1,000.00
B17-00170	Eckharts Trailer Hitch & Weld	2016-2017 Open PO for Trailer Hitches	Business Administration	010	500.00
B17-00171	Home Depot	2016-2017 Maintenance Supplies and Tools	Business Administration	010	10,000.00
B17-00172	Pyro-Comm Systems, Inc.	2016-2017 Fire Alarm Maintenance Service	Business Administration	010	3,000.00
B17-00173	Regency Enterprises, Inc	2016-2017 for Lighting Supplies	Business Administration	010	1,000.00
B17-00174	Russell Sigler Inc	2016-2017 HVAC Parts/Supplies	Business Administration	010	1,000.00
B17-00175	Safe-T-Proof	2016-2017 Earthquake Strapping Supplies	Business Administration	010	500.00
B17-00176	Trane Glendale Parts Center	2016-2017 for HVAC Parts	Business Administration	010	1,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00177	Intrepid Glass & Mirror, Inc	2016-2017 Glass Removal, Disposal, & Replacement	Business Administration	010	500.00
B17-00178	HD Supply Const. dba White Cap Construction Supply	2016/167 Open PO for Supplies	Business Administration	010	500.00
B17-00179	Cintas Fire Protection, Corp	2016-2017 Inspection of District Fire Hydrants	Business Administration	010	2,500.00
B17-00180	Diamond A Equipment, LLC	2016-2017 Blanket PO Kubota Tractor Supplies	Business Administration	010	1,000.00
B17-00181	SOS Survival Products	2016-2017 Emergency Supplies	Business Administration	010	1,500.00
B17-00182	RICHARDS TIRE MAN	2016-2017 Vehicle Maintenance/Repair-Tires	Business Administration	010	500.00
B17-00183	JBES Lighting Controls	PO for Lighting Controls for 2016/17	Business Administration	010	2,000.00
B17-00184	Arrowhead Processing Center	2016-17 Drinking Water - Grounds/Maintenance Crew	Business Administration	010	500.00
B17-00185	All Partitions and Parts LLC	2016/17 PO for Partitions and Parts at all Sites	Business Administration	010	850.00
B17-00186	B4 A Disaster	2016/17 Open PO Disaster Kits/Supplies	Business Administration	010	860.00
B17-00187	Ryan Communications	2016-2017 District-wide Radio Repair/Supplies	Business Administration	010	1,200.00
B17-00188	Green Charge Networks, LLC	Monthly Payments for Battery Back-Up per Agreement	Business Administration	010	8,400.00
B17-00189	AED Authority	Open PO for AED Batteries - Safety Credits	Business Administration	010	635.00
B17-00190	Federal Express Corp.	Federal Express Postage Charges 2016-17	Business Administration	010	1,000.00
B17-00191	MailFinance	Open PO Postage Machine Lease at DO	Business Administration	010	2,500.00
B17-00192	Oak Park Water Service	2016-2017 For Water Utility	Business Administration	010	175,000.00
B17-00193	Office Depot Customer Service Center	2016-2017 Office Supplies for District Office	Business Administration	010	2,000.00
B17-00194	O'Linn Security	2016-2017 Patrol Services	Business Administration	010	2,000.00
B17-00195	So Cal Edison	2016-2017 Electrical Utility Svs District-Wide	Business Administration	010	610,000.00
B17-00196	Southern California Gas Co.	2016-2017 for Gas Utility Svs District-Wide	Business Administration	010	23,900.00
B17-00197	Sports Facilities Group	Annual Safety Inspection/Svs BB Backstops at MCMS	Business Administration	010	1,400.00
B17-00198	Sports Facilities Group	Annual Safety Inspection/Svs BB Backstops at OPHS	Business Administration	010	7,375.00
B17-00199	Triunfo Cty San Dist	2016-2017 Sewer Service Annual Fee	Business Administration	010	93,799.20
B17-00200	WELLS FARGO PAYMENT REMITTANCE CENTER	2016-2017 For Credit Card Purchases	Business Administration	010	20,000.00
B17-00201	Conejo Awards	Awards for District in 2016-17	District-wide	010	2,150.00
B17-00202	Farmer Bros. Co.	2015-2016 Coffee Supplies	Business Administration	010	2,000.00
B17-00203	Herc Rentals Inc.	Open PO for Equipment Rental	Business Administration	010	1,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
DIR16-00010	Precision Plumbing	Pro 16-03R New Pressure Regulating Valve at OPHS	Business Administration	213	14,921.00
DIR16-00011	Hughes General Engineering	Eagle Monument Installation at OPHS	Business Administration	010	3,300.00
DIR17-00001	Premier Carpet, Inc.	Pro 16-05R Carpet Replacement at Various Sites	Business Administration	213	87,678.00
DIR17-00002	Hughes General Engineering	Pro 16-01F Outside Classroom at BES	Business Administration	010	157,160.00
DIR17-00003	Premier Carpet, Inc.	Pro 16-05R Carpet Replacement	Business Administration	213	10,583.00
DIR17-00004	Quality Paving	Pave Irrigation/Utility Trenches at OPHS	Business Administration	010	3,475.00
DIR17-00005	Conejo Window Tinting	Window Tinting for OHES Admin Bldg	Business Administration	010	5,265.00
DIR17-00006	Quality Paving	Concrete Upgrade for Safety at ROES	Business Administration	010	4,270.00
DIR17-00007	Quality Paving	Pro 16-06R Parking Lot Slurry at OPHS	Business Administration	213	81,110.00
DIR17-00008	Fence Factory	Pro 16-10 Fencing Outdoor Classroom at BES	Business Administration	010	16,000.00
DIR17-00009	Response Team 1	Pro 16-02R ADA Gym Foyer Restrooms OPHS	Business Administration	213	65,739.02
DIR17-00010	Thousand Oaks Electric	Pro 14-30F1 Install Circuit to New Bleachers	Business Administration	010	3,531.38
DIR17-00011	Enhanced Landscape Mgmt, Inc	16/17 Site "Back to School" Landscape Cleanup	Business Administration	010	19,800.00
FS17-00001	At & T CALNET2	Phone Bills	Food Services	130	50.00
FS17-00002	Controlled Elements HVAC	Freezer & Refrig. Repairs - District Wide	Food Services	130	5,000.00
FS17-00003	D'Amore's Pizza Connection	Special Pizza Crusts	Food Services	130	6,000.00
FS17-00004	D'Amore's Pizza Connection	Special Pizza Crusts- Medea Creek	Food Services	130	3,000.00
FS17-00005	D'Amore's Pizza Connection	Special Pizza Crusts-Oak Park High	Food Services	130	3,000.00
FS17-00006	Advanced Sanitation	Pumping Grease Traps- BES-MC-OPHS	Food Services	130	1,110.00
FS17-00007	Do-It Center	Items for Cafeteria Repairs	Food Services	130	500.00
FS17-00008	Gold Star Foods	Cooler, Dry, & Frozen Storage Charges	Food Services	130	200.00
FS17-00009	Gold Star Foods	Frozen Food/ BES-OH-RO-MC-OPHS	Food Services	130	24,000.00
FS17-00010	Johnstone Supply	Parts for Refrig & Freezers- BES-OH-RO-MC-OPHS	Food Services	130	500.00
FS17-00011	Marx Bros. Fire Extinguisher	Fire System Service /BES	Food Services	130	230.00
FS17-00012	Marx Bros. Fire Extinguisher	Fire System Service /MCMS	Food Services	130	230.00
FS17-00013	Marx Bros. Fire Extinguisher	Fire System Service/ OPHS-CAFE	Food Services	130	500.00
FS17-00014	Taylor Freezers of California	Sanitizer for Soft Serve Machine	Food Services	130	200.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
FS17-00015	P&R Paper Supply Company, Inc.	Paper Products / BES-OHES-ROES	Food Services	130	4,500.00
FS17-00016	P&R Paper Supply Company, Inc.	Paper Products/ MCMS	Food Services	130	10,000.00
FS17-00017	P&R Paper Supply Company, Inc.	Paper Products/ OPHS-	Food Services	130	10,000.00
FS17-00018	Western Bagel	Bagels/ Brookside	Food Services	130	300.00
FS17-00019	Western Bagel	Bagels/ Oak Hills	Food Services	130	300.00
FS17-00020	Western Bagel	Bagels/ Red Oak	Food Services	130	300.00
FS17-00021	Western Bagel	Bagels/ Medea Creek	Food Services	130	2,000.00
FS17-00022	Western Bagel	Bagels / OPHS	Food Services	130	2,000.00
FS17-00023	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls - Brookside	Food Services	130	3,000.00
FS17-00024	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls - Red Oak	Food Services	130	3,000.00
FS17-00025	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls- Oak Hills	Food Services	130	3,000.00
FS17-00026	Wildflour Bakery & Cafe, LLC	Wheat Bread & Rolls / Medea Creek	Food Services	130	5,000.00
FS17-00027	Wildflour Bakery & Cafe, LLC	Wheat Bread & Rolls / OPHS	Food Services	130	5,000.00
FS17-00028	Tony's Fine Foods	Natural Food- Fresh Chicken	Food Services	130	25,000.00
FS17-00029	United Natural Foods, Inc	Natural Food Products	Food Services	130	16,000.00
FS17-00030	SCVSFSA-SUPER Co-Op	Commodity Food Co-Op	Food Services	130	100.00
FS17-00031	Pete Fowler Db a Acorn Appliance Service	Oven & Range Repairs	Food Services	130	1,000.00
FS17-00032	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Medea Creek	Food Services	130	5,000.00
FS17-00033	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Oak Park High	Food Services	130	5,000.00
FS17-00034	The Berry Man, Inc.	Fresh Produce for Oak Hills Elem.	Food Services	130	1,000.00
FS17-00035	The Berry Man, Inc.	Fresh Produce - Red Oak Elem.	Food Services	130	1,000.00
FS17-00036	The Berry Man, Inc.	Fresh Produce for Brookside Elem.	Food Services	130	1,500.00
FS17-00037	The Berry Man, Inc.	Fresh Produce - Medea Creek	Food Services	130	2,200.00
FS17-00038	The Berry Man, Inc.	Fresh Produce - Oak Park High	Food Services	130	2,800.00
FS17-00039	Sunrise Produce Company	Fresh Produce - Brookside Elem	Food Services	130	1,200.00
FS17-00040	Sunrise Produce Company	Fresh Produce - Oak Hills Elem.	Food Services	130	1,000.00
FS17-00041	Sunrise Produce Company	Fresh Produce - Red Oak Elem.	Food Services	130	1,000.00
FS17-00042	Sunrise Produce Company	Fresh Produce - Medea Creek	Food Services	130	4,400.00
FS17-00043	Sunrise Produce Company	Fresh Produce - Oak Park High	Food Services	130	5,400.00
P16-00282	2Eden Design Studio	School Garden Program Consultant Multiple Sites	Business Administration	010	50,678.15
P16-00570	SparkFun Electronics	VCI Gmt/Eng/mat & supp	Oak Park High School	010	1,019.91
P16-00671	Creative Notebook Solutions	VCI Grt/workbooks/mat & supp	Oak Park High School	010	306.38

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Includes Purchase Orders dated 06/01/2016 - 07/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00746	Nifisk, Inc.	Proj 16-05C OPHS Extractor / Scrubber	Business Administration	212	11,262.19
P16-00764	School Health Corporation	Health room supplies	Red Oak Elementary School	010	144.87
P16-00765	Foy Invenenterprises Inc.	CEC/ROP/Theatre/oth exp	Oak Park High School	010	1,402.93
P16-00766	Commercial Van Interiors, LLC	Install BackUp Alarm on Maintenance Vehicle	Business Administration	010	108.76
P16-00767	Herff Jones	Honor Cords	Home Independent Study Program	010	170.08
P16-00768	Pacificom	Proj 14-08F Install Cabling and WAP on Field House	Oak Park High School	010	1,800.00
P16-00769	Fun Raising School Gear	Staff OPIS apparel	Home Independent Study Program	010	77.67
P16-00770	The Frame Gallery	DON: Frame for Class Gift	Medea Creek Middle School	010	135.16
P16-00771	Josh Hughes	Band Coach/Site Stip/oth exp	Oak Park High School	010	1,300.00
P16-00772	Fun Raising School Gear	Team Shirts and Sweatshirts	District-wide	010	763.25
P16-00773	AP Exams	Don/AP Exams/mat & supp	Oak Park High School	010	76,645.00
P16-00774	ACSA Membership Processing	EdCal posting	Human Resources	010	264.00
P16-00775	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Parent funded field trip--1sts grade	Red Oak Elementary School	010	374.95
P16-00776	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Parent funded field trip--3rd gr.	Red Oak Elementary School	010	749.90
P16-00777	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Donation	Brookside School	010	1,234.95
P16-00778	Southwinds Transportation	Donation 2nd grade field trip	Brookside School	010	1,561.80
P16-00779	Sunburst Digital, Inc.	Wonder Class Robotics BES	Business Administration	010	2,578.93
P16-00780	Multiquip Inc.	Soil and Asphalt Compactor for Grounds	Business Administration	010	1,677.58
P16-00781	KENCO Construction Srvc Inc	Pro 16-02R DSA Inspections-ADA Modification Gym RR	Business Administration	213	11,900.00
P16-00782	Taft Electric Company	Replace Stadium Lights at OPHS	Business Administration	010	2,141.50
P16-00783	Drawing Board Printing	Envelopes/mat & supp/admin disc	Oak Park High School	010	544.25
P16-00784	IZA Design, Inc.	Don: Rocketry tshirts	Medea Creek Middle School	010	513.75
P16-00785	Navance, Inc	Navance/PFA Don/oth exp	Oak Park High School	010	7,524.75
P16-00786	True North Research	Baseline Bond Survey 2016	Business Administration	010	22,750.00
P16-00787	Clifford Moss LLC	Bond Advisory Consulting and Polling Svcs.	Business Administration	010	35,533.85
P16-00788	Hughes General Engineering	Install Bollard at OPHS Gas Line for Safety	Business Administration	010	14,466.15
P16-00789	Morris Inspection Services	Inspection Services at OPHS Field House	Business Administration	010	500.00
				010	5,915.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00790	Sports Facilities Group	Provide Bleacher Bench Planks for MCMS	Business Administration	010	881.04
P16-00791	Dr. Peter Adzhyan	SpEd Independent Evaluation/Behavior Assessment	District-wide	010	2,000.00
P16-00792	AML Global American Language Services	SpEd French Translator	District-wide	010	350.00
P16-00793	HERITAGE SCHOOLS INC	Heritage School/residential - 2015/16	District-wide	010	45,463.00
				010	11,510.00
P16-00794	Syntex Global LLC	SpEd - Korean Interpreting	District-wide	010	297.50
P16-00795	Fun Raising School Gear	Uniforms/Admin/mat & supp	Oak Park High School	010	166.63
P16-00796	San Diego Center for Children Academy	SpEd - NPS Basic Education Services	District-wide	010	4,494.00
P16-00797	County of Ventura-Public Works	Kanan Shuttle Annual Transit Costs 2015-2016	Business Administration	010	52,000.00
P16-00798	Riddell/All American Sports Cp	Ath/HelmetRecon	Oak Park High School	010	3,911.33
P16-00799	Matthew Gomez	BandCoach/Instr/oth exp	Oak Park High School	010	300.00
P16-00800	Sunburst Digital, Inc.	Wonder Class Robotics - OHES	Business Administration	010	2,578.93
P16-00801	Taft Electric Company	Proj 14-20R Exterior Lighting Audit/Timer Reset	Business Administration	213	5,508.38
P16-00802	Morris Inspection Services	Inspection Closeout Svs. at OPHS Old Bleachers	Business Administration	213	840.00
P16-00803	David L. Roberts Shutter Clinic/805 Shutters	Custom Door Panels for Fish Tank	Business Administration	010	747.13
P16-00804	Educatus International	Tuition Refund	Business Administration	010	5,400.00
P16-00805	Micro Audiometrics Corp	Ear Machine Calibration - District Nurse	District-wide	010	174.25
P17-00009	VCOE	Health Office Training all sites 2016-2017	Curriculum	010	900.00
P17-00011	Pali Institute	DON: Pali Institute 2016-17	Medea Creek Middle School	010	86,355.00
P17-00012	Ryan Communications	Pro 16-07C Upgrade Emergency Radio System	Business Administration	212	20,666.38
P17-00013	Educational Data Systems	2016-2017 CELDT Pre ID	Curriculum	010	414.81
P17-00014	Compuwave Inc.	Toner for Printer - Room 17	Neighborhood Pre-School Prog	010	1,290.00
P17-00015	Document Systems	Richo color excess charge-MPC4503-R	Neighborhood Pre-School Prog	010	645.00
P17-00016	Office Depot Customer Service Center	Blanket PO for Office Supplies	Oak View High School	010	1,500.00
P17-00017	Southwest School Supply	Blanket PO School Supplies 2016-17	Oak View High School	010	750.00
P17-00018	Document Systems	Staples & Color Copies - OVHS/OPIS	Oak View High School	010	800.00
P17-00019	Flinn Scientific, Inc	Science Lab Supplies 2016-17	Oak View High School	010	1,015.44
P17-00020	Office Depot Customer Service Center	Blanket PO for Office Supplies	Home Independent Study Program	010	2,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00021	Arrowhead	Arrowhead Water #002729877	Home Independent Study Program	010	800.00
P17-00022	Southwest School Supply	Open PO for School Supplies	Home Independent Study Program	010	1,000.00
P17-00023	Pacific Coast Environmental	Misc. Custodial Supplies	Oak Hills Elementary School	010	500.00
P17-00024	KENCO Construction Srvc Inc	Pro 15-02R Inspections Elementary Shade Structures	Business Administration	213	10,200.00
P17-00025	At & T CALNET2	OVHS Fax Line	Oak View High School	010	500.00
P17-00026	McGraw-Hill Education c/o American Express	MCMS StudySync Pilot/Purchase	Curriculum	010	27,425.32
P17-00027	Sales Media Inc.	DON: WEB T-shirts	Medea Creek Middle School	010	1,540.74
P17-00028	Voyager Sopris Learning	MCMS Sp Ed TransMath 2016-2017	Curriculum	010	3,627.23
P17-00029	Vista Higher Learning	MCMS Textbooks Spanish 2017	Curriculum	010	12,600.00
P17-00030	HEINEMANN	BES Unit of Study Read & Writ Grade K - 3	Curriculum	010	6,167.58
P17-00031	HEINEMANN	OHES Units of Study Reading Grade 3-5 4th Level	Curriculum	010	1,092.75
P17-00032	Textbook Warehouse c/o AMEX	OPIS textbooks 2016-2017	Curriculum	010	2,047.83
P17-00033	Textbook Warehouse Inc.	MCMS Novels 2016-2017	Curriculum	010	964.28
P17-00034	Oak Meadow school	OPIS Health & ELA Syllabus 2016-2017	Curriculum	010	2,557.64
P17-00035	Textbook Warehouse c/o AMEX	BES Workbooks 2016-2017	Curriculum	010	8,228.96
P17-00036	Houghton Mifflin Harcourt c/o American Express	Go Math ROES - Common Core 2016-2017	Curriculum	010	18,234.37
P17-00037	Follett Educational Services	OPIS Textbooks 2016-2017 Wordly Wise	Curriculum	010	300.10
P17-00038	HEINEMANN	ROES Units of Study Writing Grade 3	Curriculum	010	257.33
P17-00039	Textbook Warehouse c/o AMEX	ROES Workbooks & Novels 2016-2017	Curriculum	010	7,856.63
P17-00040	McGraw-Hill Education c/o American Express	ROES Health Textbooks 2016-2017	Curriculum	010	2,422.82
P17-00041	Ventura County Graphic Service	Badger Claws Grade 3 ROES 2016-20127	Curriculum	010	860.00
P17-00042	Douglas and Sturgess, Inc.	Art Donation/Mat & Supp	Oak Park High School	010	2,000.00
P17-00043	Pacific Artglass Corp	Arto/donation/Mat & Supp	Oak Park High School	010	1,000.00
P17-00044	ACSA Membership Processing	ACSA Membership for Leadership	School Site Salaries-NonTeach	010	21,683.00
P17-00045	UCLA EXTENSION ATTN DEPT K	Tuition for Enviro X401 for J. Suarez	Business Administration	010	695.00
P17-00046	Home Depot DEPT 32 2500369867	Woodshop/ROP/CEC/mat & supp	Oak Park High School	010	3,000.00
P17-00047	USC Rossier School of Education	USC Rossier - Bootcamp - Ian Stewart McGugan	Business Administration	010	6,210.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00048	Delta Education, LLC c/o American Express	OHES FOSS Science 2016-2017	Curriculum	010	1,957.23
P17-00049	Cpm Educational Program	MCMS Textbooks CPM Course 2 Math 2017	Curriculum	010	32,798.25
P17-00050	Scholastic, Inc. c/o Scholastic Teacher Store	ROES Charlotes Web Novel 2016-2017	Curriculum	010	234.45
P17-00051	Pacific Coast Environmental	Maintenance/Mat & Supp	Oak Park High School	010	3,000.00
P17-00052	Houghton Mifflin Harcourt	ROES ELA Theme Skills Tests Grade 2 2016-2017	Curriculum	010	746.13
P17-00053	Houghton Mifflin Harcourt c/o American Express	Go Math BES - Common Core 2016-2017	Curriculum	010	16,264.91
P17-00054	Amplify	OHES Science Amplify Grde K and 5 2016-2017	Curriculum	010	3,608.99
P17-00055	Delta Education, LLC c/o American Express	BES FOSS Science 2016-2017	Curriculum	010	1,825.79
P17-00056	Delta Education, LLC c/o American Express	ROES FOSS Science 2016-2017	Curriculum	010	2,605.95
P17-00057	Bedferd,Freeman, Worth Publish	OPHS Every Thing is an Agument Novel 2016-2017	Curriculum	010	14,741.11
P17-00058	Textbook Warehouse c/o AMEX	OHES Workbooks & Novels 2016-2017	Curriculum	010	2,341.19
P17-00059	Houghton Mifflin Harcourt c/o American Express	Go Math OHES - Common Core 2016-2017	Curriculum	010	13,567.74
P17-00060	Textbook Warehouse Inc.	OVHS Textbooks 2016-2017	Curriculum	010	880.70
P17-00061	Follett Educational Servics	OVHS Novels & LabTextbooks 2016-2017	Curriculum	010	1,241.92
P17-00062	Handwriting Without Tears	BES DK Consumable 2016-2017	Curriculum	010	1,275.53
P17-00063	Handwriting Without Tears	OHES DK Consumable 2016-2017	Curriculum	010	1,256.55
P17-00064	Handwriting Without Tears	ROES DK Consumable 2016-2017	Curriculum	010	1,275.53
P17-00065	Pearson AGS Globe c/o AMEX	AP FrenchWkbk/Don/mat & supp	Oak Park High School	010	753.11
P17-00066	The Lampo Group, Inc.	Wkbk/Don/Math/mat & supp	Oak Park High School	010	812.19
P17-00067	Pitney Bowes Reserve Account	Postage/mat & supp	Oak Park High School	010	2,500.00
P17-00068	Textbook Warehouse c/o AMEX	OPHS Textbooks 2016-2017	Curriculum	010	13,718.08
P17-00069	Follett Educational Servics	OPHS Chinese Textbooks	Curriculum	010	1,010.82
P17-00070	Pearson Customer Support	OVHS Child Dev Course (VCI) 2016-2017	Curriculum	010	4,173.60
P17-00071	Pearson Customer Support	OVHS EMR First Responder (VCI) 2016-2017	Curriculum	010	3,026.80
P17-00072	Vista Higher Learning c/o American Express	SpanWkbs/Don/mat & supp	Oak Park High School	010	15,331.25
P17-00073	Cengage Learning	AcctgWkbs/Don/mat & supp	Oak Park High School	010	1,244.91
P17-00074	Cengage Learning	OPHS Textbooks AP US History	Curriculum	010	2,993.78

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Includes Purchase Orders dated 06/01/2016 - 07/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00075	Office Depot Customer Service Center	2016-2017 - Office Depot Supplies - SpEd	District-wide	010	2,400.00
P17-00076	DS Waters of America, LP	2016-17 - Sparkletts Water Service/Pupil Services	District-wide	010	175.00
P17-00077	Ventura County Association of School Psychologists	2016-17 - VCASP Membership / psychs	District-wide	010	100.00
P17-00078	Southwest School Supply	Multifunction Chairs for DO Staff	Business Administration	010	903.00
P17-00079	HEINEMANN	OHES Units of Study Reading & Writing Grade 2	Curriculum	010	621.58
P17-00080	Amplify	OHES Science Amplify Grde K and 5 2016-2017 add'l	Curriculum	010	3,608.99
P17-00081	Delta Education, LLC c/o American Express	ROES FOSS NGSS Science 2016-2017	Curriculum	010	2,927.08
P17-00082	Delta Education, LLC c/o American Express	BES FOSS NGSS Science 2016-2017	Curriculum	010	2,499.66
P17-00083	McGraw-Hill Education c/o American Express	OPHS Biology Textbooks 2016-2017	Curriculum	010	7,376.67
P17-00084	ABM Electrical Power Svcs	Proj 14-37F Dual EV Charging Stations	Business Administration	010	13,770.83
P17-00085	Van Buren Equipment, Inc. Pacific Equipment	Toro Compact Utility Loader/Tractor	Business Administration	212	27,295.16
P17-00086	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	SpEd - Tumbleweed Transportation 2016-17	District-wide	010	80,000.00
P17-00087	Las Virgenes School Dist	2016-2017 - Program Services (LVUSD) - SpEd	District-wide	010	130,000.00
P17-00088	VCOE	2016-2017 - Physical Therapy Services - VCOE	District-wide	010	5,000.00
P17-00089	VCOE	2016-17 - VCOE Intensive Social Services	District-wide	010	10,000.00
P17-00090	VCOE	2016-2017 - Out of District Aides/Services VCOE	District-wide	010	35,000.00
P17-00091	VCOE	2016/2017 - VCOE Student Excess Costs (Tuition)	District-wide	010	280,000.00
P17-00092	Conejo Uni Sch Dist	2016-17 - CVUSD Student Excess Costs (Tuition)	District-wide	010	55,000.00
P17-00093	VCOE	2016-2017 - Excess Costs Transportation	District-wide	010	120,000.00
P17-00094	Southwest School Supply	BES Furniture 2016-17	Business Administration	212	3,119.38
P17-00095	Southwest School Supply	BES Furniture 2016-17	Business Administration	212	3,092.78
P17-00096	Southwest School Supply	BES Furniture 2016-17	Business Administration	212	9,992.86
P17-00097	Southwest School Supply	OHES Furniture 2016-17	Business Administration	212	7,563.70
P17-00098	Southwest School Supply	ROES Furniture 2016-17	Business Administration	212	9,042.66
P17-00099	Southwest School Supply	MCMS Furniture 2016-17	Business Administration	212	8,336.29
P17-00100	Southwest School Supply	OPHS Furniture 2016-17	Business Administration	212	4,974.20
P17-00101	Southwest School Supply	OPIS Furniture 2016-17	Business Administration	212	1,726.45
P17-00102	US Postal Service (AMS-TMS)	2016/2017 postage for DO postage machine	Business Administration	010	7,000.00

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Includes Purchase Orders dated 06/01/2016 - 07/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00103	Late for the Sky Production	Production of Game per Agreement	Business Administration	010	7,237.50
P17-00104	Project Lead the Way (PLTW)	VCI Path/Engineering	Oak Park High School	010	3,000.00
P17-00105	Arsenal Equipment Rentals, LLC	2016/17 Equipment Rental	Business Administration	010	750.00
P17-00106	L.A. Car Connection, Inc.	Car Wash Svs. for 2016/17	Business Administration	010	2,800.00
P17-00107	Time Warner Cable	2016/17 Mesh Network to Sites Internet Access	Business Administration	010	26,134.44
P17-00108	John Crawford Company	Roller Shades for OPHS Bldg C	Business Administration	010	5,267.50
P17-00109	Southwest School Supply	OVHS Furniture 2016-17	Business Administration	212	6,329.49
P17-00110	Arbor Scientific	ScienceDon/mat & supp	Oak Park High School	010	79.89
P17-00111	Compuwave Inc.	Printer Toner	Superintendent	010	360.13
P17-00112	Renaissance Learning, Inc	PFA: AR Program Renewal	Medea Creek Middle School	010	2,862.00
P17-00113	Fast Bridge Learning	Fast Bridge Learning FAST Subscription OHES	Business Administration	010	2,940.00
P17-00114	Electronix Express	CEC ROP Engineering/mat & supp	Oak Park High School	010	360.61
P17-00115	CCCD Contra Costa Community College	ROP/CEC/IT/oth exp	Oak Park High School	010	75.00
P17-00116	CCCD Contra Costa Community College	ROP/CEC/IT/oth exp	Oak Park High School	010	300.00
P17-00117	School Innovations & Advocacy Deposits	2016/17 Consulting Svs. per Agreement	Business Administration	010	17,700.00
P17-00118	Water Education Foundation	NGSS Training Project Wet books for the Elementary	Curriculum	010	2,528.40
P17-00119	Computer-Using Educators	Launch Training & Cohorts CUE	Curriculum	010	13,000.00
P17-00120	Division of State Architect	Pro 16-04R, DSA Closeout ADA Upgrades at OHES	Business Administration	213	4,219.88
P17-00121	NV5 West, Inc.	Pro 16-04R DSA Testing for ADA Upgrades at OHES	Business Administration	213	1,502.50
P17-00122	ACSA Membership Processing	ACSA Membership for Jay Greenlinger	Superintendent	010	1,257.00
P17-00123	Airworks Solutions, Inc.	AC Installation at OPIS Office	Business Administration	010	960.00
P17-00124	Foundation For Educational Administration	Academy Program-Registration K Buchanan	Oak Park High School	010	1,275.00
P17-00125	Textbook Warehouse c/o AMEX	OPHS Chemistry 2016-2017	Curriculum	010	1,241.63
P17-00126	Textbook Warehouse c/o AMEX	OPHS Social Science 2016-2017	Curriculum	010	2,064.00
P17-00127	Ventura County Star	Pro 16-03C Legal Ad for Network Switch Bid	Business Administration	212	565.40
P17-00128	County of Ventura-Public Works	Misc. Construction/Use of Right of Way	Business Administration	010	240.00
P17-00129	Southwest School Supply	BES Furniture 2016-17	Business Administration	212	983.63
P17-00130	Southwest School Supply	OVHS Furniture 2016-17	Business Administration	212	1,368.99
P17-00131	Southwest School Supply	ROES Furniture 2016-17	Business Administration	212	1,254.78

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Includes Purchase Orders dated 06/01/2016 - 07/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
T16-00062	Digital Synergy Consulting	Proj. 16-04C WiFi Expansion - Ruckus WAPs	Technology Coordinator	212	83,775.00
T16-00064	Sidpath, Inc	Dell Chromebooks 11" qty 800	Technology Coordinator	212	208,930.00
T16-00065	Blackboard Inc	District Web Site Re-design, new template	Technology Coordinator	010	6,500.00
T16-00066	Digital Synergy Consulting	Wireless AP Enclosures for Gyms install Service	Technology Coordinator	212	2,000.00
T17-00005	Apple Computer, Inc. Ms:198-3E D	iPads qty 140	Technology Coordinator	212	73,053.45
T17-00006	JAMF	JAMF Casper Suite Mac Management License	Technology Coordinator	010	82,013.00
T17-00007	Blackboard Inc	District Web Site Hosting	Technology Coordinator	010	15,500.00
T17-00008	Amplified IT LLC	Google Admin Services (Backupify + Cloudlock)	Technology Coordinator	010	13,116.00
T17-00009	BE Publishing	Curr: Keyboarding Software	Medea Creek Middle School	010	920.45
T17-00010	Compuwave Inc.	BandPmtr/ASB/OPPIMA/mat & supp	Oak Park High School	010	254.78
T17-00011	Compuwave Inc.	HP Storage SAN Maintenance & Support 1yr	Technology Coordinator	010	5,172.00
T17-00012	SHI International	Microsoft licensing CAMSA Districtwide	Technology Coordinator	010	9,693.50
T17-00013	Compuwave Inc.	VM Ware Licenses for Servers	Technology Coordinator	010	3,055.00
T17-00014	Compuwave Inc.	PC Laptops qty 2	Technology Coordinator	010	3,510.35
T17-00015	HelpSystems LLC	Intermapper network Software License Renewal	Technology Coordinator	010	1,207.00
T17-00016	Jam Tweet & Rhyme, Inc.	Typing Boot Camp for Stephanie Sandler 2016-2017	Human Resources	010	1,350.00
TB16-00004	Monoprice	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	6,450.63
TB17-00003	CDW GOVERNMENT INC	Blanket PO - Equipment/Supplies <\$500	Technology Coordinator	010	8,000.00
TB17-00004	Monoprice	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	4,000.00
TB17-00005	All Connected Inc	Network Support, Monitoring, Consulting	Technology Coordinator	010	38,000.00
TB17-00006	Apple Computer, Inc. Ms:198-3E D	Blanket PO for Computer Equip & Repairs	Technology Coordinator	010	10,000.00
TB17-00007	Compuwave Inc.	Blanket PO - Equipment & Supplies <\$500	Technology Coordinator	010	5,000.00
Total Number of POs			437	Total	4,485,386.90

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	65	469,309.97
212	Measure C6 Technology Bond Fun	3	294,705.00
213	Measure R FACILITIES Bond Fund	2	6,348.38
Total Fiscal Year 2016			770,363.35

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Fund Recap (continued)

Fund	Description	PO Count	Amount
010	General Fund	302	3,070,022.36
130	Cafeteria Fund	43	166,520.00
212	Measure C6 Technology Bond Fun	17	190,627.79
213	Measure R FACILITIES Bond Fund	9	287,853.40
		Total Fiscal Year 2017	3,715,023.55
		Total	4,485,386.90

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

ESCAPE **ONLINE**

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TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT Ed.D., SUPERINTENDENT
DATE: August 16, 2016
SUBJECT: B.1.d. APPROVE STUDENT TEACHER AGREEMENT WITH GRAND CANYON UNIVERSITY - JUNE 22, 2016 - JUNE 30, 2021

INFORMATION/CONSENT

ISSUE: Shall the Board of Education enter into Student Teaching Agreement with Grand Canyon University, commencing June 22, 2016 until June 30, 2021?

STATEMENT: Education Code section 11006 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience.

- ALTERNATIVES:
1. Approve Student Teaching Agreement with Grand Canyon University commencing June 22, 2016 until June 30, 20 Grand Canyon University 21 and authorize the Superintendent to sign the agreement on behalf of the District.
 2. Do not approve Student Teaching Agreement with Grand Canyon University.

RECOMMENDATION: Alternative #1

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

Student Teaching Affiliation Agreement Between GCU and Oak Park Unified School District

- PARTIES:** This agreement is entered into on this 22nd day of June by and between Grand Canyon University (GCU) and Oak Park Unified School District located at 5801 East Conifer Street, Oak Park, CA 91377. Hereafter referred to as the "District."
- PURPOSE:** The purpose of this non-exclusive Agreement is to establish the terms and conditions under which students of GCU may participate in Student Teaching Internships, Practicum and Observations at the schools located in the District.
- TERM:** The term of this Agreement begins 6/22/16 and ends 6/30/21.
- COMPLIANCE WITH HANDBOOK AND POLICY:** GCU and GCU's participating students shall comply with all policies of the University and District. Students accepted to the District for clinical training shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of students to the District, GCU will advise students of any specific requirements that must be met to participate in the clinical. These specific requirements are outlined in GCU's student teaching manual. Failure to complete the requirements will result in non-placement of students.
- COOPERATING TEACHERS:** The District shall provide qualified Cooperating Teachers to provide oversight, feedback and mentoring to GCU's participating students. Quality standards and service expectations for Cooperating Teachers are outlined in Exhibit A. GCU shall pay a \$500 stipend to Cooperating Teachers per each sixteen (16) week session of full-time service. Longer or shorter assignments will be assessed on a pro-rated basis. Compensation will not be provided for practicum courses. The stipends contemplated herein are to be paid directly to Cooperating Teacher. Should stipends be a lesser amount than those of the district, the participating student shall pay the difference. Stipend will be paid upon the completion of the student teaching semester providing all paperwork has been submitted. The relationship between Cooperating Teachers and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of his/her own state and federal income tax and self-employment tax as applicable.
- CONFIDENTIALITY:** GCU shall inform each participating student of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating student of any applicable state law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher that he/she is bound to maintain in confidence, any documents or other confidential information about GCU to which he/she might have access. Any breach of confidentiality by a participating Student or Cooperating Teacher shall be grounds for immediate termination of the clinical experience.
- INDEMNIFICATION AND HOLD HARMLESS:** Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The District will provide participating students with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.
- ASSIGNMENT:** The provisions of this agreement shall insure to the benefit of, and shall be binding upon the successors of the parties hereto. Neither this agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.
- NOTICES:** Notices under this agreement shall be mailed or delivered to the parties as follows:

University Dr. Kimberly LaPrade Dean, College of Education Grand Canyon University 3300 W. Camelback Road Phoenix, Arizona 85017	District Oak Park Unified School District
---	--
- MODIFICATION OF AGREEMENT:** This agreement may be modified only by written amendment executed by all parties.
- TERMINATION:** Either party, upon thirty (30) days written notice to the other party, may terminate this agreement.

- 12. **PARTNERSHIP/JOINT VENTURE/EMPLOYMENT:** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.
- 13. **NONDISCRIMINATION:** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

14. **RESPONSIBILITIES OF GCU**

- A. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, to take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating student.
- B. GCU agrees to comply with all federal, state and local statutes and regulations applicable to the operation of the Agreement, including without limitations, laws relating to the confidentiality of student records.
- C. GCU requires that all students who must enter a FIELDWORK SITE provide us with a current and clear copy of a background check. Students will be prohibited to move forward until this document is received.
- D. GCU will maintain in full force and effect, at its sole expense and written by carriers acceptable to District:

i. Commercial General Liability (Minimum Requirements):

- Limits of Liability:
- \$1,000,000 Combined Single Limit
- \$2,000,000 General Aggregate
- \$1,000,000 Products Aggregate
- \$1,000,000 Personal Injury
- \$5,000 Medical Payments

- Coverage:
- Premises/Operation Liability
- Medical Payments Liability
- Contractual Liability
- Personal Injury Liability
- Independent Contractors

ii. Professional Liability, as related to Educational Services

- Limits of Liability:
- \$1,000,000 each wrongful act
- \$1,000,000 aggregate

iii. Certificates of Insurance:

In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

Grand Canyon University

By: *Dr. Kimberly LaPrade*
(Signature)

Name: Dr. Kimberly LaPrade

Title: Dean, College of Education

Date: 6/22/16

By: _____
(Signature)

Name: _____
(Please print or type)

Title: _____
(Please print or type)

Date: _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.1.e. APPROVE RENEWAL AGREEMENT WITH VENTURA COUNTY OFFICE OF EDUCATION FOR 2016-17 ESCAPE FINANCIAL AND PAYROLL/PERSONNEL SYSTEM SERVICES

CONSENT

ISSUE: Shall the Board approve a renewal agreement with the Ventura County Office of Education (VCOE) to provide financial and payroll/personnel data processing services for the 2016-17 fiscal year?

BACKGROUND: The District has historically contracted annually with VCOE to provide data processing services. The scope of these services currently includes the hosting and support of the Escape Financial and Payroll/Personnel Systems. The current contract with VCOE for these services expired June 30, 2016. The fee for services is calculated on the District's prior year P-2 ADA, and the amount-per-ADA is increased by \$0.34 from last school year. VCOE has proposed to renew the agreement for the 2016-17 fiscal year in the amount of \$52,793.20 (2015-16 P-2 ADA [4474] x \$11.80). A copy of the renewal agreement is attached for the Board's review.

FISCAL IMPACT: The cost of the proposed services is included in the Business and Administrative Services departmental budget for 2016-17.

ALTERNATIVES:

1. Approve the renewal agreement with VCOE to provide financial and payroll/personnel data processing services for the 2016-17 fiscal year.
2. Do not approve the renewal.

RECOMMENDATION: Alternative No. 1

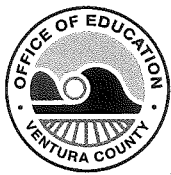
Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

 Anthony W. Knight, Ed.D
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



AGREEMENT FOR ESCAPE FINANCIAL & PAYROLL/PERSONNEL SYSTEM

This agreement is made between the Oak Park Unified School District of Ventura County, hereinafter referred to as "District," and the Ventura County Office of Education, hereinafter referred to as "VCOE."

It is Hereby Agreed between the Parties as Follows:

1. Time Period

VCOE agrees to furnish the District services in processing and reporting for the fiscal year July 1, 2016 through June 30, 2017 and thereafter on a yearly basis unless written notice to the contrary is received by VCOE prior to the fifteenth of January of any year in which the services are rendered.

2. Services Provided

VCOE shall provide services and transactions available in the Escape Financial & Payroll/Personnel System.

3. Exclusions

Software support does not include:

- A. Programming required because of changes in computer equipment or configuration.
- B. Problems resulting from equipment failure.
- C. Unauthorized alterations to the programs.

4. Charges

Charges will be determined by multiplying the District's prior year P-2 ADA as of June 1 of the prior fiscal year by an ADA factor from the following table.

P-2 ADA	Per ADA Factor
0-999	\$42.16
1000-4999	\$11.80
5000-9999	\$9.32
10000-19999	\$8.61
20000+	\$7.82

All reports printed at VCOE will be charged at \$.0800 per page.

5. Payment Schedule

The District agrees that the ADA based fees shall be paid in a single installment to be billed in December.

Approved this _____ day of _____, 20_____.

School District Authorized Representative

Approved this 16th day of August, 2016.

VCOE Authorized Representative

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.1.f. APPROVE 2016-17 TRANSPORTATION AGREEMENT WITH TUMBLEWEED TRANSPORTATION

CONSENT

ISSUE: Shall the Board of Education approve an agreement with Tumbleweed Transportation for student transportation during the 2016-17 school year?

BACKGROUND: Since the 2009-10 school year, the District has contracted with Tumbleweed Transportation, a professional, licensed transportation contractor, to provide transportation services for required for Special Education students and other student transportation needs. The contractor has proposed a 5% increase in the contract rates, citing rise in the minimum wage both on January 1 of this year and again on July 1, as well as the new requirement to provide paid sick leave for hourly employees. The cost of services provided in 2015-16 was \$78,949.

After a thorough review, the District staff has determined that these services will continue to be required in the new school year. Accordingly, staff is recommending the renewal of this agreement as the most cost-effective delivery of this mandatory transportation service. The cost for this service is included in the District’s 2016-17 general fund operating budget. A copy of the proposed renewal contract is attached for the Board’s review.

- ALTERNATIVES:**
1. Approve the agreement with Tumbleweed Transportation for Special Education and other student transportation services for the 2016-17 school year.
 2. Do not approve the agreement.

RECOMMENDATION: Alternative No. 1

Prepared by: Susan Roberts, Director, Pupil Services
 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



Tumbleweed Transportation

Dedicated to Safety and Service

OAK PARK SCHOOL DISTRICT STUDENT TRANSPORTATION

This contract is made and entered into this 13th day of April, 2016 by and between Oak Park Unified School District, a California non-profit corporation, hereinafter called "Oak Park" or the "School," and Tumbleweed Educational Enterprises, Inc., a California corporation, hereinafter called the "Contractor." The parties do hereby contract and agree as follows:

Scope of Work

Contractor shall furnish transportation services for the School, including daily transportation for pupils and other persons designated within established boundaries, plus academic field trips to/from other points as directed. Said transportation shall be furnished at such times and places as specified by the School's Business Manager or the duly authorized representative in charge of transportation.

Period of Contract

This contract commences on August 15, 2016, and concludes on July 31, 2017.

Equipment

The Contractor shall provide one (1) school bus with a maximum capacity of twenty (20) elementary school passengers ("bus") throughout the period of this contract. Additional vehicles shall be made available for the School's use, with charges for same as set forth in more detail on page 5 hereof, if the School provides at least one hundred eighty (180) days advance written notice to the Contractor that additional equipment is required. Contractor reserves the right to substitute vehicles as necessary due to maintenance and equipment requirements, including using vehicles of a smaller capacity if the route on a given day or days has fewer than twenty (20) passengers.

All vehicles supplied under this contract shall be approved school buses as defined by applicable statutory or administrative codes, and must in addition meet with the approval of the School. The Contractor shall practice regular preventive maintenance as approved by the vehicle manufacturer on all vehicles. The Contractor shall clean all vehicles inside and out as necessary and make repairs to visible body damage inside or out immediately after such damage occurs.

The Contractor shall maintain spare vehicles of appropriate sizes which meet all of the above requirements so they may be substituted for the regularly assigned vehicle if needed without delay. Because breakdowns and unexpected events do occur in the transportation industry, the Contractor cannot be held responsible if unexpected events or circumstances beyond its control result in the late arrival of students to school or home. The Contractor will maintain continuous contact with the vehicle through two-way radios and will notify the School promptly if such events occur.

Post Office Box 49291, Los Angeles, California 90049

T (310) 444-3232 F (310) 444-3230

www.tumbleweedtransportation.com

The School shall have the option of inspecting the condition of the Contractor's vehicles used for the School at any time during the term of the contract. Any expenses of this inspection shall be borne by the School. Should an inspection reveal, in the opinion of the School, that repairs of the vehicles are needed for safety or other reasons, the School reserves the right to reject this equipment for the School's use and require the Contractor to provide replacement equipment until the required repairs and/or service have been completed. Cost of such repairs and service and re-inspection of vehicles shall be the responsibility of the Contractor. At times requested by the School, the Contractor shall submit evidence satisfactory to the School that all vehicles used by the Contractor receive regular inspections, programmed preventive maintenance, and safety services.

Vehicles and all appurtenances must comply in all respects whether specifically mentioned or not with the California Motor Vehicle Code, regulations of the City and County of Los Angeles, California pertaining to passenger vehicles and buses, regulations of the California Highway Patrol pertaining to school buses, and with the provisions of the California State Board of Education regulations governing pupil transportation as published and in effect at the time of execution of this contract and thereafter.

Permits and Licenses

The Contractor, its employees, and its agents shall secure and maintain valid permits and licenses as required by law for the execution of this contract. The School requires that the Contractor shall not pay more than the fee required by §9102.5 VC to register the equipment supplied hereunder.

Insurance

Contractor shall maintain at its own expense automobile insurance as set forth below during the contract period. Upon request, Contractor shall furnish Certificates of Insurance to the School. Automobile liability insurance shall be maintained to protect the Contractor, and as additional insured, the School, its Board, Officers, Agents, and Employees from any claims for damages for personal injury or death and from damage to property which may arise from Contractor's operations under this contract. Such insurance shall have a combined single limit of \$5 Million. Worker's Compensation Insurance shall be maintained as required by law to protect the Contractor from claims which may arise from operations under this contract.

Hold Harmless Agreement

The Contractor shall hold harmless and indemnify the School, its Board, its Officers, and its Employees from every claim or demand which may be made by reason of:

- A. Any injury to person or property sustained by the Contractor or by any person, firm, or corporation employed directly or indirectly by the Contractor or in connection with its performance under the contract however caused.
- B. Any injury to person or property sustained by any person, firm, or corporation caused by any neglect, default, or omission of Contractor or of any person, firm, or corporation directly or indirectly employed by Contractor upon or in connection with its performance under this contract.

The Contractor at its own expense and risk shall defend any legal proceeding that may be brought against the School or the Board of the School for any such claim or demand and satisfy any judgment that may be rendered against the School or the Board of the School based thereon.

Safety Program

The Contractor shall provide at its own expense regular and continuous formal safety instruction for all of its operating personnel assigned to this contract. Said personnel shall attend regularly scheduled safety meetings at least two (2) times a year.

Assignments or Sub-contracting

The Contractor shall not assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this contract without the School's written consent, which shall not be unreasonably withheld. Notwithstanding the foregoing, the School hereby consents to the Contractor's assigning its rights hereunder for the purposes of obtaining business financing.

Independent Contractor

While engaged in carrying out and complying with the terms and conditions of this contract, the Contractor is an independent contractor and not an officer, agent, or employee of the School.

School Closing

Contractor shall not be obligated to perform services for the School on days when the School is closed.

Special Considerations

The School shall maintain sole responsibility for filling the vehicle to capacity. Both parties understand and agree that this vehicle shall run whether or not it is full.

Routing and Scheduling

Prior to the start of any service hereunder, the School and Contractor shall cooperatively establish the routes (which includes the schedule) conforming to the needs of the School. The School shall provide completed transportation forms to the Contractor not later than August 15 of each year so that the School and Contractor may establish the route and rider list. The School shall make no changes to the route during the first two weeks of school. Not less than two (2) weeks prior to the start of each school year, the Contractor will provide the School with a detailed information letter, including each child's route number, driver's name, and safety information, for distribution at the School's expense to participating families.

If at any time during the term of the contract except for the first two (2) weeks of school it is determined that service may be improved by revisions to routing, scheduling, or vehicle assignment, the School and Contractor shall plan and institute such changes jointly. Any revisions so adopted shall be deemed an ordinary part of this contract.

The route, schedule, and bus stops must be approved by the School and may not be revised without the School's authorization. Increased vehicle capacities or services necessitated by program changes may be authorized by the School, which increases shall be charged at the rates set forth in detail on page 5 hereof.

Transportation shall be organized into one (1) route Monday through Friday excluding school holidays. Pick-up in the morning shall be at such times necessary to arrive at school at 9:00 AM.

Travel Time

Contractor understands and agrees that students will not be on a vehicle for more than 70 minutes excepting incidents beyond Contractor's control while being transported between the meeting points and School. In addition, both parties shall make every effort to structure routes so that travel time can be kept to less than 60 minutes. The School understands that routes longer than 60 minutes exceed the length recommended by the California Department of Education, and it agrees to accept all liability and hold Contractor harmless for issues arising out of route lengths that exceed the recommended guidelines.

Contractor's Representative and Personnel

Contractor shall designate one person to act as supervisor of operations relative to this contract. This person shall be available during all working hours of school days for the purpose of handling routing, assignments, and discipline problems. All personnel assigned to perform under this contract shall be subject to approval by the mutual agreement of the School and Contractor.

Excused Performance

Contractor shall be excused from performance hereunder during the time and to the extent it is prevented from performing in the customary manner by acts of God, earthquake, fire, strike, lockout, civil disorder, war, commandeering by the government, or events beyond its control such as natural disasters. Satisfactory evidence thereof will be presented to the School upon request.

Record Keeping and Accident Reports

Upon request the Contractor shall provide daily or other operational records the School deems necessary. The Contractor shall notify the School of any reportable accidents, as defined by law, involving the Contractor's equipment or personnel while operating for the School. Injuries to students not involving acceleration, deceleration, or movement of the bus shall also be reported.

Contract Prices

This contract covers AM & PM student transportation for students to their School. Students authorized to participate in the transportation program shall be designated by the School, and transportation shall be furnished on such days as school is in session to/from points along and over the route scheduled by the School. Once all students have been assigned to the bus, the School shall provide Contractor with each student's name, home address and telephone number, plus an emergency name and telephone number.

- A. Base Rate for Route Service during the 2016-17 school year
- | | | | |
|----------------------------|---|------------------|---|
| Bus Capacity: | Up to 20 Elementary School Students | Quantity: | 1 |
| Daily Rate: | \$ 338.14 per bus (Includes 5 hours and 50 miles per day) | | |
| Rate per Hour: | \$55.00 per hour over 5 hours each day | | |
| Rate per Mile: | \$2.00 per mile over 75 miles each day | | |
| Total Rate per Day: | \$338.14 per day | | |

*Please note that operating hours begin when the driver starts the daily pre-trip inspection and end when each bus returns to its base.

B. Trip Service using additional vehicles *not* included in this contract

Fees for field trips including events using the vehicle designated for purposes of this contract shall accumulate according to the price structure listed above. Excess fees shall only be charged once the 5 hour/50 mile limit has been met. Waiting time during field trips is included in the total trip time for billing purposes, and at all times, operating hours and mileage begin when the driver starts the daily pre-trip inspection and end when each bus returns to its base. The reduced price structure for additional vehicles referred to in Paragraph "D." on page 4 hereof shall be as follows:

Capacity:	20 Passengers (12 High School Students)
Trip Rate:	\$308.70 per bus (Includes 5 hours and 50 miles per day)
Rate per Hour:	\$55.00 per hour over 5 hours each day
Rate per Mile:	\$2.00 per mile over 50 miles each day

Capacity:	48 Passengers (32 High School Students)
Trip Rate:	\$341.78 per bus (Includes 5 hours and 50 miles per day)
Rate per Hour:	\$55.00 per hour over 5 hours each day
Rate per Mile:	\$2.00 per mile over 50 miles each day

Capacity:	72 Passengers (48 High School Students)
Trip Rate:	\$352.80 per bus (Includes 5 hours and 50 miles per day)
Rate per Hour:	\$55.00 per hour over 5 hours each day
Rate per Mile:	\$2.00 per mile over 50 miles each day

Capacity:	84 Passengers (56 High School Students)
Trip Rate:	\$373.75 per bus (Includes 5 hours and 50 miles per day)
Rate per Hour:	\$55.00 per hour over 5 hours each day
Rate per Mile:	\$2.00 per mile over 50 miles each day

Surcharge per Trip: \$19.00

C. Adjustment of Rates & Fuel Escalation Provision

Rates and surcharges shall be subject to increase annually corresponding to the increase in the Contractor's operating expenses. A "Surcharge" when applicable is a temporary additional charge that shall be effective for a specified period of time and discontinued if and when the additional charge is no longer necessary. The Base Rate for Route Service provided hereunder (Section "A" on Page 5) is fixed during the term of this contract. In the event Insurance Costs increase more than 5%, Contractor will assess a surcharge as required. When Insurance Costs decrease materially, the surcharge will be reduced or eliminated accordingly.

Since Contractor cannot know when or how the current fuel price escalation will be resolved, it will invoice all clients retroactively for the extraordinary costs actually incurred. For purposes of this provision, the Fuel Baseline is established at the cost of the average fuel load during the 2015-16 school year of \$23,000.

Effective March 1, 2008 until further notice, Contractor will retroactively invoice the School on a quarterly basis for its Proportionate Share of the increase that exceeds \$23,000 per fuel load. Immediately upon issuance of an invoice, the School agrees to pay the fuel escalation charge assessed. Whenever the cost of fuel loads returns to \$23,000 or less, this provision will be suspended. As an estimate for budgeting purposes only, Contractor acknowledges School's Proportionate Share is 1%.

Compensation for all Trip Services provided hereunder (Section "B" on Page 5) may be adjusted annually starting each Subsequent Year. If any unusual circumstances beyond the Contractor's control arise such as a sharp increase in Insurance Costs, Fuel Costs, or Operating Expenses, the Contractor will notify the School about the need for a surcharge to these rates. The surcharge per trip for the contract year will be \$19.00.

Any increases shall take effect as of each July 1. Each invoice that includes any increase in the Base Rate or any Surcharge or both shall be conclusively binding upon the School unless the School (1) pays the Contractor when due the total amount of the invoice, and (2) within 30 days after such invoice is sent, sends a notice to the Contractor objecting to such invoice and specifying the reasons therefore. In the event of a dispute, the parties shall mutually agree upon a compromise adjustment and document the agreement in writing.

Payment for Service

On or about the fifth day of each month, the Contractor shall submit invoices in duplicate for all services to be performed during the upcoming month under this contract and all additional charges incurred in the immediately preceding month. Payment for such services shall be made within fifteen (15) days of billing or prior to the first day of the upcoming month, whichever comes first. All fees are due in advance for each month that service is to be provided under this contract and must be received in full by the Contractor on or before the first day of the month.

Payment for Service

On or about the fifth day of each month, the Contractor shall submit invoices in duplicate for all services to be performed during the upcoming month under this contract and all additional charges incurred in the immediately preceding month. Payment for such services shall be made within fifteen (15) days of billing or prior to the first day of the upcoming month, whichever comes first. All fees are due in advance for each month that service is to be provided under this contract and must be received in full by the Contractor on or before the first day of the month.

Termination of Contract

The School may not terminate this contract prior to July 1, 2017 unless all said students no longer require transportation due to school transfer. If the School wishes to extend the term of this contract, the School shall provide the contractor with written notice of its desire to do so prior to March 1, 2017. If notice is provided thereafter, the Contractor shall not be obligated to extend the term of the contract but will make every effort to do so.

General Provisions

In the event of any legal action arising out of this contract, or any portion thereof, the prevailing party therein shall be entitled to reasonable attorney's fees. This contract represents the entire agreement between the parties. Any modification of this contract will be effective only if it is in writing and signed by both parties. If any provision of this contract is held by a court of competent jurisdiction to be invalid, the remaining provisions shall nevertheless continue in full force. Failure of either party to insist on strict compliance with any of the terms and conditions hereof in one instance shall not be deemed a waiver of such term or condition thereafter. This contract shall be governed by and construed under the laws of the State of California.

Executed on April 13, 2016, at Los Angeles, California

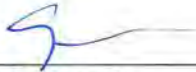
SCHOOL:

**Oak Park Unified School District,
By:**

CONTRACTOR:

**Tumbleweed Educational Enterprises, Inc.,
By:**

**Martin Klauss
Asst. Superintendant – Business &
Administrative Services**



**Erin L. Borda
President**

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.1.g. AUTHORIZATION FOR USE OF COOPERATIVE PURCHASING CONTRACTS BY THE STUDENT NUTRITION SERVICES DEPARTMENT DURING FISCAL YEAR 2016-17, PER PCC 20118

CONSENT

ISSUE: Shall the Board authorize the Student Nutrition Services department to use cooperative purchasing (piggyback) contracts during fiscal year 2016-17, as permitted by Public Contract Code (PCC) 20118?

BACKGROUND: Throughout each school year, it is necessary for the Student Nutrition Services department to contract with vendors for the purchase of food and other related supplies. As bidding and preparing contracts is quite time consuming, it is common practice among school districts to allow “piggybacking” on one another’s contracts that have been bid in conformance with the requirements of PCC 20111-20118. This allows districts to save time in bid preparation while ensuring competitive pricing. As specific Board approval is required in order to use the piggyback provision, and in order to conform to the PCC bidding requirements, staff is recommending the Board’s authorization to utilize the following piggybackable contracts during fiscal year 2016-17:

- Sunrise Produce (Oxnard Union High School District, Bid #545, Produce Products)
- The Berry Man (Oxnard Union High School District, Bid #545, Produce Products)
- P&R (Oxnard School District, RFP, Paper and Plastic Products Distributor)
- Sysco (Ventura Unified, Bid #FNS1-17, Food and Grocery Products)
- Jordano's (Hueneme Unified, Bid #FN 15-16-01, Non Commodity Food Items)

ALTERNATIVES:

1. Authorize the Student Nutrition Services department to use the listed piggyback contracts during fiscal year 2016-17, as permitted by PCC 20118
2. Do not approve the listed piggyback contracts.

RECOMMENDATION: Alternative No. 1

Prepared by: Carole Ly, Director, Student Nutrition 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.1.h. APPROVE MEMORANDUM OF AGREEMENT WITH THE COUNTY OF VENTURA FOR WATERSHED FRIENDLY GARDEN AT OAK PARK HIGH SCHOOL

CONSENT

ISSUE: Shall the Board approve the Memorandum of Agreement with the County of Ventura for Watershed Friendly Garden at Oak Park High School?

BACKGROUND: In May 2014, the State Water Resources Control Board announced that County’s application for the Proposition 84 Storm Water Grant Program (SWGP) funding for the Oak Park Green Streets Urban Retrofit Project was successful and would be funded. The County and Oak Park Unified School District (OPUSD) have committed to collaboratively implement Watershed Friendly Garden (WFG) program, to be placed on the Oak Park High School (OPHS) campus in a 1,200 square foot area located off the OPHS parking lot, immediately to the north of Room R16. Under the terms of the attached Memorandum of Agreement (MOA), the County will design and construct the OPHS WFG project, develop an Operation and Maintenance (O&M) Plan, and offer O&M training for OPHS staff and other interested parties. OPUSD will allow access to the project site to the County’s staff, contractors, and consultants during implementation. OPUSD will also supply irrigation, participate in development and review of O&M Plan, attend training provided by the County, and conduct O&M activities for the lifetime of the project, estimated to be at least twenty years. No cost reimbursement for OPUSD’s services will be provided by the grant.

ALTERNATIVES:

1. Approve the attached Memorandum of Agreement with the County of Ventura for Watershed Friendly Garden at Oak Park High School.
2. Do not approve the Memorandum of Agreement.

RECOMMENDATION: Alternative No. 1

Prepared by: 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**MEMORANDUM OF AGREEMENT
BETWEEN COUNTY OF VENTURA AND OAK PARK UNIFIED SCHOOL DISTRICT

FOR ACTIVITIES RELATED TO
IMPLEMENTATION AND MAINTENANCE OF THE WATERSHED FRIENDLY GARDEN
AT OAK PARK HIGH SCHOOL**

This Memorandum of Agreement (“MOA”) is made this 26th day of September, 2016, and entered into by and between the County of Ventura (hereinafter referred to as “County”) and the Oak Park Unified School District (hereinafter referred to as “OPUSD”).

RECITALS

WHEREAS, the County and OPUSD agreed to collaborate on the performance of certain tasks that were included in the grant PROJECT; and

WHEREAS, the State Water Resources Control Board (State Water Board) announced in May 2014 that County’s application for the Proposition 84 Storm Water Grant Program (SWGP) funding for the Oak Park Green Streets Urban Retrofit Project was successful and that the grant PROJECT would be funded; and

WHEREAS, the County signed the Grant Agreement with the State Water Board on August 1, 2014 initiating the grant process; and

WHEREAS, the County and OPUSD committed to collaboratively implement Watershed Friendly Garden program included in the County’s grant PROJECT funded by the Proposition 84 SWGP;

NOW, THEREFORE, the County and OPUSD desire to enter into this MOA in order to memorialize the tasks each organization is to perform in order to successfully complete the grant funded PROJECT as approved by the State Water Board.

ARTICLE 1 DEFINITIONS

- 1.1 AUTHORIZED AUTHORITY shall mean the individual authorized by each PARTY to sign this MOA.
- 1.2 PARTY shall mean the County or OPUSD.
- 1.3 PARTIES shall mean the County and OPUSD.
- 1.4 PROJECT shall mean Watershed Friendly Garden.
- 1.5 PROPERTY shall mean Oak Park Unified School District (OPUSD) property located at 899 Kanan Road in Oak Park, California (Assessor Parcel Number 800-0-400-14), which is commonly referred to as the Oak Park High School (OPHS) campus.
- 1.6 PROJECT SITE shall mean the approximate 1,200 square foot landscaped area located at the OPHS parking lot; for PROJECT site map refer to [Attachment A](#).

ARTICLE 2 PURPOSE, TERM, TERMINATION and AMENDMENTS

- 2.1 The purpose of the MOA is to establish a working agreement between the PARTIES with regard to successfully completing the Proposition 84 SWGP funded PROJECT.
- 2.2 The term of this MOA shall commence on the day and date written above and shall be effective for the useful life of the PROJECT as defined by the Grant Agreement, estimated at twenty (20) years after completion of the PROJECT.
- 2.3 Any substantive amendment, modification, extension, or variation of terms of the MOA shall be in writing and shall be effective only upon written approval by the AUTHORIZED AUTHORITIES of both PARTIES.

ARTICLE 3 RESPONSIBILITIES OF THE PARTIES

- 3.1 As approved by the State Water Board, the County shall act as grantee and shall, as an eligible grant recipient, enter into the grant agreement with the State Water Board to implement the approved PROJECT and to administer grant requirements.
- 3.2 In accordance with the agreement between the PARTIES, the County and OPUSD commit to the following:
- 3.3 The County will:
- A) Design and construct the OPHS WFG PROJECT at the PROPERTY as proposed in the PROJECT conceptual design dated July 2016 and in accordance with the State Water Board's Grant Agreement for PROJECT implementation.
 - B) Provide all grant administrative functions and implementation of the PROJECT.
 - C) Develop Operation and Maintenance (O&M) Plan for the OPHS WFG PROJECT.
 - D) Develop and offer 2-hr O&M training for OPHS staff and other interested parties.
- 3.4 The OPUSD will:
- A) Allow access to the PROPERTY to the County staff and County's contractors and consultants during PROJECT implementation and any PROJECT-related activities.
 - B) Supply water and applicable appurtenances for plant irrigation.
 - C) Participate in development and review of PROJECT O&M Plan.
 - D) Attend OPHS WFG O&M training provided by the County.
 - E) Provide assistance for distribution of PROJECT educational brochures such as posting and distribution of PROJECT flyers at the OPHS.
 - F) Conduct O&M activities for the lifetime of the PROJECT, estimated to be at least twenty (20) years after PROJECT is completed, in accordance with approved O&M Plan. O&M activities include, but are not limited, to watering, planting, seeding, landscape upkeep, mulch replacement and trash and litter removal within the PROJECT area.
 - G) No cost reimbursement for OPUSD's services will be provided.

ARTICLE 4 GENERAL TERMS AND CONDITIONS

- 4.1 APPROVAL BY PARTIES: This MOA and any amendments thereto shall not be binding on the PARTIES unless approved by their AUTHORIZED AUTHORITY.

4.2 COMPLETE AGREEMENT: This MOA constitutes the entire agreement between the PARTIES and the County with respect to the subject matter of this MOA. No prior oral or written understandings or agreements between the PARTIES with respect to the subject matter of this MOA are incorporated herein and any such understandings or agreements are entirely superseded by this MOA.

4.3 AMENDMENTS: This MOA may not be amended without a written amendment approved by the PARTIES, as evidenced by the signature of their AUTHORIZED AUTHORITY.

4.4 INTERPRETATION: This MOA shall be interpreted and construed reasonably and neither for nor against any of the PARTIES, regardless of the degree to which any of the PARTIES participated in its drafting.

4.5 SEVERABILITY: If any term, provision, covenant, or condition of this MOA is determined by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the MOA shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

4.6 INDEPENDENT CONTRACTORS: The PARTIES agree that they are, and at all times shall be, independent contractors of, and not the agent of the other.

4.7 GOVERNING LAW: This MOA shall be governed by and construed in accordance with the laws of the State of California.

4.8 INTELLECTUAL PROPERTY: By entering into this MOA no PARTY is deemed to be transferring any intellectual property rights, including but not limited to proprietary information, patents and trademarks. Each PARTY shall respect the intellectual property rights of the others, and shall not disclose any confidential information without prior written consent of the PARTY that has developed the confidential information.

4.9 NOTICES: All notices or correspondence under this MOA shall be given to the following addresses and shall be deemed delivered on the date of actual delivery or on the third business day after the date of mailing.

OAK PARK UNIFIED SCHOOL DISTRICT:

Anthony W. Knight
Superintendent, Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377

COUNTY OF VENTURA:

Jeff Pratt
Director, Ventura County Public Works Agency
800 South Victoria Avenue
Ventura, CA 93009-1600

IN WITNESS WHEREOF, the PARTIES have executed this MOA on the dates indicated below.

OAK PARK UNIFIED SCHOOL DISTRICT

By: Anthony W. Knight, Superintendent
Oak Park Unified School District

Date _____

COUNTY OF VENTURA

By: Jeff Pratt, Director
Ventura County Public Works Agency

Date _____

Attachment A
Project Site Location Map



TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.1.i. APPROVE NOTICE OF COMPLETION, PROJECT 15-08F, MAINTENANCE FACILITY IMPROVEMENTS

CONSENT

ISSUE: Shall the Board approve a notice of completion for Project 15-08F, Maintenance Facility Improvements?

BACKGROUND: Approved in the District’s 2015-16 Adopted Budget, the District entered into multiple contracts with construction contractors for Project 15-08F, Maintenance Facility Improvements. The district solicited proposals from contractors on the District’s list of contractors approved under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), and awarded contracts to the following contractors:

Contractor	Trade	Amount
Mod Space, Inc.	Modular Building/Installation	\$ 62,666
Taft Electric Company	Main Electrical System/Circuits	\$ 8,935
MM Mechanical, Inc.	Main Plumbing System Upgrade	\$ 13,286
Pacificom, Inc.	Data System Installation	\$ 5,906
Total		\$ 90,793

The work under these contracts are now complete, and the District’s staff and construction manager, Balfour Beatty Construction, has inspected the finished project and is 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 Project 15-08F, Maintenance Facility Improvements, contracted with the contractors identified above.
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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
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: District Administrative Office, 5801 Conifer Street, Oak Park, CA 91377

That on or about August 14, 2015 the said Oak Park Unified School District of Ventura County entered into a contract with Mod Space, Inc. of Fontana, California, Taft Electric Co. of Ventura, California, MM Mechanical, Inc. of Carpinteria, California, and Pacificom, Inc. of Camarillo, California, for Project 15-08F, Maintenance Facility Improvements, on certain real property hereinbefore described: that said building and improvements were actually completed on August 16, 2016: that the address of said Oak Park Unified School District is 5801 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

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

On _____ 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: AUGUST 16, 2016
SUBJECT: B.1.j. APPROVE DISPOSAL OF SURPLUS EQUIPMENT

CONSENT

ISSUE: Shall the Board approve the disposal of two surplus and obsolete district vehicles, per the provisions of Education Code Section 17546?

BACKGROUND: As authorized by the Board-approved Measure C6 Technology and Equipment Plan, the Business Operations department recently purchased two new maintenance trucks, replacing a 1992 Dodge pickup truck and a 2003 Ford 150 van. The 1992 pickup and the 2003 van each need extensive repairs. The new vehicle dealership declined to accept the two vehicles as trade-in, stating the vehicle are too old, had no value, and would cost more to repair than it is worth.

The District has received an offer of \$500 for the used truck and \$500.00 for the used van from private individuals. Sales of this type require specific Board action and staff is requesting authorization to accept the offers. Education Code Section 17546 provides that if the Board, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value \$2,500, it may be sold at private sale without advertising, by any employee of the district empowered to do so. Accordingly, staff recommends that the Board declare the 1992 Dodge pickup truck (VIN 2FTHF25H6NCA39929), and the 2003 Ford 150 van (VIN 1FMRE11WO3HB44165), as surplus and obsolete equipment, and authorize the Assistant Superintendent, Business and Administrative Services, to sell the vehicles to private individuals in the amount of \$500 each.

- ALTERNATIVES:**
1. Declare the 1992 Dodge pickup truck (VIN 2FTHF25H6NCA39929) and the 2003 Ford 150 van (VIN 1FMRE11WO3HB44165) as surplus and obsolete surplus, and authorize the Assistant Superintendent, Business and Administrative Services, to sell the vehicles to private individuals in the amount of \$500 each.
 2. Do not authorize the sale of surplus property.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: BOARD OF EDUCATION
 FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
 DATE: August 16, 2016
 SUBJECT: B.1.k. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – July 2016

Consent

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints-July 2016?

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

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

ALTERNATIVES: 1. Approve the Quarterly Report on Williams Uniform Complaints –July 2016
 2. Do not approve the Quarterly Report on Williams Uniform Complaints – July 2016

RECOMMENDATION: Alternative #1.

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laiyman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

Quarterly Report on Williams and Valenzuela Uniform Complaints
 For Districts With Grades 10-12 Offering CAHSEE Intensive Instruction and Services
 [Education Code Section 35186]
 Fiscal year 2015-2016

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director Curriculum and Instruction

Quarterly Report Submission Date: October 2015 (7/1/15 to 9/30/15)
 (check one) January 2016 (10/1/15 to 12/31/15)
 April 2016 (1/1/16 to 3/31/16)
 July 2016 (4/1/16 to 6/30/16)

Date for information to be reported publicly at governing board meeting: August 16, 2016
 Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction and Services	0		
Totals	0		

Anthony W. Knight, Ed.D.
 Name of District Superintendent

 Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: Dr. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.1.I. APPROVE REQUEST FOR OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' VOLLEYBALL TEAM TO SAN LUIS OBISPO – SEPT. 9-10, 2016

CONSENT

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

BACKGROUND: Principal, Kevin Buchanan, requests approval for this tournament scheduled for Sept. 9-10, 2016 in San Luis Obispo, CA. Approximately 12 athletes, head coach and 2 OPHS parent mom volunteers will travel by district approved drivers in district vehicles. They will depart on Friday Sept. 9th and return the evening of Sept. 10th. They will stay at the Embassy Suites-San Luis Obispo. Athletes will pay approximately between \$75-\$100 to cover the cost of meals, transportation and hotel. 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.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.2.a. RATIFY CONSULTANT AGREEMENT FOR POLITICAL LOBBYING SERVICES

ACTION

ISSUE: Shall the Board ratify a consultant agreement for political lobbying services with the firm of Gonzalez, Quintana, Hunter & Cruz to assist the District in promoting the passage of SB 1432, which would extend the sunset and repeal dates for District of Choice (DOC) program?

BACKGROUND: Absent any action by the State Legislature, the current DOC program authorized by Education Code sunsets in June 2017. Earlier this year, State senator Bob Huff introduced Senate Bill 1432, which if passed, would extend the sunset and repeal dates for DOC program to July 1, 2022. While SB 1432 was approved by the Senate on a 38-1 vote, it is facing vigorous opposition in the Assembly. The Assembly Education and Appropriations committees must both take action on the bill by June 30, 2016. Given the urgency of the approaching deadline, and the importance of the program to OPUSD, both financially and programmatically, it is in the District's best interest obtain the assistance of a qualified political lobbying firm in supporting the passage of SB 1432. To that end, the District has entered into the attached consultant agreement for political lobbying services with the Sacramento firm of Gonzalez, Quintana, Hunter & Cruz, for the period June 21, 2016 through September 30, 2016. Staff is actively seeking to build a coalition of other DOC districts to share the monthly fee of \$4,000.

ALTERNATIVES:

1. Ratify the consultant agreement for political lobbying services with the firm of Gonzalez, Quintana, Hunter & Cruz, per the attached agreement.
2. Do not ratify the consultant agreement for political lobbying services.

RECOMMENDATION: Approve Alternate 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____



GONZALEZ, QUINTANA HUNTER & CRUZ, LLC

June 21, 2016

Mr. Anthony Knight, Ed. D.
Superintendent
Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377

Dear Dr. Knight,

This letter serves as an agreement and is dated as of the 21 day of June, 2016 by and between, the Oak Park Unified School District maintaining a place of business at 5801 East Conifer Street, Oak Park, CA 91377 (hereinafter "the Client"), and Gonzalez, Quintana, Hunter & Cruz, LLC, a California corporation maintaining a place of business at 915 L Street, Suite 1270, Sacramento, CA 95814 (hereinafter "GQHC"), together, "the Parties."

GQHC will, at the Client's direction and on their behalf, provide government relations representation services concerning state public policy matters and initiatives in the state of California, specifically before the California Legislature and other state agencies as appropriate. All of these tasks and activities will be supervised, managed, and coordinated by GQHC principals, in close consultation/coordination with Client representatives and other consultants to the Client. GQHC principals will be available to the Client on an as-needed basis for general advice and counsel in connection with the Client's strategy and tactics. The GQHC governmental advocate with primary responsibility for this assignment will be Melanie Cuevas.

GQHC principals and staff will be available as requested by the Client to participate in meetings, conference calls, and strategy sessions. In addition, GQHC will institute and manage routine reporting/monitoring procedures to maintain accountability and assess progress on a regular basis.

The term of this agreement shall commence on June 21, 2016 and will terminate on September 30, 2016. Either party may terminate this agreement at any time, for cause (i.e., failure to pay the fees and/or expenses due hereunder, failure to perform the services contemplated hereunder, etc.) upon written notice to the other or not for cause with thirty (30) days' written notice to the other party

GQHC shall be compensated by the Client for its work hereunder a \$2,000 fee for June, 2016 and a \$4,000 per month fee thereafter, plus ordinary expenses for each month of this engagement. "Expenses" shall include travel, lodging and meals, large printing and/or material production costs such as those incurred in connection with mass mailings, and any other out-

of-pocket expense that is not specifically defined hereunder. GQHC shall not incur any extraordinary expenses without the prior approval/authorization of the Client. GQHC shall invoice the Client monthly and said invoices shall be paid by the Client within fifteen (15) days from the date of their receipt.

GQHC agrees that at all times during the term of this agreement and after termination, it will hold in confidence, and will not, other than for purposes of this agreement and for the sole benefit of Client, use or disclose to any third party any Confidential Information. Upon request, GQHC must return all Confidential Information to Client.

- i. **Confidential Information** *includes* all non-public information, know-how, business methods, intellectual property and trade secret information of Client, and information a reasonable person under the circumstances should treat as confidential information. Confidential Information may be disclosed in writing or orally, and applies whether it is marked or not as confidential.
- ii. **Confidential Information** *excludes* information that was: previously known by GQHC without restriction; received by GQHC from a third party without restriction; independently developed by GQHC without use or access to the Confidential Information; or information that becomes publicly available through no fault of GQHC. GQHC may disclose Confidential Information to the extent required by law, but will provide Client with advance notice to seek a protective order.

GQHC may currently or in the future represent one or more other clients in unrelated business, legislative or public policy matters that may involve or affect the Client in areas unrelated to the Services provided hereunder. The Client consents to GQHC's current and future representation of such other clients without the need for any further notice or consent from the Client, provided that such matters are not the same as, or substantially related to, matters in which GQHC provides Services to the Client. This advance waiver and consent regarding unrelated matters does not authorize or permit the unauthorized disclosure or use of any confidential or privileged documents or information which the Client provides to GQHC.

This agreement sets forth the entire agreement between the Parties in connection with the subject matter hereof and supersedes all prior discussions and agreements, whether written or oral, between the Parties with respect to the matters addressed herein. No covenants, representations, or warranties have been made by either party to the other except as specifically set forth herein.



Martin Klauss
Assistant Superintendent
Business and Administrative Services
Oak Park Unified School District

Delaney L. Hunter
Managing Partner
Gonzalez, Quintana, Hunter & Cruz, LLC.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.2.b. APPROVE SPENDING PLAN FOR 2016-17 EDUCATION PROTECTION ACCOUNT FUNDS

ACTION

ISSUE: Shall the Board review and discuss the proposed spending plan for the 2016-17 Education Protection Account funds as required by Proposition 30?

BACKGROUND: In November 2012, California voters approved Proposition 30, which established the Education Protection Account (EPA). All temporary tax revenues collected from Proposition 30 over the next 7 years for income tax and 4 years for sales tax, are collected into the Education Protection Account and distributed to K-12 and Higher Education. There are several requirements for local spending determination, disclosure, and reporting on the use of the EPA funds. The governing board must determine the use of the EPA funds in an open session of a public meeting. The EPA funds must be accounted for separately and not used for administrative costs. Additionally, Districts are required to annually report on their website an accounting of the EPA funds received and how those funds were spent.

The proposed OPUSD spending plan for the 2016-17 Education Protection Account is attached for the Board's information and review.

ALTERNATIVES:

1. Approve the proposed 2016-17 EPA Spending Plan as presented.
2. After discussion, direct the Administration to make specified revisions to the proposed 2016-17 EPA Spending Plan.

RECOMMENDATION: Alternative No. 1

Prepared by: Barbara Dickerson, Director, Fiscal Services
 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Fund 010 General Fund - Resource 1400, Education Protection Act

Revenue	Description	Amount	Percentage of Sources
8000	Revenue	5,912,772	100.00%
Total Revenue		5,912,772	100.00%

Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Salaries			
1100	Teachers' Salaries	4,418,550	74.73%
Total 1000		4,418,550	74.73%

Expenditure	Description	Amount	Percentage of Sources
3000 Employee Benefits			
3100	STRS	555,854	9.40%
3300	OASDI/Medicare/Alternative	64,069	1.08%
3400	Health & Welfare Benefits	784,514	13.27%
3500	State Unemployment Insurance	2,209	.04%
3600	Workers' Compensation Insuranc	87,576	1.48%
Total 3000		1,494,222	25.27%
Total Expenditure		5,912,772	100.00%

Starting Balance	0
+ Revenues	5,912,772
- Expenditures	5,912,772
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	5,912,772
= Total Sources	5,912,772

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries (56.3 FTE)	4,418,550	74.73%
2000			%
3000	Employee Benefits (56.3 FTE)	1,494,222	25.27%
4000			%
5000			%
6000			%
7000			%
- Total Expenditures		5,912,772	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.2.c. RATIFY AGREEMENTS FOR CONSTRUCTION CONTRACTS, PROJECT 15-08C, TECHNOLOGY FACILITY IMPROVEMENTS FROM MEASURE C6 BOND FUND

ACTION

ISSUE: Shall the Board ratify agreements for construction contracts for Project 15-08F, Technology Facility Improvements, and re-designate the project as 15-08C, and authorize the use of the Measure C6 bond fund for this project?

BACKGROUND: Approved in the District’s 2015-16 Adopted Budget, the District entered into multiple contracts with construction contractors for Project 15-08F, Technology Facility Improvements. The district solicited proposals from contractors on the District’s list of contractors approved under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), and awarded contracts to the following contractors:

Contractor	Trade	Amount
Omega Construction	Principal Construction	\$ 62,228
Taft Electric Company	Main Electrical System/Circuits	\$ 15,230
Thousand Oaks Electric	Office Electrical Rewire/Installation	\$ 16,725
Pacificom, Inc.	Data System Installation	\$ 17,358
Premier Carpet, Inc.	Anti-Static Flooring Installation	11,486
Total		\$ 123,027

Original paired with the Maintenance Facility Improvements project, funded from one-time General Fund discretionary funding, it is appropriate to fund this project from the Measure C6 bond fund. Bond Measure C6 specifically provides for “...up-to-date educational technology...including networking equipment...and the District program offices, etc.” Accordingly, staff is requesting that the Board ratify the contracts as listed above, re-designate the project as Project 15-08C, Technology Facility Improvements, and authorize that the related expenditures to be charged to the Measure C6 bond fund.

ALTERNATIVES:

1. Ratify the contracts as listed above, re-designate the project as Project 15-08C, Technology Facility Improvements, and authorize the related expenditures to be charged to the Measure C6 bond fund.
2. Do not ratify the agreements.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
 Superintendent

BOARD MEETING, AUGUST 16, 2016

Subject: Ratify Agreements for Construction Contracts, Project 15-08C
Technology Facility Improvements, From Measure C6 Bond Fund
Page 2 of 2

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.2.d. APPROVE PURCHASE OF TECHNOLOGY FACILITY FURNITURE AND EQUIPMENT, PROJECT 15-08C FROM MEASURE C6 BOND FUND

ACTION

ISSUE: Shall the Board approve the purchase of technology facility furniture and equipment in connection with Project 15-08C, Maintenance Facility Improvements, and authorize the use of the Measure C6 bond fund for this purchase?

BACKGROUND: Approved in the District’s 2015-16 Adopted Budget, the District entered into contracts for Project 15-08C, Technology Facility Improvements. In addition to the construction of the facilities, it was also necessary to upgrade and/or replace various equipment associated with the successful operation of the Technology Department and its support of the District’s schools and educational program. To that end, the District entered into contracts with the following vendors for the acquisition of necessary equipment and furniture:

Vendor	Equipment/Furniture	Amount
Southwest School Supply	Task Chairs	\$ 1,917
BizClicks Office	Tech Workstations	\$ 6,964
Total		\$ 8,881

It is appropriate to fund this project from the Measure C6 bond fund. Bond Measure C6 specifically provides for “...up-to-date educational technology...including networking equipment...and the District program offices, etc.” Accordingly, staff is requesting that the Board approve the equipment and furniture purchases specified above, to be charged to the Measure C6 bond fund, in connection with Project 15-08C, Technology Facility Improvements,

ALTERNATIVES:

1. Approve the purchase of technology facility furniture and equipment in connection with Project 15-08C, Maintenance Facility Improvements, and authorize the use of the Measure C6 bond fund for this purchase.
2. Do not approve use of the Measure C6 bond fund for this purchase.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

BOARD MEETING, AUGUST 16, 2016

Subject: Approve Purchase of Technology Facility Furniture and Equipment

From Measure C6 Bond Fund, for Project 15-08C

Page 2 of 2

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.2.e. APPROVE NOTICE OF COMPLETION, PROJECT 15-08C, TECHNOLOGY FACILITY IMPROVEMENTS

ACTION

ISSUE: Shall the Board approve a notice of completion for Project 15-08C, Maintenance Facility Improvements?

BACKGROUND: Approved in the District’s 2015-16 Adopted Budget, the District entered into multiple contracts with construction contractors for Technology Facility Improvements. The district solicited proposals from contractors on the District’s list of contractors approved under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), and awarded contracts to the following contractors:

Contractor	Trade	Amount
Omega Construction	Principal Construction	\$ 62,228
Taft Electric Company	Main Electrical System/Circuits	\$ 15,230
Thousand Oaks Electric	Office Electrical Rewire/Installation	\$ 16,725
Pacificom, Inc.	Data System Installation	\$ 17,358
Premier Carpet, Inc.	Anti-Static Flooring Installation	11,486
Total		\$ 123,027

The work under these contracts are now complete, and the District’s staff and construction manager, Balfour Beatty Construction, has inspected the finished project and is 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 Project 15-08C, Technology Facility Improvements, contracted with the contractors identified above.
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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
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: District Administrative Office, 5801 Conifer Street, Oak Park, CA 91377

That on or about August 14, 2015 the said Oak Park Unified School District of Ventura County entered into a contract with Omega Construction of Northridge, California, Taft Electric Co. of Ventura, California, Pacificom, Inc. of Camarillo, California, Thousand Oaks Electric Co., of Newbury Park, California, and Premier Carpet Inc., of Chatsworth, California, for Project 15-08C, Technology Facility Improvements, on certain real property hereinbefore described: that said building and improvements were actually completed on August 16, 2016: that the address of said Oak Park Unified School District is 5801 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

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

On _____ 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: AUGUST 16, 2016
SUBJECT: B.2.f. RATIFY AGREEMENT FOR CONSTRUCTION SERVICES FOR PROJECT 16-02R, GYMNASIUM RESTROOM ADA IMPROVEMENTS AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board ratify an agreement for construction services for Project 16-02R, Gymnasium Restroom Americans With Disability Act (ADA) improvements at Oak Park High School?

BACKGROUND: In 2014, the Board of Education authorized Project 14-08F for the installation of new bleachers in the Oak Park High School gymnasium, made possible by a generous donation from Agoura Youth Basketball Association. Actual construction was not approved by the Division of the State Architect (DSA) until early 2016. In January, 2016, prior to the project’s approval, DSA increased its requirements for ADA access compliance, resulting in the immediate need for additional construction improvements to the OPHS gym foyer restrooms as a condition of proceeding with this project. Proposals were solicited from contractors on the District’s list of contractors approved under the California Uniform Public Construction Cost Accounting Act (CUPCCAA). Two contractors responded with bids, but the low bidder was unable to obtain the required bonds and its bid was rejected as non-responsive. Consequently, a contract for this work was awarded to the following contractor:

Contractor	Trade	Amount
Omega Construction, Inc.	Restroom ADA Modification	\$ 81,192

It is appropriate to fund this additional work for ADA compliance from the Measure R bond fund. Bond Measure R specifically provides for “...improvements required to comply...with requirements of the Americans With Disability Act (ADA).” Accordingly, staff is requesting that the Board ratify the contract as listed above, and re-designate the ADA portion of the project as Project 16-02R, Gymnasium Restroom ADA Improvements at Oak Park High School, and authorize that the related expenditures to be charged to the Measure R bond fund.

ALTERNATIVES:

1. Ratify the contract with Omega Construction, Inc., in the amount of \$81,182, re-designate the project as Project 16-02R, Gymnasium Restroom ADA improvements at Oak Park High School, and authorize the related expenditures to be charged to the Measure R bond fund.
2. Do not ratify the contracts.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, AUGUST 16, 2016

Subject: Ratify Agreement for Construction Services for Project 16-02R,
Gymnasium Restroom ADA Improvements at Oak Park High School
Page 2 of 2

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.2.g. RATIFY AGREEMENTS FOR CONSTRUCTION SERVICES FOR PROJECT 16-04R, AMERICANS WITH DISABILITY ACT (ADA) UPGRADES AT OAK HILLS ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board ratify agreements for construction services for Project 16-04R, Americans With Disability Act (ADA) upgrades at Oak Hills Elementary School?

BACKGROUND: In October 2015, the Board of Education authorized the installation of one Division of the State Architect (DSA) approved classroom at Oak Hills Elementary (Project 15-15F) in order to comply with Education Code 17292 and Senate Bill 324. Subsequently, in January 2016, DSA increased its requirements for ADA access compliance, resulting in the immediate need for additional construction improvements to the OHES restrooms and parking lot. Proposals were solicited from contractors on the District’s list of contractors approved under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), and contracts were awarded to the following contractors:

<u>Contractor</u>	<u>Trade</u>	<u>Amount</u>
Apex General Contractors	Restroom ADA Modification	\$ 68,204
Stumbaugh & Associates	Restroom ADA Fixtures	\$ 5,194
Hughes General Contractors	Parking Lot ADA Modification	\$ 31,878
Total		\$ 105,276

It is appropriate to fund this additional work for ADA compliance from the Measure R bond fund. Bond Measure R specifically provides for “...improvements required to comply...with requirements of the Americans With Disability Act (ADA).” Accordingly, staff is requesting that the Board ratify the contracts as listed above, and re-designate the ADA portion of the project as Project 16-04R, ADA Upgrades at Oak Hills Elementary School, and authorize that the related expenditures to be charged to the Measure R bond fund.

ALTERNATIVES:

1. Ratify the contracts as listed above, re-designate the project as Project 16-04R, ADA Upgrades at Oak Hills Elementary School, and authorize the related expenditures to be charged to the Measure R bond fund.
2. Do not ratify the contracts.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

BOARD MEETING, AUGUST 16, 2016

Subject: Ratify Agreements For Construction Services For Project 16-04R,
ADA Upgrades At Oak Hills Elementary School

Page 2 of 2

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.2.h. APPROVE ACCEPTANCE OF DONATIONS

ACTION

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

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

Site/Program	Gift/Donor	Amount
Oak Park High Rocket Team	The Boeing Company	\$6,000

RECOMMENDATION: Accept the donations with thanks.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.2.i. RATIFY AGREEMENT FOR CONSTRUCTION SERVICES FOR PROJECT 16-06R, PARKING LOT RESURFACING AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board ratify an agreement with Quality Paving Company for construction services in connection with Project 16-06R, Parking Lot Resurfacing at Oak Park High School?

BACKGROUND: In order to expedite the resurfacing and restriping of the parking lots at Oak Park High School before school begins on August 9, 2016, it has been necessary to engage construction services to complete this project, identified as Project 16-06R, Parking Lot Resurfacing at Oak Park High School. Proposals were solicited from contractors on the District’s list of contractors approved under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), two contractors responded with proposals, but only one, Quality Paving Company, was responsive to the bid specifications. Accordingly, a contract was awarded as follows:

COMPANY	SCOPE OF WORK	AMOUNT
Quality Paving Company	Parking Lot Resurfacing	\$ 81,110

It is appropriate to fund this project from the Measure R bond fund. Bond language in Measure R specifically provides for “Upgrade...parking and vehicle access...including parking areas, pickup/drop-off, ingress/egress, etc.” Accordingly, staff is requesting that the Board ratify the contract listed above, and authorize that the related expenditures to be charged to the Measure R bond fund.

ALTERNATIVES:

1. Ratify the agreement for construction services with Quality Paving Company, in the amount of \$81,110, for Project 16-06R, Parking Lot Resurfacing at Oak Park High School as recommended above.
2. Do not ratify the agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.2.j. RATIFY AGREEMENT FOR CONSTRUCTION SERVICES FOR PROJECT 16-07F, CONSTRUCTION OF SCHOOL GARDEN AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board ratify an agreement with Landscape Development, Inc. for construction services for Project 16-07F, Construction of School Garden at Medea Creek Middle School?

BACKGROUND: It has long been a Board goal to establish school gardens at every school site. In 2016-17, this has also been the goal of Medea Creek Middle School (MCMS) and its Parent-Faculty Club (PFC). A budget of \$100,000 was established for an MCMS garden, funded by a combination MCMS PFC donations and one-time discretionary funds, and included in the 2016-17 Local Control Accountability Plan (LCAP). Project drawings were approved by the site in June 2016, and proposals were solicited from twelve contractors on the District’s list of companies approved under the California Uniform Public Construction Cost Accounting Act (CUPCCAA). Three contractors responded with proposals, but only the following two were fully responsive to the bid specifications:

COMPANY	SCOPE OF WORK	AMOUNT
Landscape Development, Inc.	Project Construction/Landscape	\$ 98,844
Hughes General Engineering	Project Construction/Landscape	\$126,680

Accordingly, a contract was awarded to Landscape Development, Inc., and construction began in July 2016. It is anticipated that the project will be completed by the opening of school on August 9, 2016.

- ALTERNATIVES:**
1. Ratify the agreement for construction services with Landscape Development, Inc., in the amount of \$98,844, for Project 16-07F, Construction of School Garden at Medea Creek Middle School.
 2. Do not ratify the agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2016

SUBJECT: B.2.k. RATIFY AGREEMENTS FOR CONSTRUCTION SERVICES FOR PROJECT 16-10F, CONSTRUCTION OF KINDERGARTEN OUTDOOR CLASSROOM AT BROOKSIDE ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board ratify agreements for construction services for Project 16-10F, Construction of Kindergarten Outdoor Classroom at Brookside Elementary School?

BACKGROUND: The District’s 2015-16 and 2016-17 Local Control Accountability Plans (LCAP) call for the construction of an outdoor classroom in the Brookside Elementary School (BES) kindergarten yard as a priority project, to be funded from multiple sources. Those sources include \$50,000 in 2015-16 one-time General Fund discretionary funding, \$50,000 from the BES Parent-Teacher Association (PTA), \$13,000 from BES site discretionary funding, as well as funds from both the Measure C6 and Measure R Bond Funds.

The Board authorized a contract for landscape architectural services for this project with Brodersen Associates in May, 2016. Project drawings were approved by the site in June 2016, and proposals were solicited and contracts were awarded to contractors on the District’s list of companies approved under the California Uniform Public Construction Cost Accounting Act (CUPCCAA). Work on this project began in late June 2016. The following is a recap of the subject contracts, including recommended funding sources for each portion of work:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING SOURCE
Brodersen & Associates	Landscape Architect	\$ 17,350	Gen Fund One-Time
Hughes General Engineering	Site Work/Hardscape	\$ 112,130	Measure R
Hughes General Engineering	Landscape Portion	\$ 32,370	Gen Fund One-Time
Landscape Structures	Playground Equipment	\$ 50,000	BES PTA
Landscape Structures	Playground Equipment	\$ 40,851	Measure C6
Boething Treeland	Shade Trees – 5 Sycamore	\$ 13,694	BES Site Funds
Fence Factory	Perimeter Fencing	\$ 16,000	Measure R
Total Project Cost		\$ 282,665	

Staff respectfully requests that the Board ratify the subject contracts, and authorize the use of the funding sources identified above. The one-time General Fund discretionary funding, BES PTA donation, and BES site discretionary funds are unrestricted funds, set aside specifically for this project. As permitted by Public Contract Code (PCC) 20118, the instructional playground equipment was purchased from Landscape Structures, utilizing the piggyback provision of California Multiple Award Schedule Contract 4-10-78-0057A. It is requested that the Board authorize the use of this contract for the equipment purchase. It is appropriate to fund a portion of this purchase from the Measure C6 bond fund, which specifically provides for purchases to “Replace playground equipment as needed to meet current safety standards.” Accordingly, staff is requesting that the Board authorize that \$40,851 of the instructional playground equipment expenditures be charged to the Measure C6 bond fund. It is also appropriate to

fund the site and hardscape work performed by Hughes General Engineering, and the fence installation performed by Fence Factory from the Measure R bond fund. Bond language in Measure R specifically provides for “Upgrade, repair, replace, modify, or construct site improvements, paths, sidewalks, and walkways...landscaping improvements, irrigation and drainage, etc.” Accordingly, staff is requesting that the Board authorize that \$128,130 of the related expenditures to be charged to the Measure R bond fund.

ALTERNATIVES:

1. Ratify the agreements for construction and landscape services with Hughes General Engineering, in the amount of \$144,500, Fence Factory, in the amount of \$16,000, and Boething Treeland, in the amount of \$13,694, for Project 16-10F, Construction of Kindergarten Outdoor Classroom at Brookside Elementary School.
2. Ratify the agreement with Landscape Structures, in the amount of \$90,85, for instructional playground equipment, and authorize the use of CMAS Contract 4-10-78-0057A for this purchase.
3. Authorize the expenditure of Measure C6 bond funds, in the amount of \$40,851, for the purchase of instructional playground equipment for this project.
4. Authorize the expenditure of Measure R bond funds, in the amount of \$128,130, for the construction, site work, hardscape, drainage improvements and fencing related to this project.
5. Do not ratify the contracts or authorize the funding sources.

RECOMMENDATION: Approve Alternative Nos. 1 through 4.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.2.1. APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASE – PROJECT 16-11C, iPad CARTS TO SUPPORT NEW TECHLITES AND TECHNOLOGY LEARNING COACH

ACTION

ISSUE: Shall the Board approve Measure C6 bond fund equipment purchases to support student instruction and staff development efforts of the District’s TechLITES and new Technology Learning Coach as specified in the approved District Technology Plan?

BACKGROUND: As outlined in the 2016-19 Technology Plan adopted by the Board at its meeting on April 19, 2016, the purchase of 140 iPad (Air2/64Gb) is required to furnish additional iPad carts for the new TechLITES and the newly approved Technology Learning Coach who have come on board for the 2016-17 school year. TechLITES are provided devices to provide a 1-to-1 teaching environment. It is recommended that Board authorize the purchase of 140 iPad (Air2/64Gb), in the amount of \$73,100, and 20 carts for charging/storing the devices, in the amount of \$24,705. It is proposed that the funding for this purchase be provided by C6 bond funds and is part of the budgeted amount for 2016-17 mobile device expansion that was projected in the adopted 2016-19 Technology Plan, and the 5-year technology/C6 spending plan coming to the Board at its meeting in September 2016.

ALTERNATIVES:

1. Approve the purchase of 140 iPad (Air2/64Gb), in the amount of \$73,100, and 20 carts for charging/storing the devices, in the amount of \$24,705, to be funded from Measure C6.
2. Do not approve the equipment purchase.

RECOMMENDATION: Approve Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Services
 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.3.a. APPROVE AUTHORIZATION TO EMPLOY AN ADMINISTRATIVE CONSULTANT

ACTION

ISSUE: Shall the Board authorize the employment of an administrative consultant?

BACKGROUND: Prior to the significant reduction in funding for schools that began in 2008, the district’s personnel and educational programs were supported with a full-time Assistant Superintendent of Human Resources and a full-time Director of Curriculum and Instruction. Seven years ago, as drastic budget cuts impacted local school budgets, the Superintendent and the Assistant Superintendent of Human Resources absorbed the responsibilities for curriculum and instruction. During this same time period the district added and expanded a number of programs, including the implementation of the Common Core Standards, related new assessment protocols and the state-mandated LCAP. Additionally, the District of Choice program was expanded and required increased time and resources from the district office staff. For the past six years a part-time administrative consultant has been hired to help fill the need for additional support. While this has been helpful the necessity of reinstating the position of Director of Curriculum and Instruction has been a priority. Recently the board did reinstate the position and a director has been hired. The recommendation from staff is to continue the part-time consultant position for one more year to provide oversight of the District of Choice program and to help transition areas of responsibility to current and new staff members.

- ALTERNATIVES:**
1. Approve the authorization to employ an administrative consultant.
 2. Do not approve the authorization to employ an administrative consultant.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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

Employment Agreement
Between Clifford Moore and the Oak Park Unified School District
For Administrative Consulting Services

This employment Agreement between Clifford Moore, retired administrator, and the Oak Park Unified School District is required to support the educational services throughout the district during the 2016-2017 school year. This agreement will renew the services provided by Mr. Moore to the district during the 2015-2016 school year under the conditions outlined below.

Mr. Moore has agreed to continue to provide services to the District for the 2016-2017 school year in support of the administrative functions in the Human Resources and the Educational Services departments. Under this agreement Mr. Moore will receive a daily per diem rate of \$375 and continuing family health benefits coverage in PPO Plan 3B. Health benefits coverage will be effective for Mr. Moore and his dependents through September 30, 2017.

Mr. Moore will develop with the Superintendent a calendar of scheduled work days that will best support the District's mission and goals. Based on the needs of the District this work schedule will include a minimum of 100 days and a maximum of 110 days of support throughout the year in the areas assigned by the Superintendent. In the event of budget cutbacks, it is acknowledged that the work year may be subject to a reduction in days and the consultant will work with the Superintendent to reduce days as may be necessary.

Mr. Moore shall be deemed an employee of the District serving under a temporary contract for purposes of employment and health benefits. Contracted days will be submitted monthly to the business department on a soft time card and monitored by the Superintendent's Office.

Clifford E. Moore, Consultant

Date

Anthony W. Knight, Ed.D.,
Superintendent

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.3.b. APPROVE 2016/2017 DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS – POTENTIAL NEED FOR USE OF EMERGENCY CREDENTIALS

ACTION

ISSUE: Shall the Board of Education approve the Declaration of Need For Fully Qualified Educators form CL-500 for the 2016/2017 denoting our potential need for use of emergency credentials?

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2016-2017

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

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

Name of County: Ventura County CDS Code: 56

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

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

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 16 / 16 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2017.

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

Leslie Heilbron, Ed.D. _____ Assistant Superintendent, HR

Name

Signature

Title

818-879-0372

818-735-3226

8/16/2016

Fax Number

Telephone Number

Date

5801 Conifer Street Oak Park CA 91377

Mailing Address

lheilbron@opusd.org

EMail Address

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

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

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

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

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

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

LIMITED ASSIGNMENT PERMITS

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

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

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	Early Childhood
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. We use University Interns if required

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

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

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

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

This year we do not have a need for any interns.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.3.c. APPROVE JOB DESCRIPTION AND RECLASSIFICATION FOR ACCOUNTING ASSISTANT III POSITION

ACTION

ISSUE: Shall the Board **approve** the job description for Accounting Assistant III position and reclassify the more senior Accounting Assistant II employee to the new position?

BACKGROUND: There are currently two employees in the Business Office holding the position of Accounting Assistant II, with the primary responsibility for the payroll, accounts payable, and accounts receivable functions. Over the last five years, state and federal regulations have increased both the quantity and complexity of the work of this department. The more senior of the two Accounting Assistant II employees has assumed an advanced lead level in the research and development of practices for implementing current tax, pension, benefit, and other laws and regulations affecting payroll administration. These include FMLA, CFRA, the new California sick leave law (AB 1522, amended by AB 304), the Affordable Care Act, and the new reporting requirements for both STRS and PERS. The required work exceeds that outlined in the job description for Accounting Assistant II, and staff is recommending establishment of an Accounting Assistant III position and reclassifying the employee to that position.

The revised job description for Accounting Assistant III is attached. If approved by the Board, the plan is to reclassify the more senior of the two current Accounting Assistant II employees to the position of Accounting Assistant III at Range 23 on the classified salary schedule effective September 1, 2016. The current year budget implications for this reclassification are approximately \$4,200 including salary and salary generated benefits.

ALTERNATIVES:

1. Approve the job description for Accounting Assistant III position and reclassifying the more senior Accounting Assistant II to the new position.
2. Do not approve the job description for Accounting Assistant III.

RECOMMENDATION: Alternative 1.

Prepared by: Leslie Heilbron, Assistant Superintendent, Human Resources
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, E.d.D.
Superintendent

BOARD MEETING, AUGUST 16, 2016
Approve Job Description and Reclassification
For Accounting Assistant III Position
 Page 2 of 2

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING ASSISTANT III

DEFINITION

*This is a twelve (12) month per year, eight (8) hour per day position
Salary Range: 23 on Classified Salary Schedule (CC/CH)*

Under direction of the Director of Fiscal Services, independently perform a variety of complex tasks at an advanced lead level in support of District business office operations, including payroll, accounts payable, and purchasing. Researches applicable federal, state and local laws, including Family Medical Leave Act (FMLA - a Federal law), the California Family Rights Act (CFRA – a state law), and must be able to integrate these rules and regulations into the bargaining unit's leave requirements as specified in the contracts. Analyzes fiscal data and ensures financial records for accuracy.

DISTINGUISHING CHARACTERISTICS

The Accounting Assistant III classification is the most experienced level classification in the Accounting Assistant series. Incumbents serve as a resource to provide coordination and assistance at peak work times. They exercise responsibility for the accurate and timely performance of technical and specialized functions and support activities. Employees in this classification receive limited supervision within a broad framework of policies and procedures; they provide training and work direction to departmental staff and trouble-shoot problems in payroll, accounts payable, purchasing, accounting, food services, and employee benefits. The Accounting Assistant II classification is the mid-level classification in the Accounting Assistant series. Incumbents perform a variety of complex accounting clerical duties independently in support of District purchasing and other business office operations. The Accounting Assistant I classification is the entry-level classification in the Accounting Assistant series. Incumbents perform a variety of routine and responsible accounting clerical duties in support of District payroll, accounts payable/receivable, purchasing and other business office operations.

EXAMPLES OF DUTIES

Ensures regulatory compliance of payroll system to all applicable guidelines, policies and procedures. Researches current tax, pension, benefit, and other laws and regulations affecting payroll administration, including FMLA, CFRA, the new California sick leave law (AB 1522, amended by AB 304), the Affordable Care Act, and the new reporting requirements for both STRS and PERS. Participate in training and development of assigned staff; assist in planning and organizing department functions and providing work coordination of assigned staff.

Consult, advise and resolve problems in payroll, accounting, food service, employee benefits, and purchasing; serve as liaison between Department and District personnel, governmental agencies regarding related activities and operations; answer questions, interpreting procedures and/or application of District policies.

Accurately prepare and input payroll information in financial computer system to assure employee paychecks are accurate and issued according to scheduled payroll deadlines; audit employee time sheets to assure completeness and accuracy; compute vacation and sick leave allowances and overtime earnings; prepare and input accounts payable financial records in financial computer system; process documents such as invoices, purchase orders and warrants; audit invoices for correct extensions; assist District personnel with purchasing needs including mailing purchase orders to vendors, notification of price changes, or researching files to locate particular purchase orders; prepare and maintain a variety of financial records, files, logs and reports and make arithmetic calculations; provide a variety of information and assistance to District administrators and personnel, vendors, and others regarding payroll

CLASS TITLE: ACCOUNTING ASSISTANT III

Page 2 of 2

and fringe benefits, accounts payable and receivable, purchasing transactions, and District fiscal policies; assure compliance with State laws and legal requirements related to the payroll, purchasing, and accounts payable/receivable functions; maintain updated and accurate outside service contracts; enter cash received into cash receipts journal; operate office machines including computer terminal, calculator, and copiers; perform a variety of clerical duties including answering phones, word processing, filing and duplicating; open, sort and distribute department mail; perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: Accounting, auditing and finance principles, practices and procedures; financial and statistical record keeping and controls; applicable legal and District guidelines which affect work; modern office practices, procedures and equipment; well-developed math skills to perform complex accounting and statistical computations; interpersonal skills including tact, patience and courtesy.

Ability to: Perform a variety of complex and responsible accounting and clerical duties independently in support of District purchasing and business office operations; assure compliance with a variety of rules, regulations and established procedures; perform a variety of clerical duties including answering phones, word processing, filing and duplicating; communicate and work effectively with others to explain detailed information and work with staff in advisory capacity; perform arithmetic computations quickly and accurately; operate office machines.

Education and Experience: Requires Associates Degree in accounting or finance or equivalent, plus four years of relevant and progressively responsible experience in governmental accounting, payroll or closely related field. Alternatively, additional applicable experience may be substituted on the basis of two years of experience for one year of college. Alternatively, additional applicable college courses may be substituted for experience on the basis of two years of education for one year of experience.

WORKING CONDITIONS

District Office environment; subject to frequent interruptions, demanding time lines and contact with District employees and the public.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.4.a. APPROVE CALIFORNIA SCHOOL BOARDS ASSOCIATION MEMBERSHIP DUES (\$7,532) AND EDUCATION LEGAL ALLIANCE MEMBERSHIP DUES (\$1,883) FOR 2016-2017
Action

ISSUE: Shall the Board of Education approve California School Boards Association Membership Due and Education Legal Alliance Membership Dues for 2016-2017?

STATEMENT: The Oak Park Unified School District has been a member of the California School Boards Association for many years. As an additional part of membership in CSBA, OPUSD is a member in the Education Legal Alliance at an additional cost. The cost of CSBA membership has increased \$262 and Education Legal Alliance Membership Dues has increased \$68 from last year.

- ALTERNATIVES:**
1. Approve California School Boards Association Membership and Education Legal Alliance Membership Dues for 2016-2017.
 2. Approve only the California School Boards Association Membership for 2016-2017.
 3. Do not approve California School Boards Association Education Legal Alliance Membership Dues for 2016-2017.

RECOMMENDATION: At the Board's discretion

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laiyman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Member	_____	_____	_____	_____



California School Boards Association

3251 Beacon Boulevard
West Sacramento, CA 95691
(916) 371-4691 FAX (916) 669-3366

Please refer to your invoice number and customer number in all communications regarding this invoice.

Invoice Number Invoice Date PO #
INV-25995-X1S9Y0 4/29/2016

Bill To:
Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States

Ship To:
Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States

Table with 6 columns: Product Code, Description, Unit Price, Quantity, Extended Price, Terms. Rows include CSBA and ELA memberships, and an important notice regarding purchase orders.

Total Invoice: \$9,415.00

Total Paid: \$0.00

Balance Due: \$9,415.00

Handwritten signature and date: OK [Signature] 4/29/16

PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



California School Boards Association

3251 Beacon Boulevard
West Sacramento, CA 95691
(916) 371-4691 FAX (916) 669-3366

Summary table with 5 columns: Customer Number, Invoice Number, Invoice Date, Terms, Balance Due. Values: 101072, INV-25995-X1S9Y0, 04/29/2016, \$9,415.00.

Make checks payable to:
California School Boards Association
c/o West America Bank
P.O. Box 1450
Suisun City, CA 94585-4450

Bill To:
Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States

Together we make a difference!



In 2015-16, your membership dues enabled CSBA to:

- » Advocate for an additional \$6 billion in ongoing funding for LCFF grants in the 2015-16 budget, moving school districts 90 percent of the way toward full implementation.
- » Fight for \$3.2 billion in one-time discretionary funding to assist in implementing academic standards (\$530 per ADA).
- » Argue successfully to limit state audits on old mandate claims paid with one-time money so districts would not lose funding in later years.
- » Sponsor SB 799 (Hill, and Glazer, plus 15 co-authors) and lead media and legislative efforts to relieve districts from the onerous cap on local reserves adopted by the Legislature in 2014.
- » Oppose labor-sponsored teacher evaluation bills that attempted to expand the scope of collective bargaining, which would have added at least \$60 million in new mandated costs.
- » Oppose numerous legislative proposals resulting in savings to districts of approximately \$110 million annually, or about \$18 per ADA.
- » Convene the CSBA ELA Adequacy Committee and release its report *California's Challenge: Adequately Funding Education in the 21st Century*, at the 2015 Annual Education Conference and Trade Show.
- » File 10 amicus briefs and three amicus support letters. Issues included: separation of church and state; Proposition 39 facility requests; teacher tenure, dismissal and layoff; lease-leaseback; and use of personal cellphones by elected officials to conduct official business.
- » Publish 13 fact sheets and governance research briefs on important policy issues such as infectious diseases, math misplacement, school climate and LCAPs, discipline, drinking water, civics learning and the Smarter Balanced Assessment Consortium.
- » Release the second edition of CSBA's *Call to Order: A Blueprint for Great Board Meetings*.
- » Produce 83 new or revised sample policies and three comprehensive issues of *Policy News* to provide members with resources and information supporting effective local governance. Increased our policy distribution from three to five packets per year.
- » Host nearly 3,000 school district and county offices of education leaders at our Annual Education Conference and Trade Show.
- » Provide Masters in Governance trainings and 70 personalized Governance Consulting Workshops to governing boards.
- » Conduct a number of online learning opportunities, including the 2015 Forecast and Back to School webcasts, and Education Insights: Legal Update series, which provided information on current education trends and issues.
- » Provide numerous multi-day policy developmental workshops for districts in 25 of the 58 counties across the state to update their policy manuals.
- » Manage more than 200 media inquiries.

For a more comprehensive list of CSBA's recent accomplishments, please read of 2015 Year in Review available on our website at www.csba.org/2015YearInReview.

Thank you for your continued support. We look forward to continuing to advocate on your behalf for PreK-12 education in 2016-17!

www.csba.org

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.4.b. APPROVE PROPOSED BOARD MEETING SCHEDULE FOR THE 2016-2017 SCHOOL YEAR

ACTION

ISSUE: Should the Board of Education approve the proposed Board Meeting schedule for the 2016-17 School Year.

BACKGROUND: The Board approved the 2016 meeting schedule through December 2016 at the December 8, 2015 Board Meeting. For planning purposes, the meetings for the entire 2016-2017 school year need to be scheduled. The Board has not approved the dates listed below beginning with January 2017 and we are asking the Board to consider the recommended dates at this time:

August 16, 2016	Single Regular Meeting in August
September 20, 2016	Single Regular Meeting in September
October 18, 2016	Single Regular Meeting in October
November 15, 2016	Single Regular Meeting in November
*December 6, 2016	Annual Organizational Meeting
(Falls within 15 days after 1 st Friday)	
January 17, 2017	Single Regular Meeting in January
February 21, 2017	Single Regular Meeting in February
March 21, 2017	Single Regular Meeting in March
April 18, 2017	Single Regular Meeting in April
May 16, 2017	Single Regular Meeting in May
**May 31, 2017	Budget Study Session Meeting
***June 21, 2017	Single Regular Meeting in June
TBD	Board Retreat

* First Tuesday of the month
 ** Fifth Wednesday of the Month
 *** Third Wednesday of the Month

Respectfully submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

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

	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.4.c REVIEW, AMEND, AND APPROVE 2016-2017 MORAL IMPERATIVES, GOALS AND ACTION PLANS
ACTION

ISSUE: Shall the Board of Education review, amend and approve the 2016-2017 Moral Imperatives, Goals and Action Plans?

BACKGROUND: On June 26, 2016 at the Board Retreat, the Board of Education began the process of reviewing and amending the 2016-2017 Moral Imperatives and Goals. The Leadership Team reviewed and amended this document at their Retreat on July 28, 2016. Staff has been visiting school sites to get their input as well. At this time, the Board will review those changes.

- ALTERNATIVES:**
1. Approve the amended 2016-2017 Moral Imperatives, Goals and Action Plans.
 2. Do not approve the amended 2016-2017 Moral Imperatives, Goals and Action Plans.

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT
2016-2017 TEACHING AND LEARNING
MORAL IMPERATIVES**

We believe that every Student

Will Learn and Exceed California State Standards

- By offering learning opportunities that are as authentic as possible, ~~and~~ personally meaningful and readies them for the 21st century
- By providing programs that emphasize creativity and participation in the Arts
- By providing this in a safe, stable, balanced and nurturing environment

Will Reach Their Individual Potential

- By empowering Students to explore, create, discover and reflect
- By encouraging students to become independent lifelong learners, thinkers and producers
- By ensuring the well-being of the whole child including nutrition, physical fitness, stress management and mental health

Will Become a Compassionate and Creative Global Citizen

- By recognizing, celebrating and embracing diversity, inclusiveness and personal beliefs
- By fostering character development, acceptance, ethical and compassionate behavior, social responsibility, community service and global stewardship

~~We believe:~~

- ~~● Every student can learn, will reach their individual potential and will meet or exceed the New California Standards.~~
- ~~● The learning experience will include time for thoughtful reflection so that students learn to value and take pride in their work and understand the processes by which they learn most effectively.~~
- ~~● Learning opportunities should be as authentic as possible and personally meaningful. Students need to explore, create and discover.~~
- ~~● Every student should be encouraged to become independent lifelong learners, thinkers and producers and stay true to themselves.~~
- ~~● Each student's natural joy of learning needs to be developed in a safe, stable, balanced and nurturing psychological and social environment.~~
- ~~● All students should receive instruction that is differentiated. Learning experiences should emphasize depth, complexity, and novelty.~~

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- ~~All students should participate in programs that foster character development, acceptance ethical and compassionate behavior, social responsibility, community service and global stewardship, and exhibit the developed skills in all arenas and modes of interaction, including cyberspace.~~
- ~~We recognize and celebrate diversity and understand it is our obligation to prepare our students with the appropriate tools and skills to live in a global society.~~
- ~~Technology is one of the tools to enhance the learning experience and should become an internalized method of learning and expression, but should not be emphasized to the exclusion of cursive handwriting, reading books, painting, drawing, and constructing with authentic materials.~~
- ~~All aspects of student wellness are of paramount importance. This includes child nutrition, physical fitness, stress reduction and mental health and well being.~~

GOALS	ACTION PLANS/MEASURABLE OUTCOMES
<p>1a. Ensure continued success with the Common Core/New California Standards, Prepare for the new state accountability standards including continued communication to parents regarding the meaning of common core state standards, SBAC testing and scores.</p>	<ul style="list-style-type: none"> ● Develop a plan that includes material acquisition, Support the implementation of math instructional materials, professional development, and technology integration. ● Evaluate ELA materials for K-5 to determine the best model for literacy instruction. ● Expand the ongoing use of Reader’s and Writer’s Workshop in K-5 classroom through coaching support and professional development. ● Provide aide support and smaller class sizes for students in the ELA Support Core classes at MCMS. ● Support the transition to digital materials for ELA at OPHS. ● Develop a comprehensive math instruction plan for OPIS/OVHS. ● Explore implementation of Next Generation Science Standards. ● Use a Science Articulation Team to evaluate materials, identify professional development needs, and create a comprehensive NGSS scope and sequence. ● Explore opportunities for articulation between and among schools,

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	<p>grade levels, and departments.</p> <ul style="list-style-type: none"> ● Transition from STAR assessments to Smarter Balance ● Provide staff development in using tool-, such as EADMS and FastBridge- to create and administer standards-aligned formative assessments. ● Help define the role of Continue to communicate with parents in about the implementation of the New California Standards. ● Begin to discuss the creation of a cumulative digital learning portfolio for all students K-12. ● Evaluate Math materials for Middle and High School at OPIS.
<p>1b. Continue our emphasis on differentiated instruction so that all of our students experience a challenging learning environment through depth, complexity, and real world applications, so that they can find and pursue their passion</p>	<ul style="list-style-type: none"> ● Provide more specialized professional development for teachers and staff. ● Provide professional development that balances teacher choice with common instructional practices in order to offer a more cohesive program across schools, department, and grade levels. ● Embed this emphasis into all teacher goal setting and evaluation processes ● All instructional staff should have goals related to this. ● Provide more opportunities and time for staff to share with one another best practices and expertise across all areas, such as visiting each other’s classrooms, conducting workshops and e-learning, and the Demonstration Day at MCMS. ● Release teachers to observe each other to hone expertise in this area. ● Implement -with fidelity- a CTE program that allows student to pursue their passions and interests in meaningful ways, including internships, community resources, field trips, and authentic experiences.

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	<ul style="list-style-type: none"> ● Explore internships for our students at the secondary level. ● Bring in outside and community resources. ● Design new or additional field experiences for students at all levels. ● Expand student interns for Technology Department ● Establish a new intensive OVHS career exploration program for all 11th graders. ● Expand STEAM night program and career exploration opportunities. ● Expand Odyssey of the Mind program K-8 and look for alternatives to the I2I program. ● Communicate and publicize the GATE program to show how differentiated instruction is embedded into our instructional program. ● Ensure students are made aware of a variety of resources, including financial, for college and career decision-making ● Encourage more students to opt for 4-year colleges upon graduation from high school and ensure proper guidance throughout a student's academic career if this is their chosen path. If a 4-year college is their chosen path, then during annual counselor meetings, review progress towards UC a-g/Cal State requirements. ● Explore ways to implement CP courses at OVHS. ● Explore individual aspects of the AVID program for applicability to identified Oak Park students. ● The National Clearing House program will be used to track post-secondary school data.
<p>1c. Ensure that there is a smooth transition in math between elementary and middle school, and middle and high school inclusive of all students at all levels, including a focus on benchmarks for transition to the next level.</p>	<ul style="list-style-type: none"> ● Math articulation committee (K-12) will focus this year on transitions from grades 5 to 6 and 8 to 9. ● Set new math benchmarks for elementary level as part of the

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	<p>textbook pilot of <i>Go Math</i>.</p> <ul style="list-style-type: none"> ● A committee will be formed to look at new materials for grades DK-12. ● Strengthen intervention program at secondary level. ● Use digital tools, such as Use EADMS to create multiple measures for Math diagnostics. ● Use EADMS to create standards aligned benchmark assessments ● High School will convert to using iXL for math intervention program.
<p>1d. Help our students find and pursue their passion.</p> <p>1d. STEAM instruction will have an overarching plan with emphasis at all levels on experiential learning and will support the NGSS to serve as a foundation for academic success.</p>	<ul style="list-style-type: none"> ● Expand I2I and look at other programs and competitions to involve more students and teachers. ● Find ways to integrate marine science into the existing program and provide more opportunities for students to learn about and participate in protecting the ocean environment. ● Offer environmental, computer robotics and rocketry electives at MCMS. Continue to support participation in robotics, rocketry and solar boat teams at OPHS. ● Continue to offer Introductory & AP Computer Programming at OPHS. ● Integrate Science Specialist in STEAM instruction at all grade levels. ● Begin implementation and training for the Next Generation Science Standards at all levels. ● Examine a sustainable agricultural science program, K-12. ● Continue to expand and develop Career Pathways through VC Innovates consortium. ● Expand STEAM Night, Science Nights at the schools, garden program and other such experiences.

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<p>1e. Continue to define, communicate and enhance GATE program.</p>	<ul style="list-style-type: none"> ● Support the Odyssey of the Mind program at the K-8 levels. ● Encourage more professional development for staff and offerings for parents that include Critical Thinking Instructional methodologies, strategies, and approaches, at residential summer programs at the national centers and Local and National Gate conferences and workshops. ● Continue to articulate and expand the enrichment opportunities available to students at all of the schools. ● Ensure that the three pillars of a quality GATE program are in place at all levels: Differentiation, Acceleration, and Enrichment. ● Encourage expanded parent participation on GATE DAC. ● Encourage or incentivize teachers to complete District level GATE certification. ● Review the process for GATE certification and any incentives for achieving this. ● Better communicate the OPUSD GATE program to parents and staff including showcasing best practices in teaching and learning.
<p>1f. Intervention programs will be available to students in reading, writing and mathematics at all levels.</p>	<ul style="list-style-type: none"> ● Explore new models for math intervention program at grades 7 and 8 at MCMS. ● OPHS will continue efforts to design and implement math placement and intervention procedures to increase the percentage of students enrolled in higher level math classes and instead provide earlier intervention for those not meeting graduation requirements to allow concurrent progress in all areas. ● Pilot a systematic response to intervention program at the elementary level that targets individual skills deficits. ● Increase EADMS implementation to include diagnostic formative and

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	<p>summative Standards -based assessments across scope and sequence of OPHS Math curriculum.</p> <ul style="list-style-type: none"> ● Research Pilot a new literacy intervention program (“Support Core” in grades 6, 7 and 8) at MCMS. ● Expand of Pilot FAST BRIDGE assessment tool (literacy and math) to include MCMS and ES’s ● Continue the Math Skills Computer-Adaptive Learning Lab to facilitate student acceleration through Math scope & sequence. ● OPIS is reviewing a math program that will implement new California Math Standards and continuing Khan Academy access.
<p>1g. The district shall embrace global stewardship and integrate environmental awareness throughout the curriculum at all levels.</p>	<ul style="list-style-type: none"> ● EEAC will plan events and areas of focus throughout the school year. ● Create learning opportunities about renewables. ● Help students make the connection between food and the environment, hunger, food insecurity and poverty locally, nationally, and globally. ● Recycling programs will be expanded at all levels to include food waste composting, 100% recycling of paper and other items to take us toward Zero Waste. ● Science enrichment programs will emphasize environmental science. ● Energy conservation will be monitored and quantified. Students will learn about new renewable energy projects. ● Students will learn about water and water conservation and develop and participate in projects to save water at each school site. ● Training for Environmental Education Initiative will begin through the District Science Specialist. ● Promote awareness of animal welfare issues and help students develop compassion for people, animals, and the diversity of life on earth.

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	<ul style="list-style-type: none"> ● Implement the Integrated Pest Management programs at all school sites. ● Integrate content standards into school garden instructional activities.
<p>1h. Ensure that STEAM instruction includes a robust arts program, including performing, instrumental, media, technical and visual art forms, and emphasizes individual creativity and self-expression.</p>	<ul style="list-style-type: none"> ● Continue restructuring & coordinating the elementary art and music programs. ● Continue to promote and develop instrumental music program at OPHS to include a marching band color guard and strings orchestra. ● Prepare for the development of an orchestral program at the high school. ● Work with Friends of Oak Park Schools to develop more enriching visual arts programs at the elementary schools. ● Implement Animation elective at MCMS ● Encourage arts integration across the curriculum at K-8 ● Explore finding sources of funds to fully support regular instruction and integration of the visual arts in the elementary schools. ● Continue and expand the STEAM career night at MEDEA and other career exploration across grades K-8.
<p>1i. Continue the district wide emphasis on wellness and balance, and the development of new strategies to reduce stress and a plan to monitor the ongoing impact. Innovate in the area of thought leadership (?) on the subject and drive a common vision throughout all levels of the district. Update the high school Health program so that it is in line with this (and other) goals. (Action Item?)</p>	<ul style="list-style-type: none"> ● Student nutrition program will continue to improve food quality and serve more natural and organic food and plant-based menu items. ● Student Nutrition staff to provide pilot lessons at the elementary level to help students make connections between physical fitness, health and science curriculum and nutrition. ● Evaluate and potentially adjust the existing high school Health program to ensure it is in-line with District goals. ● Provide concise and consistent communication and implementation of the Wellness Policy across all sites. Provide support to parent and

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	<p>student groups to help them understand and interpret the wellness policy and legal restrictions for serving food.</p> <ul style="list-style-type: none"> ● Develop a sustainable agriculture program K-12. ● Uniformity and balance of the student workload will continue to be reviewed, particularly as it relates to the quantity and quality of assigned homework and projects. Balance the educational benefit of homework with the time spent completing it. ● Support EEAC theme for this year: Making Peace with the Natural World. California Wild and Food Waste. ● Continue to monitor student stress levels, attendance, and overall balance through the Healthy Kids survey and Safe Kids Task Force. ● Provide more opportunities for Girls' Empowerment Counseling group at OVHS/OPIS. ● Expand counseling group opportunities from Ventura County Behavioral Health at OPIS/OVHS. ● Challenge Success Committees will continue to develop and implement process and programs to reduce student stress. ● Incorporate Implement the action items relating to student stress Challenge Success recommendations into as written in the high school WASC action plan. ● Promote and monitor the use of stress reduction strategies at all levels and including parents, staff and students. ● Continue implementing TUPE (Tobacco Use Prevention Education) in Grades 6-12 and include the dangers of e-cigarettes and marijuana.
<p>1j. Refine our physical education and athletic programs to ensure they emphasize and develop leadership, teamwork, diversity, and individual athletic potential, and life-long physical fitness. Investigate the potential of an off-site aquatics program.</p>	<ul style="list-style-type: none"> ● Support the new elementary physical education program that will include wellness and nutrition education in addition to teaching students about being physically active for life. ● Make connections between health nutrition education provided by

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	<p>classroom teachers and the food services program.</p> <ul style="list-style-type: none"> ● Coordinate elementary health education instruction between the classroom teachers and physical education teachers. ● Expand athletic opportunities for students by adding additional sports & levels to programs already in place. ● Develop positive leadership skills in athletics. ● Continue to require the National Federation of State High School Associations, Fundamentals of Coaching course for new coaches. ● Continue administrative oversight of team sports and coaches and follow a CIF Code of Ethics for coaches. ● More flexibility will be available in terms of P.E. credit for in school and out of school athletics. ● Ensure that athletic participation is linked to safety and positive well being for life.
<p>1k. Continue to offer special education programs that will provide the best possible outcomes in terms of meeting the specific needs of each child.</p>	<ul style="list-style-type: none"> ● Continue specialized staff development for special education teachers with an emphasis on evidence-based practices, including increasing the number of teachers who have earned the Autism Authorization. ● Offer staff development opportunities for general education teachers to ensure successful access to the curriculum for students with learning differences in specialized instructional strategies for learners with disabilities. ● Continue Expand targeted professional development for instructional aides to include district-level and county-level trainings. ● Continue Increase articulation between sites for transitioning students. ● addresses the supports available as students transition from one site

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	<p style="text-align: center;">to another.</p> <ul style="list-style-type: none"> ● Continue to provide general education teachers with additional professional development for pre-referral interventions for at-risk students. ● Continue district-wide coordination of aide assignments to best serve students. ● Structured social skills groups across school sites. ● Increase support to students receiving behavioral and emotional support services and ensure earliest possible intervention.
<p>1l. Counseling programs at all levels will be supported in order to meet the social and emotional needs, academic and career counseling of all students, as well as parent education.</p>	<ul style="list-style-type: none"> ● Anti-bullying programs will be implemented at all school sites. ● Anti-bullying strategies and programs will be embedded in the program at each school. Stronger anti-bullying programs at elementary schools and middle school, such as the Peaceful Playground project. ● Continue MCMS-WEB (Where Everyone Belongs) 6th grade transition and cross grade mentoring, implementing Peer Leadership Uniting Students. ● Promote programs, and workshops, and experiences for students and staff that teach acceptance, empathy, and appreciation, and respect for differences. ● Ensure values transfer to after school programs that OPUSD children attend, such as Rancho Simi AM/PM, PTA after school programs, etc. ● Expand counseling programs as much as possible to improve the counselor: student ratio at all levels. ● ExpandContinue our relationship with the ADL <i>No Place for Hate</i> program at the secondary schools ● Establish a committee to develop an Honor Code across the district ● Define Refine the role of the new counselor of special programs at

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	<p>OPHS</p> <ul style="list-style-type: none"> ● Implement a parent education component that is responsive to the needs of parents in supporting their child’s learning and social-emotional development,. Including stress management and mental health ● Consider feasibility of stress-management supports, programs, workshops, etc. for staff
<p>1m. Develop programs that celebrate and encourage diversity, self-respect, and recognition of each student’s role in the local and global community. Research the options for an on-line citizenship curriculum.</p>	<ul style="list-style-type: none"> ● Support the International Gala/International Day merger and other programs that celebrate the cultural diversity of our students at all levels. ● Develop a Continue Community Service program that recognizes students for their meaningful efforts that demonstrate compassion for people, animals, and the environment with a focus on appropriate forums and nomination process at each school site. ● Look at programs that promote Continue integrating digital citizenship skills and practices as part of the K-12 student technology standards at all levels (moved from 1m)
<p>1n. Develop Implement K-12 Student technology standards ,ensure they are implemented consistently and are aligned with curricular goals.</p>	<ul style="list-style-type: none"> ● Provide in-classroom support to assist teachers in transforming learning and collaboration through technology by leveraging TechTOSAs, Technology Learning Coach (TLC), and TechLITEs ● Tech TOSAs and TLC meet regularly with grade level, subject area teams and individuals to develop and implement Develop and pilot K-12 student technology standards aligned lessons that combine digital citizenship, New California Standards, and Next Generation Science Standards ensuring they align with the district curricular goals and meet statutory requirements. ● Provide adequate support to meet all Smarter Balanced assessments

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	<p>requirements</p> <ul style="list-style-type: none"> ○ Infrastructure - deploy robust network and adequate number of computing devices ○ Teacher Prep - training in various modules that teachers will administer, begin using EADMS to facilitate formative and summative assessment of student content mastery ○ Student Prep - prepare by using CAASPP practice test and EADMS item ● Expand deployment of Begin piloting 1-to-1 mobile devices beyond TechLite certain classrooms around the district into High School Science and High School and Middle School Language Arts. ● Utilize Technology Committee to in developing monitor progress of technology implementation plans and develop a strategy for deploying a sustainable 1-to-1 mobile computing initiative ● Explore different models of integration utilizing a variety of device types in the same teaching environment to support the creation and implementation of novel and student-centered teaching and learning.
<p>1g. Ensure the use of technology aligns with curricular goals that the integration of technology is paced appropriate, and that the efficacy of the TOSAs are monitored.</p>	<ul style="list-style-type: none"> ● Review and update the Technology Plan annually as it applies to funding and implementation of programs. ● Involve the Technology Committee and the Tech TOSAs in developing the implementation plans. ● Development of grade by grade technology standards that combine technology, digital citizenship, New California Standards, and Next Generation Science Standards ensuring they align with the district curricular goals. ● Begin piloting 1-to-1 mobile devices in certain classrooms around the

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	<p style="text-align: center;">district (TechLITEs).</p> <ul style="list-style-type: none"> ● Explore different models of integration utilizing a variety of device types in the same teaching environment.
<p>1r. 1o. Create an environment where the potential of each child can be realized, and that promotes life-long learning and habituates socially responsible actions. Ensures that every student reaches their individual potential.</p>	<ul style="list-style-type: none"> ● Continue to recognize students for a variety of achievements at all levels. For example, posting student success on district social media, and recognition in video announcements and student newspapers. teachers choose a few students for recognition at a monthly school assembly and achievement. ● Recognize students with service seal/recognition district wide. ● Pursue the idea of an annual scholarship offered by Friends of Oak Park Schools. ● Teaching and modeling socially responsible habits by recycling in each classroom district wide, sorting food waste for composting and recycling in lunch areas at each site district wide.
<p>1p. Explore the district's responsibilities and compliance with Title IX.</p>	<ul style="list-style-type: none"> ● Provide opportunities for professional development activities for administrators and key staff to ensure equal access to activities and programs for boys and girls ● Consider expanding California Healthy Kids Survey to include questions regarding Title IX ● Apply resources at OPHS to assess compliance in the areas of participation, facilities and benefits ● Continue monthly Title IX leadership committee meetings

**OAK PARK UNIFIED SCHOOL DISTRICT
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MORAL IMPERATIVES**

We believe that success depends on

The support of our teachers, administrators and staff

- By empowering teachers to be leaders, and continue to find ways to support their efforts
- By ensuring that everyone in the organization accepts personal responsibility and will be held accountable for student success
- By hiring and retaining a diverse, talented workforce, continuing to provide opportunities for professional development, and providing support for the effective use of technology
- By fostering a work environment where the skills, expertise, commitment, and morale of the teachers, administration, counselors and support staff is supported and recognized

The cooperation of the broader Oak Park community

- By engaging students, parents and the community as key participants and full partners in our mission
- By working together with our teachers’ and classified associations to ensure positive morale, to solve problems jointly, and to model a professional collaborative working relationship

Self-reflection and a desire to improve

- By embracing new ideas, trying new things, and looking for ways to enhance our effectiveness
- By learning from our mistakes and implementing continuous improvement

GOALS	ACTIONS PLANS/MEASURABLE OUTCOMES
2a. Empower teachers as leaders at the school and district levels and continue to find ways to enhance teacher leadership throughout the District through collaboration, shared decision making, accountability and equity. through collaboration, shared decision-making, accountability and equity	<ul style="list-style-type: none"> ● Engage teachers in committees such as math articulation, writing, WASC, WASC Action Plan, EEAC, GATE DAC, Curriculum Council, Common Core, LCAP, OPII (Oak Park Inquiry Institute), and more others. ● Continue to participate in Ventura County Teacher Leadership Academy ● Encourage more teachers to pursue administrative pathways.

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	<ul style="list-style-type: none"> ● Continue to train coaches and implement the OPII. Develop a core of Common Core/New California Standards 'Coaches' to support teachers in implementation of CTI (UCLA Critical Thinking Institute) at all levels and subject areas. ● Implement a new department chairperson model at OPHS to both recognize their responsibilities and foster greater collaboration. This model will be explored at other levels and schools.
<p>2b. Teachers, parents, administrators, and students need to be fully invested in the decision making process. Ensure decisions that impact student learning and organizational change are timely communicated with school site staff, and administration and school office staff.</p>	<ul style="list-style-type: none"> ● Continue to honor the School Site Council model by engaging them in the change process, hearing reports at school board meetings, and working closely with school leaders. ● District level committee meetings will be summarized and shared with staff. ● Articulate moral imperatives, goals, and action plans vision and solicit input at staff meetings. ● District level administrators will participate in school staff meetings throughout the year. ● Support the PTO Council and use it as a working group to assist with LCAP, decision-making, ideas, innovations, etc. ● Continue community stakeholder meetings for parents and community members to discuss education changes that impact student learning, on topics such as NGSS.
<p>2c. Principals shall work together, support each other, and share innovations.</p>	<ul style="list-style-type: none"> ● Principals will work as a part of the Leadership Team on problem solving and ways to further our moral imperatives, goals, and action plans. ● Find ways to share successful programs amongst school sites, such as visiting IQBL classrooms at MCMS classrooms that are successfully implementing Common Core, Inquiry Based Learning, and technology applications.

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MORAL IMPERATIVES**

<p>2d. Professional development will be matched to organizational goals and will emphasize choice, relevancy, and district vision. Participants shall be encouraged to share their new learning.</p>	<ul style="list-style-type: none"> ● Continue to provide quality research based professional development ● Share with one another best practices and expertise across all areas, such as visiting each other’s classrooms, conducting workshops and use of e-learning. ● Encourage and support more teacher and administrator training in the Reading and Writing Projects.
<p>2e. Continue positive collaborative relationship with employee associations.</p>	<ul style="list-style-type: none"> ● Use a collaborative process to focus on solving issues and finding innovations to better the quality of education, enhance employee morale, and make Oak Park a great place to work.
<p>2f. Administrators at the school and district level should be engaged with the students in the learning process, including classroom observations to assess successful implementation of the new California standards.</p>	<ul style="list-style-type: none"> ● Encourage administrators to find ways to work with students on a regular basis. Some ideas are through school gardens, enrichment activities, club sponsorships, etc. ● Develop strategies to support administrators’ ability to be more engaged in classrooms at their school and across the District.
<p>2g. Develop branding, marketing, social media and advocacy plans.</p>	<ul style="list-style-type: none"> ● Continue a quarterly newsletter that is mailed out on a regular basis to the community at large, placing special emphasis on student experiences for all communications. ● Continue to work with Friends of Oak Park Schools, our Education Foundation, and look for other potential partnership opportunities. ● Use social media to engage the community. ● Revise the District brochure to reflect practices, programs, and offerings.
<p>2h. Continue and expand our community outreach program.</p>	<ul style="list-style-type: none"> ● Continue a community outreach committee and find new ways to engage our community in the schools and ways for our schools to serve the community in areas beyond as part of our core mission. of providing a world-class education. ● Engage other potential partners in the outreach effort.

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<p>2i. Ensure that the moral imperatives, LCAP, goals and associated action plan are presented to and understood by all levels of the organization and foster a decision making process whereby all decisions are weighed against the current goals.</p>	<ul style="list-style-type: none"> ● Embed these moral imperatives, goals, and action plans into the core work that we do each day. ● District administration will improve the process of communicate developing and communicating our moral imperatives, goals and action plans with school sites and solicit feedback so that they are truly shared and owned by everyone.
<p>2j. Develop an attainable plan for paper use reduction and drive a transition towards this plan's goals Keep a paper-free environment to the extent practical.</p>	<ul style="list-style-type: none"> ● Principals will emphasize the use of digital technologies over paper whenever possible or appropriate. ● The Board and Leadership Team will continue to model this process. ● Encourage migration to Google Classrooms. ● Raise consciousness about paper use throughout the district. ● Develop Continue to implement and expand a paperless registration process to the extent possible.
<p>2k. Assess district short term and long term needs to complement and support educational and student achievement goals, including STEAM and use of technology. Incorporate the Needs Assessment Plan into an ongoing Master Plan.</p>	<ul style="list-style-type: none"> ● Include components in new Facility Master Plan by including relevant staff in Needs Assessment Committee discussion. ● Should the bond measure be successful, develop a new collaborative model for implementation of the plan.
<p>2l. Support and assist the High Schools in implementing recommendations from their WASC action plans, and apply district-wide to the extent appropriate.</p>	<ul style="list-style-type: none"> ● Provide District level support in curriculum and instruction, human resources, technology, and in any other areas of need. ● Share successes and challenges across the District.

**OAK PARK UNIFIED SCHOOL DISTRICT
2016-2017 FINANCE, BUDGET AND FACILITIES
MORAL IMPERATIVES**

We believe that in order to deliver on this promise we must

Ensure the safety of our Students, Staff and Faculty

- By maintaining an environment that maximizes the safety and security of all those within the facilities and on the grounds

Ensure that our resources and goals are connected

- By maintaining a balanced budget that supports our moral imperatives and LCAP and reflects our mission
- By operating with efficiency, effectiveness, integrity and transparency

GOALS	ACTION PLAN/MEASURABLE OUTCOMES
<p>3a. To provide safe, clean, and high quality facilities that support the instructional program, including an ongoing deferred maintenance program</p>	<ul style="list-style-type: none"> ● Focus on this goal as the Facility Master Plan projects are re-examined (see 3e). ● Establish an ongoing 10 year Facility Capital Improvement Master Plan, building off of the existing Measure R Master Plan, and identify potential funding sources for implementation. ● Establish an ongoing 5 Year Facility Deferred Maintenance program, and identify potential funding sources for implementation. ● Implement an Integrated Pest Management (IPM) program, providing natural alternatives to pesticides, herbicides, and rodenticides, consistent with BP/AR 3514.2. ● Take greater responsibility for the health of the creeks in the community. ● Enhance the landscape at the schools and ensure that weeds are eradicated, turf and plants are watered and maintained, and the general appearance of the schools is pleasing to the community. ● Continue to provide training for campus supervisors.

**OAK PARK UNIFIED SCHOOL DISTRICT
2016-2017 FINANCE, BUDGET AND FACILITIES
MORAL IMPERATIVES**

	<ul style="list-style-type: none"> ● Expand installation of electronic surveillance cameras at all sites. ● Verify the effectiveness of the ID badge system for visitors. ● Provide prompt and efficient communication to school sites, students, families, and community, as appropriate.
<p>3b. Continue to evaluate and explore options to create greater efficiency and maximize resources.</p>	<ul style="list-style-type: none"> ● Continue to look for ways to save energy, water, gas, and paper, especially when looking at Measure R upgrades and all future needs. ● Develop a plan to utilize Prop. 39 funds to reduce our carbon footprint ● Continue to explore solar power options and energy storage.
<p>3c. Ensure employee total compensation is always a priority in the budgeting process, as part of the effort to provide the highest quality education to all students.</p>	<ul style="list-style-type: none"> ● Work with employee associations on common goals such as to maintain reasonable class sizes, provide quality health benefits to employees and ensure total compensation is competitive.
<p>3d. Maintain fiscal responsibility and transparency throughout the district and to the community at large.</p>	<ul style="list-style-type: none"> ● Use our resources fully toward our core mission: To educate our students and maintain our employees while maintaining solvency. ● Continue meetings with parents and staff regarding the budget and our financial situation. ● Continue LCAP committee. ● Continue LCAP community survey. ● Provide a summary of the LCAP for the community.
<p>3e. Provide an annual updated spending plan and a long-term needs assessment plan, and initiate proactive efforts in regard to communicating with and bringing into the conversation the Oak Park community.</p>	<ul style="list-style-type: none"> ● Consult with the schools and the district Needs Assessment Committee to revise the Master Plan and provide costing and prioritization of projects based on the available funds. ● Develop a plan for conclusion of Measure R and Measure C6 funds and post Measure R and C6, and/or ongoing maintenance. ● Develop a plan for sustainable funding for ongoing technology acquisition and refresh.

**OAK PARK UNIFIED SCHOOL DISTRICT
2016-2017 FINANCE, BUDGET AND FACILITIES
MORAL IMPERATIVES**

<p>3f. Provide safe learning environment at all of our schools</p>	<ul style="list-style-type: none"> ● Moved the actions plans under 3a
<p>3f. Improve Disaster Preparedness to maximize safety of all those within facilities and on the grounds in the event of a disaster, including planning for and executing a district-wide emergency drill.</p>	<ul style="list-style-type: none"> ● Continue to review disaster preparedness plan and equipment at all sites. ● Continue disaster preparedness training for staff. ● Design Board of Education plan for emergencies/disasters. ● Develop a common safety plan for all schools. ● Create a webpage content specific to school disaster policies and distribute that information to parents via e-mail. ● Centralize the oversight of disaster preparation at the school sites. ● Test text Alert system from School Messenger. ● Conduct unannounced random tests at the schools to test various emergency procedures ● Communicate about disaster preparedness to families ● Emergency radios ● Third party assessment
<p>3g. Develop an LACP that encompasses input from all district constituents and ensures that our use of funds is in alignment with community priorities.</p>	<ul style="list-style-type: none"> ● Moved the actions plans under 3d

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.4.d. APPROVE ANNUAL CERTIFICATION OF SIGNATURES FOR 2016-2017

Consent

ISSUE: Shall the Board of Education approve the annual Certification of Signatures for the 2016-2017?

STATEMENT: The school district must annually file a Certification of Signatures at the beginning of each fiscal year as required by the Ventura County Schools Business and Advisory Services Office and in accordance with provisions of Education Code. These authorizations will be valid through December 6, 2016, unless revisions to staff responsibilities are made during the school year or new members are elected or appointed to the Board.

ALTERNATIVES: 1. Approve Certification of Signatures for 2016-2017.
 2. Do not approve Certification of Signatures for 2016-2017 as submitted.

RECOMMENDATION: Alternative #1.

RATIONALE: Education Code mandates that we certify these authorizations annually at the beginning of each fiscal year or after any reorganization or staff change.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT
CERTIFICATION OF SIGNATURES**

I, ANTHONY W. KNIGHT, Secretary to the Board of Education of the Oak Park Unified School District of Ventura County, California certify that the signatures shown below are the verified signatures of the members of the Governing Board of the above-named school district (Part 1). Verified signatures of the person or persons authorized to sign orders drawn on the funds of the school district, Notices of Employment, Contracts, etc., appear in Part 2. These certifications are made in accordance with the provisions of Education Code Sections indicated.* If those authorized to sign orders shown in Part 2 are unable to do so, the law requires the signatures of the majority of the Governing Board.

These approved signatures will be considered valid for the period of June 31, 2016 to December 6, 2016

Date of Board Action: August, 16, 2016 Signature: _____
Secretary of the Board

PART I

Signatures of Members of the Board

Signature: _____
Print/Type: Allen Rosen
President of the Board of Education

Signature: _____
Print/Type: Denise Helfstein
Member of the Board of Education

Signature: _____
Print/Type: Derek Ross
Clerk of the Board of Education

Signature: _____
Print/Type: Barbara Laifman
Member of the Board of Education

Signature: _____
Print/Type: Drew Hazelton
Member of the Board of Education

Signature: _____
Print/Type: _____
Member of the Board of Education

Signature: _____
Print/Type: _____
Member of the Board of Education

*K-12 Districts

- 42632
- 42633

PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to Sign Checks, Orders for Salary Payment, Notices of Employment, Contracts, etc.. Please list after each name all items that a person is authorized to sign.

Signature: _____
Print/Type: Anthony W. Knight
Title: Superintendent
Authorized to Sign: A,B,C,D,E,F,G,1,2,3,4,5

Signature: _____
Print/Type: Martin Klauss
Title: Assistant Superintendent, Business and Administrative Services
Authorized to Sign: B,C,D,E,F,G,1,2,4,5

Signature: _____
Print/Type: Leslie Heilbron
Title: Assistant Superintendent, Human Resources
Authorized to Sign: 1,2,3

Signature: _____
Print/Type: Barbara Dickerson
Title: Director, Fiscal Services
Authorized to Sign: B,C,D,E

Signature: _____
Print/Type: _____
Title: _____
Authorized to Sign: _____

Please attach an extra sheet for additional signatures if needed. If the Board has given special instructions for the signing of checks or orders, please attach a copy of the resolution.

The following documents must be filed with School Business and Advisory Services:

- A. Authorization to sign reports, budgets, and all documents requiring signature of Secretary or Clerk.
- B. Authorization to approve payroll orders.
- C. Authorization to approve commercial check orders.
- D. Authorization to sign collection reports to the county.
- E. Authorization to sign board approved budget transfers.
- F. Authorization to sign Interfund and Intrafund Transfers.
- G. Authorization to sign Contracts after Board Approval.

Examples of documents requiring district authority (not required to be filed with School Business and Advisory Services):

- 1. Authorization to sign Employment Contracts.
- 2. Appointment of authorized agents, for federal and state applications.
- 3. Appointment of representatives to acquire surplus property.
- 4. Authorization to sign cafeteria reports.
- 5. Authorization to sign checks on district bank accounts, i.e., cafeteria; clearing account.

Districts must notify School Business and Advisory Services in writing and submit Board Approved signature authorization amendments as staff and / or organizational changes occur mid-year.

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.4.e. APPROVE 2016-2017 BOARD GOALS

ACTION

ISSUE: Shall the Board approve 2016-2017 Board Goals?

BACKGROUND: The Board held a Board Retreat on July 26, 2016 and reviewed and revised the Board Goals from 2015-2016 to create new Goals for 2016-17.

ALTERNATIVES: 1. Approve the 2016-17 Board Goals.
2. Do not approve the 2016-17 Board Goals

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**BOARD OF EDUCATION
GOALS
2016-2017**

1. The Board will provide a monthly report of Board meetings, developed by the Board President and/or Superintendent, and given to the School Newsletters, posted on social media and posted on the District web site. The Superintendent will draft the monthly report and the Board President will review and embellish, if desired.
2. The Board will ensure the engagement of the learning community in the development and communication of the District's Moral Imperatives and Goals.
3. The Board will review the governance handbook every other year, in odd years.
4. The Board will conduct a Board self-evaluation every other year, in even years.
5. The Board will regularly honor students, staff and parents at monthly Board meetings.

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUEPRINTESENT

DATE: AUGUST 16, 2016

**SUBJECT: B.4.f. RESOLUTION #16-17 NOMINATION OF ASSEMBLY MEMBER
JACQUI IRWIN FOR CALIFORNIA SCHOOL BOARDS
ASSOCIATION LEGISLATOR OF THE YEAR**

ACTION

ISSUE: Should the Board of Education approve Resolution #16-17 Nomination of Assembly Member Jacqui Irwin for California School Boards Association Legislator of the Year?

BACKGROUND: Jacqui Irwin has been a steadfast supporter of education in California. She has consistently supported more funding for our schools, while holding schools accountable for quality. She is a true advocate for public schools. Assemblymember Irwin has been a supporter of the District of Choice bill, SB 1432 and has been instrumental in moving the bill along through the legislative process. This legislation is an important aspect of school choice in California and is allowing over 10,000 students statewide to expand educational opportunities.

- ALTERNATIVES:**
1. Approve Resolution #16-17 Nomination of Assembly Member Jacqui Irwin for California School Boards Association Legislator of the Year.
 2. Do not approve Resolution #16-17 Nomination of Assembly Member Jacqui Irwin for California School Boards Association Legislator of the Year.

RECOMMENDATION: Alternative #1

Respectfully submitted:

Anthony W. Knight
Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT
RESOLUTION # 16-17**

**NOMINATION OF ASSEMBLY MEMBER JACQUI IRWIN AS
CALIFORNIA SCHOOL BOARDS ASSOCIATION 2016 OUTSTANDING
LEGISLATOR OF THE YEAR**

WHEREAS, Assembly Member Jacqui Irwin has consistently demonstrated significant commitment and legislative contributions to public education; and

WHEREAS, Assembly Member Jacqui Irwin has consistently demonstrated legislative leadership on behalf of public education including supporting the statewide District of Choice program, which allows over 10,000 students statewide to expand their educational opportunities within the public school system; and

WHEREAS, Assembly Member Jacqui Irwin recognizes and support local governance for schools; and

WHEREAS, Assembly Member Jacqui Irwin has been active on local school issues of concern, including supporting state budgets that have restored funding cut from public schools during the recession; regularly visits schools and talks to students, teachers, and parents, and

WHEREAS, Assembly Member Jacqui Irwin is a member of the California Legislature at the time of nomination; now, therefore

BE IT RESOLVED, that the Oak Park Unified School District Board of Education endorses the nomination of Assembly Member Jacqui Irwin as California School Boards Association 2016 Outstanding Legislator of the Year.

PASSED and ADOPED this 16th day of August, 2016.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Clerk of the Governing Board
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2016
SUBJECT: B.5.a. APPROVE AMENDMENT TO BOARD POLICY 2121 – SUPERINTENDENT’S CONTRACT - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 2121 – Superintendent’s Contract?

BACKGROUND: Board Policy 2121 is being updated to clarify the conditions under which the Governing Board may meet in closed session under the "labor exception" (Government Code 54957.6) of the Ralph M. Brown Act to discuss superintendent contact, salary, or compensation paid in the form of fringe benefits.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 2121 – Superintendent’s Contract.
 2. Do not amend Board Policy 2121 – Superintendent’s Contract.
 3. Adopt a modified version of the amendment to Board Policy 2121 – Superintendent’s Contract.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2121(a)

Superintendent's Contract

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent are to work together to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the need for stability in district administration and shall ensure the best use of district resources.

(cf. 0200 – Goals for the School District)
(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)

The contract shall be reviewed by the district's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position

(cf. 4154/4254/4354 – Health and Welfare Benefits)

4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

(cf. 3350 – Travel Expenses)

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the Superintendent's use of his/her personal vehicle.

(cf. 4040 – Employee Use of Technology)

5. Vacation, illness and injury leave, and personal leaves

(cf. 4161/4261/4361 – Leaves)
(cf. 4161.1/4361.1 – Personal Illness/Injury Leave)
(cf. 4161.2/4261.2/4361.2 – Personal Leaves)
(cf. 4161.5/4261.5/4361.5 – Military Leave)
(cf. 4161.8/4261.8/4361.8 – Family Care and Medical Leave)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2121(b)

6. ~~G~~The general duties and responsibilities of the position

(cf. 2110 – Superintendent Responsibilities and Duties)

7. ~~The e~~Criteria, process, and procedure for annual evaluation of ~~and the Superintendent conditions for reemployment~~

(cf. 2140 – Evaluation of the Superintendent)

8. A statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board.

9. A statement that there shall be no automatic renewal or extension of the contract, although the Board can enter into a new contract with the Superintendent prior to the expiration of the existing contract.

10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in a timely manner of the requirement to give notice.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date.

12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his/her official capacity in the performance of duties related to his/her employment.

The Board ~~may~~shall deliberate about terms of the contract in closed session ~~about the terms of the contract, except that salary or other compensation shall be discussed in public~~ at a regular meeting. Discussions regarding the salary, salary schedule, or other compensation may occur in closed session only as permitted under Government Code 54957.6 between the Board and its designated representative(s) (the "labor exception"), for the purpose of reviewing the Board's position or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent.

(Government Code 54956, 54957, 54957.6)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2121(c)

The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

(cf. 9320 – Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall take final action on the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262, 54957.6)

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

Termination of Contract

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

(cf. 4117.5/4217.5/4317.5 – Termination Agreements)

In such an event, any cash settlement that the Superintendent may receive upon termination of the contract shall not exceed his/her monthly salary multiplied by the number of months left on the contract or, if the unexpired term of the contract is more than 18 months and the contract was executed prior to January 1, 2016, no greater than the Superintendent's monthly salary multiplied by 18. For any contract executed on or after January 1, 2016, any cash settlement shall not exceed the Superintendent's monthly salary multiplied by 12. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the **same** duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal **fiscal** practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2121(d)

In addition, if the Superintendent is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the district in his/her defense against a crime involving his/her office or position. (Government Code 53243-53243.4, 53260)

Legal Reference:

EDUCATION CODE

35031 Term of employment

41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

53243-53243.4 Abuse of office

53260-53264 Employment contracts

54954 Time and place of regular meetings

54956 Special ~~M~~meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

[54957.6 Closed sessions regarding employee matters](#)

UNITED STATES CODE, TITLE 26

105 Self-insured medical reimbursement plan; definition of highly compensated individual

UNITED STATES CODE, TITLE 4

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals

CODE OF FEDERAL REGULATIONS

1.105-11 Self-insured medical reimbursement plan

COURT DECISIONS

[San Diego Union v. City Council, \(1983\) 146 Cal.App.3d 947](#)

ATTORNEY GENERAL OPINIONS

[57 Ops. Cal. Atty. Gen. 209 \(1974\)](#)

Management Resources:

CSBA PUBLICATIONS

Superintendent Contract Template, 2015

ATTORNEY GENERAL PUBLICATIONS

[The Brown Act: Open Meetings for Local Legislative Bodies, 2003](#)

WEB SITES

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

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

Office of the Attorney General, Department of Justice: <http://caag.state.ca.us/>

Adopted: 4-2-91

Amended: 9-17-02, 9-16-03, 4-19-05, 3-20-12, 2-16-16

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2016

**SUBJECT: B.5.b. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9321 –
CLOSED SESSION PURPOSES AND AGENDAS - First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Bylaws of the Board 9321 – Closed Session Purposes and Agendas?

BACKGROUND: Board Bylaw 9321 updated to clarify that the Board may not meet in closed session under the "personnel exception" (Government Code 54957) of the Ralph M. Brown Act to discuss or act upon any proposed change in compensation other than a reduction of compensation that results from the imposition of discipline. "Negotiations/Collective Bargaining" section revised to reflect that the Board may meet with the district's designated representatives in closed session under the "labor exception" (Government Code 54957.6) of the Ralph M. Brown Act to discuss salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees, including the Superintendent.

- ALTERNATIVES:**
1. Approve the amendment of Bylaws of the Board 9321 – Closed Session Purposes and Agendas.
 2. Do not approve the amendment Bylaws of the Board 9321 – Closed Session Purposes and Agendas.
 3. Adopt a modified version of the amendment to Bylaws of the Board 9321 – Closed Session Purposes and Agendas.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9321(a)

Closed Session Purposes And Agendas

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold closed sessions only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law. (~~Government Code 54956.5, 54957.7, 54962~~)

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Board shall disclose in open session the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and, when applicable, shall disclose any action taken in the closed session, in the ~~manner~~ ~~matter~~ prescribed by Government Code 54957.1. (Government Code 54957.7)

(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

(cf. 1340 – Access to District Records)

A Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Personnel Matters

The Board may hold a closed sessions ~~under the~~ “personnel exception” to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9321(b)

(cf. 2140 - Evaluation of the Superintendent)
(cf. 4115 - Evaluation/Supervision)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4215 - Evaluation/Supervision)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4315 - Evaluation/Supervision)

The Board may also hold a closed sessions to hear complaints or charges brought against an employee by another person or employee; unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4112.9/4212.9/4312.9 – Employee Notifications)

The Board may hold a closed sessions to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting, or investigation conducted by a factfinder or arbitrator

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9321(c)

4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

(cf. 4140/4240/4340 – Bargaining Units)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

The Board may meet in closed session to review the Board's position and/or instruct its designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. **Prior to the closed session, the Board shall identify its designated representative in open session.** Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. (Government Code 54957.6)

~~For represented employees, the Board may also meet in closed session to hear any other matter within the statutorily provided scope of representation. (Government Code 54957.6)~~

(cf. 2121 - Superintendent's Contract)

Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)

For represented employees, the Board may also meet in closed session regarding any other matter within the statutorily provided scope of representation. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator or ~~a~~ mediator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

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Matters Related to Students

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

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

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

The Board shall meet in closed session to address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action **against a student**; except expulsion. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48912, 49070)

(cf. 5117 - Interdistrict Attendance)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125.3 - Challenging Student Records)

(cf. 5144 - Discipline)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing;" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

(cf. 5125 - Student Records)

Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, **district legal counsel**, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. (Government Code 54957)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

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(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

Conference with Real Property Negotiator

The Board may meet in closed session with ~~its~~the Board's real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator the authority regarding the price and terms of ~~payment~~ for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the

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matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: ([Government Code 54956.9](#))

1. Litigation to which the ~~district~~**Board** is a "party" has been initiated formally. (Government Code 54956.9(a))

2. A point has been reached where, in the Board's opinion based on the advice of **its** legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.

b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.

c. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

(cf. 3320 - Claims and Actions Against the District)

d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the **B**oard.

e. ~~5.~~—A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee

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who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to "pending litigation" shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, ~~or and~~ case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information ~~regarding existing facts and circumstances described in item #2 b-pursuant to items #2-5~~ above. (Government Code 54954.5), ~~Government Code 54956.9(b)(3)(B-E)~~

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

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Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

(cf. 3530 - Risk Management/Insurance)

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from ~~Bureau of State Audits~~ California State Auditor's Office

Upon receipt of a confidential final draft audit report from the ~~Bureau of State Audits~~ California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the ~~Bureau of State Audits~~ California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from ~~that~~ requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the ~~Bureau of State Audits~~ California State Auditor's Office shall state "Audit by ~~Bureau of State Audits~~ California State Auditor's Office." (Government Code 54954.5)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

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(cf. 6162.5 - Student Assessment)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35146 Closed session (re student suspension)

44929.21 Districts with ADA of 250 or more

48912 Governing board suspension

48918 Rules governing expulsion procedures; hearings and notice

49070 Challenging content of students records

60617 Meetings of governing board

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

62520-627068 California Public Records Act

54950-54963 The Ralph M. Brown Act

COURT DECISIONS

Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860

Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672

Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87

Furtado v. Sierra Community College District, (1998) 68 Cal.-App. 4th 876

Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363

Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41

[San Diego Union v. City Council, \(1983\) 146 Cal.App.3d 947](#)

ATTORNEY GENERAL OPINIONS

94 Ops.Cal.Atty.Gen. 82 (2011)

86 Ops.Cal.Atty.Gen. 210 (2003)

78 Ops.Cal.Atty.Gen. 218 (1995)

59 Ops.Cal.Atty.Gen. 532 (1976)

[57 Ops. Cal. Atty. Gen. 209 \(1974\)](#)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2003~~9~~

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2002~~3~~

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public ~~HIV~~: A ~~User's~~ Guide to the Ralph M. Brown Act, rev. July 2010

WEB SITES

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

California Attorney General's Office: ~~<http://www.caag.state.ca.us>~~<http://www.oag.ca.gov>

League of California Cities: <http://www.cacities.org>

Adopted: 3-12-02

Amended: 9-17-02, 3-22-05, 10-16-12, 2-15

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2016

SUBJECT: B.5.c. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9222 – RESIGNATION - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Bylaws of the Board 9222 – Resignation?

BACKGROUND: Board Bylaw 9222 updated to clarify the effective date of a resignation of a member of the board, the need for the board to fill the vacancy by ordering an election or making a provisional appointment as appropriate, and the need for the resigning member to file a revised Statement of Economic Interest/Form 700.

- ALTERNATIVES:**
1. Approve the amendment of Bylaws of the Board 9222 – Resignation.
 2. Do not approve the amendment Bylaws of the Board 9222 – Resignation.
 3. Adopt a modified version of the amendment to Bylaws of the Board 9222 – Resignation.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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BB 9222

Resignation

A ~~Governing Board~~ member of the Governing Board who wishes to resign from the Board ~~may do so by~~ shall file ~~ing~~ a written resignation with the County Superintendent of Schools. (Education Code 5090)

~~A copy shall be given~~ The resigning Board member shall also notify the Board and give a copy of his/her written resignation to the Board secretary.

The ~~written~~ resignation ~~is~~ shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. ~~(Education Code 5090)~~ A Board member may not defer the effective date of his/her resignation for more than 60 days after ~~filing~~ after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Once filed, ~~A~~ a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable ~~upon being filed~~. (Education Code 5090)

~~Upon resignation, the Board member may~~ A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all ~~his/her~~ the powers of the office, ~~save that of voting for a~~ except that he/she shall not have the right to vote for his/her successor in an action taken by the Board to make a provisional appointment, ~~until the effective date of resignation~~. (Education Code 5091, 35178)

(cf. 9270 - Conflict of Interest)

Legal Reference:

EDUCATION CODE

5090-5095 Vacancies on the board ~~Definition (vacancy)~~

~~5091 Special Election~~

35178 Resignation with deferred effective date

GOVERNMENT CODE

1770 Vacancy on the board

87300-87313 Conflict of interest code

87500 Statement of economic interests

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

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

Adopted: 11-6-84

Amended: 9-11-90, 3-12-02, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2016

SUBJECT: B.5.d. APPROVE AMENDMENT TO BOARD BYLAW 9270 – CONFLICT OF INTEREST - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Bylaw 9270 – Conflict of Interest?

BACKGROUND: Board Bylaw 9270 is revising Exhibit A – Designated Position to reflect current positions in the District. Board Bylaw 9270 is being submitted to comply with Government Code 87306.5 which states that all Conflict of Interest Codes must be reviewed and amended as needed by local agencies even-numbered years.

- ALTERNATIVES:**
1. Approve the amendment to Board Bylaw 9270 – Conflict of Interest.
 2. Do not amend Board Bylaw 9270 – Conflict of Interest.
 3. Adopt a modified version of the amendment to Board Bylaw 9270 – Conflict of Interest.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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BB 9270(a)

Conflict of Interest

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. ~~In accordance with law,~~ Accordingly, no Board member, ~~s~~ district employee, or other person in a ~~and~~ designated ~~employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.~~ position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

(cf. 9005 – Governance Standards)

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5).

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

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When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 – Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last **required** statement and the date of leaving office or district employment. (Government Code 87302, ~~87500~~ **87302.6**)

(cf. 4117.2, 4217.2/4317.2 – Resignation)

(cf. 9222 – Resignation)

Conflict of Interest under the Political Reform Act

A Board member, ~~or~~ designated employee **or other person in a designated position** shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A **disqualifying** conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," **which is distinguishable from the effect on the public generally**, on ~~one or more of~~ the Board member's, ~~or~~ designated employee's, ~~"economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required.~~ **or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700.** (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, ~~or~~ designated employee, **or other person in a designated position** makes a governmental decision when **he/she, is** acting within the authority of his/her office or position, ~~he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district.~~ (2 CCR 18704.2.1)

~~A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)~~

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However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2CCR 1870~~72.5~~)

1. Publicly identify ~~the~~ each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.

2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. ~~The~~ Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion **and deliberations** of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse **himself**/herself from discussing or voting on that matter, but the Board member is not required to leave the room during **consideration of** the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session **preceding the closed session**. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other non-public information regarding the Board's decision.

(cf. 3430 – Investing)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

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Conflict of Interest under Government Code 1090 - *Financial Interest in a Contract*

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, **in a contract made by the Board, the contract is void. the district is barred from entering into the contract.** (Government Code 1090; ~~Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469~~)

A Board member shall not be considered to be financially interested in a contract ~~if his/her interest is a "noninterest" in which he/she has only a "remote interest," as specified defined~~ in Government Code 1091.5. ~~One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)~~ if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, ~~a~~ A Board member shall not be ~~deemed~~ considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. ~~if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)~~ Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

~~Even if there is no prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote, on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. "Relative" means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)~~

~~A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles,~~

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~~nieces and nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.~~

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

~~Rule of Necessity or Legally Required Participation~~

~~On a case-by-case basis and upon advise of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.~~

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/~~4236~~/~~4336~~ – Nonschool Employment)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts ~~does~~ not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except ~~when as described in~~ (Government Code 89506.)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.

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BB 9270(f)

2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering, ~~in accordance with law~~. (Government Code 89501, 89502)

The term "honorarium" does not include:—(Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches;
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes;

Legal References:

EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices , especially:

35233 Prohibitions applicable to members of governing boards

41000-41003 Moneys received by school districts

41015 Investments

FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9270(g)

81000-91014 Political Reform Act of 1974, especially:

82011 Code reviewing body

82019 [Definition, designated employee](#)

82028 [Definition, gift](#)

82030 [Definition, income](#)

82033 [Definition, interest in real property](#)

82034 [Definition, investment](#)

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

89506 [Ethics; travel](#)

91000-91014 Enforcement

PENAL CODE

85-88 Bribes

REVENUE AND TAXATION CODE

203 [Taxable and exempt property - colleges](#)

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:

18700-18707 [General prohibitions](#)

18722-18740 [Disclosure of interests](#)

18750.1-18756 [Conflict of interest codes](#)

~~18702.5 [Public identification of a conflict of interest for Section 87200 filers](#)~~

COURT DECISIONS

[McGee v. Balfour Beatty Construction, LLC, et al. \(4/12/16, No. B262850\)](#)

[Davis v. Fresno Unified School District \(2015\) 237 Cal.App.4th 261](#)

[Klistoff v. Superior Court, \(2007\) 157 Cal.App.4th 469](#)

[Thorpe v. Long Beach Community College District, \(2000\) 83 Cal.App.4th 655](#)

[Kunec v. Brea Redevelopment Agency, \(1997\) 55 Cal.App. 4th 511](#)

ATTORNEY GENERAL OPINIONS

92 Ops.Cal.Atty.Gen. 26 (2009)

92 Ops.Cal.Atty.Gen. 19 (2009)

89 Ops.Cal.Atty.Gen. 217 (2006)

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

63 Ops. Cal.Atty.Gen. 868 (1980)

Management [Res](#)ources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

**OAK PARK UNIFIED SCHOOL DISTRICT
BYLAWS OF THE BOARD**

Series 9000

Bylaws of the Board

BB 9270(h)

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

Adopted: 10-19-77

Amended: 11-6-84, 9-11-90, 3-12-02, 9-17-02, 11-19-02, 11-14-06, 10-19-10, 9-16-14

**OAK PARK UNIFIED SCHOOL DISTRICT
EXHIBIT**

Series 9000

Bylaws of the Board

E 9270(a)

Disclosure Categories

Category 1: Broadest Disclosure (Schedules A-1, A-2, B, C, D and E)

- a. All sources of income, gifts, loans and travel payments;
- b. All interests in real property; and
- c. All investments or business positions in business entities.

Category 2: Real Property (Schedule B)

All interest in real property, including interest in real property held by business entities and trust in which the public official holds a business position or has an investment or other financial interest.

Category 3: Land Development, Construction and Transaction (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4: Procurement (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5: Regulation and Permitting (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated positions, agency or department.

Category 6: Funding (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

Designated Positions

Designated Position Disclosure Category

**OAK PARK UNIFIED SCHOOL DISTRICT
EXHIBIT**

Series 9000

Bylaws of the Board

E 9270(b)

Governing Board Members 1
Superintendent of Schools 1
Assistant Superintendent, Business and Fiscal Services 1
Assistant Superintendent, Human Resources 1
Fiscal Services Director 1
Curriculum and Instruction Director 1
Educational Technology and Information Systems Director 1
Pupil Services Director 1
~~Early Education~~Preschool Director 1
Alternative Education Director 1
Principals 1
Assistant Principals 1
Maintenance and Operations Director 1
Program Specialist 1
Dean of Students 1
Athletic Directors 1
Counselors 1
Consultant 1
Executive Assistant to the Superintendent 1

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 1870+0.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval

**OAK PARK UNIFIED SCHOOL DISTRICT
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Series 9000

Bylaws of the Board

E 9270(c)

5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), ~~2-2~~ or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.31)

Adopted: 9-17-02

Amended: 9-16-14

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2016

SUBJECT: B.5.e. ADOPT AND APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 1230 – SCHOOL CONNECTED ORGANIZATIONS– First Reading

ISSUE: Should the Board of Education adopt and approve the proposed amendment to Board Policy and Administrative Regulation - 1230 School Connected Organizations?

BACKGROUND: Board Policy and Administrative Regulation 1230 updated to clarify the relationship between the district and a school-connected organization, such as a booster club, parent-teacher organization, or other nonstudent organization. Policy adds material regarding the establishment of such organizations as separate legal entities subject to their own bylaws and rules, delegates the responsibility to approve organizations' fundraisers to the superintendent or designee, and reflects legal requirement that donations and participation in fundraising activities be voluntary. Regulation adds authority of the district to revoke an organization's authorization to conduct activities in the district when necessary, and adds rules designed to maintain the organization's status as a separate entity from the district based on recommendations in the Fiscal Crisis and Management Assistance Team's guidebook updated in 2015.

- ALTERNATIVES:**
1. Adopt and approve the amendment to Board Policy - 1230 School Connected Organizations
 2. Do not amend Board Policy - 1230 School Connected Organizations
 3. Adopt a modified version of the amendment to Board Policy - 1230 School Connected Organizations

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1230(a)

School-Connected Organizations

The Governing Board recognizes that parents/guardians *and community members* may wish to organize parent organizations and/or booster clubs for the purpose of supporting the district's educational and/or extracurricular programs. ~~such as athletic teams, debate teams, and musical groups.~~ The Board appreciates the contributions made by such organizations *toward and encourages their interest and participation in supporting district activities and helping to achieve the Board's district's* vision for student learning and for providing all district students with high-quality educational opportunities.

(cf. 0200 - Goals for the School District)

(cf. 6020 - Parent Involvement)

Persons proposing to establish a ~~The Board recognizes that~~ school-connected organizations ~~are separate legal entities, independent of the district.~~ However, in order to help ~~shall~~ submit a request to the Board for authorization ~~fulfill its legal and fiduciary responsibility~~ to operate within the district or at a ~~manage~~ district school. ~~operations, any~~

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that ~~desires to raise money to benefit any district~~ does not include an associated student body or other student organization shall be ~~submit a request for authorization to the Board, in accordance with Board policy and administrative regulation.~~ In addition, the Superintendent or designee shall ~~established and maintained as a separate entity from the school or appropriate internal controls for the relationship between school-connected organizations and the~~ district. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.

~~(cf. 1321—Solicitation of Funds from and by Students)~~

~~(cf. 1330—Use of School Facilities)~~

~~(cf. 3452—Student Activity Funds)~~

In addition, activities by school-connected organizations shall be conducted in accordance with ~~The Board encourages school-connected organizations to consider the impact of fund-raising activities on the overall school and district program. School-connected organizations shall consult with the principal to determine school needs and priorities. Activities by school-connected organizations shall not conflict with~~ law, Board policies, administrative regulations, and/or any rules of the sponsoring school.

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

(cf. 3290 - Gifts, Grants and Bequests)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1230(b)

(cf. 3554 – Other Food Sales)
(cf. 5030 – Student Wellness)
(cf. 6145 – Extracurricular and Co-curricular Activities)
(cf. 6145.2 – Athletic Competition)

The Superintendent or designee shall establish appropriate rules for the relationship between school-connected organizations and the district.

A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at that school. (Education Code 51521)

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1330 - Use of School Facilities)
(cf. 3452 - Student Activity Funds)

A school-connected organization may consult with the principal to determine school needs and priorities.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)

(cf. 3260 - Fees and Charges)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex
35160 Authority of governing boards
38130-38138 Civic Center Act, use of school property for public purposes
48931 Authorization for sale of food by student organization
48932 Authorization for fund-raising activities by student organization
49011 Student fees

49431-49431.7 Nutritional standards

~~49431 Sale of food to elementary students during the school day~~
~~49431.2 Sale of food to middle, junior, or high school students~~
~~49431.5 Sale of beverages at elementary, middle, or junior high schools~~

51520 Prohibited solicitation on school premises
51521 Fund-raising project

BUSINESS AND PROFESSIONS CODE

17510-1577510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

PENAL CODE

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 1230(c)

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

15500 Food sales in elementary schools

15501 Food sales in high schools and junior high schools

[15575-15578 Requirements for foods and beverages outside the federal meals program](#)

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

[CODE OF FEDERAL REGULATIONS, TITLE 7](#)

[210.11 Competitive food services](#)

[220.12 Competitive food services](#)

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

[CDE LEGAL ADVISORIES](#)

[1101.89 School District Liability](#)

[FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS 2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference](#) ~~"Hold Harmless" Agreements, LO: 4-89~~

[WEB SITES SITES](#)

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

California Office of the Attorney General, charitable trust registry: <http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

Fiscal Crisis and Management Assistance Team (FCMAT); <http://www.fcmat.org>

Adopted: 2-22-78

Amended: 5-19-82, 1-8-91, 9-17-02, 10-21-03, 2-19-08

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1230(a)

School-Connected Organizations

~~Persons proposing to establish a~~ A school-connected organization's ~~shall submit a request to the Governing Board~~ for authorization to operate ~~within the district or at a district~~ the school. ~~The request for authorization~~ shall contain, as appropriate:

1. The name and purpose of the organization-
2. The date of application-
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination

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

4. The names, addresses, and phone numbers of all officers-
5. A list of ~~specific~~ objectives-
6. An agreement to grant the district the right to audit the group's financial records, ~~at any time,~~ either by district personnel or a certified public accountant, ~~whenever any concern is raised regarding the use of the funds~~
7. The name of the bank where the ~~organization's group's~~ account will be located and the names of those authorized to withdraw funds-
8. The signature of the principal of the supporting school-
9. ~~The P~~planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future-
10. An agreement to provide evidence of liability ~~and/or directors and officers~~ insurance ~~when and in the manner~~ as required by law-

(cf. 1330 - Use of School Facilities)

Requests for subsequent ~~A~~ authorizations shall be annually submitted to the Superintendent or designee, along with a financial statement showing all income and expenditures from fundraisers. ~~If the automatically renewed each year.~~ The Superintendent or designee proposes to

OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1230(b)

deny the request for reauthorization, he/she shall present his/her recommendation to the Governing Board for approval. ~~may recommend that authorizations be revoked by the Board if considered necessary.~~

When deemed necessary by the Board or ~~Upon consent of~~ the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the districts may be revoked at any time ~~use the school's name, school team's name, or any logo attributable to the school or district.~~

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
3. The organization shall use a separate name and logo. Any use of a name or logo ~~a~~ affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.
4. Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.
5. The organization shall not hire ~~School-connected organizations are prohibited from hiring~~ or directly pay~~ing~~ any district employees. ~~If a school-connected~~ ~~Organizations wishes~~ ~~may make~~ ~~donations~~ to pay for additional and/or extracurricular services, the person ~~district~~ to provide the services shall be hired through the district's personnel department, provided ~~cover~~ the Board approves ~~costs of additional employees, but only if such positions are approved in advance by~~ the ~~Board~~ position. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

(cf. 4127/4227/4327 – Temporary Athletic Team Coaches)

Adopted: 9-17-02

Amended: 7-07