

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #940

DATE: April 18, 2017

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

Drew Hazelton, President
Derek Ross, Vice President
Denise Helfstein, Clerk
Barbara Laifman, Member
Allen Rosen, 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

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. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

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, May 16, 2017

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 #940
April 18, 2017

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

Pursuant to Government Code Section 54957

B. PUBLIC EMPLOYEE EMPLOYMENT : Instructional Assistants II Sp Ed, Campus Supervisor Temp/Subs, Campus Supervisors

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. EXPULSION OF PUPIL #01

Pursuant to Education Code section 48918, 72122

E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of subdivision (d) of Section 54956.9

Name of Cases: Uniform Complaints filed by Mr. John Heeney

F. CONFERENCE WITH LABOR NEGOTIATOR – Government Code Section 54957.6

Agency designated representative: Drew Hazelton, Board President

Unrepresented employee: Dr. Anthony Knight, Superintendent

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation to Mrs. Strong's third grade Wonder League Robotics Competition Team
2. Presentation of Robotics Grant by College of the Canyons
3. Presentation of Partners in Education Award to Deputy Noel Juarez
4. Presentation of Partners in Education Award to Stephanie Bertholdo
5. Remarks from Board Members
6. Remarks from Student Board Member
7. Remarks from Superintendent
8. Report from School Site Councils
9. Report from Oak Park Education Foundation
10. Report from Oak Park Municipal Advisory Committee
11. Discussion and Updates on District of Choice
12. Presentation and tour with the new VR iPods and goggles

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 March 21, 2017](#)
- b. [Public Employee/Employment Changes 01CL23359-01CL23384 & 01CE08220-01CE08262](#)
- c. [Approve Purchase Orders – March 1-31, 2017](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Ratify Construction Contract, Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School](#)
Board Policy 3312 requires Board approval for contracts for services
- e. [Approve Notice of Completion, Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School](#)
Board approval required for Notice of Completion
- f. [Approve Change Order No. 1 \(Credit\), Proposition 39 Grant Project 16-09F, Districtwide Interior Lighting Retrofit](#)
Board approval required for change orders
- g. [Approve Quarterly Report on Williams Uniform Complaints – April 2017](#)
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
- h. [Approve Out of State Travel for Certificated Employees – Columbia University, NYC, June - 2017](#)
Board Policy 3350 requires Board approval for employee out of state travel
- i. [Accept and Approve Report of Final Bond Sale](#)
Board approval required for final bond sale report
- j. [Approve Expulsion in Abovance for Student #01-16/17](#)
Board approval required for expulsion

ACTION

2. BUSINESS SERVICES

- a. **[Disposal of Surplus/Obsolete Technology Equipment](#)**
Board approval is required to dispose of obsolete or surplus materials
- b. **[Approve 2017 Measure R Master Plan Update](#)**
Board approval required for Measure R Master Plan Update
- c. **[Approve 2017 Measure C6 Master Plan Update](#)**
Board approval required for Measure C6 Master Plan Update
- d. **[Approve District of Choice Reporting Requirements](#)**
Board Approval required for District of Choice Reporting Requirements
- e. **[Ratify Measure R Construction Contract, Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School, Phase 2](#)**
Board Policy 3312 requires Board approval for contracts for services
- f. **[Approve Measure R Consultant Contract, Project 17-06R, Structural Review of Lunch Shelter at Medea Creek Middle School](#)**
Board Policy 3312 requires Board approval for contracts for services
- g. **[Approve Measure R Construction Contract, Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School](#)**
Board Policy 3312 requires Board approval for contracts for services
- h. **[Ratify Measure R Construction Contract, Project 17-09R, Fire Alarm System Upgrades at Medea Creek Middle School and Oak Park High School](#)**
Board Policy 3312 requires Board approval for contracts for services
- i. **[Approve District Membership to Join Green Schools National Network](#)**
Board Approval required for District Membership to Green Schools National Network
- j. **[Approve Donations](#)**
Board approval required for donations

3. CURRICULUM

- a. **[Approval of Additional Novel for Medea Creek Middle School 8th Grade Humanities Program](#)**
Board approval required for changes to programs
- b. **[Approve English Language Arts\(ELA\) K-5 Adoption](#)**
Board approval required for ELA adoption
- c. **[Approve Medea Creek Middle School 6th Grade Math Adoption](#)**
Board approval required for 6th grade math adoption

4. BOARD POLICIES

- a. **[Approve Amendment to Board Policy BP 4151/4251/4351 Employee Compensation – First Reading](#)**
Board Policy updated to add new section on "Overtime Compensation" and to reflect NEW FEDERAL REGULATIONS (81 Fed. Reg. 32391) which adjust the salary level at which employees become eligible to receive overtime pay. Policy also revised to reflect the requirement to classify nonadministrative, nonsupervisory certificated employees on the salary schedule based on years of training and experience, the prohibition against paying certificated employees different salaries solely on the basis of the grade levels they teach, the board's authority to determine the frequency and schedule of salary payments for employees who work less than 12 months per year, and the requirement to post a notice of federal minimum wage provisions.
- b. **[Approve Deletion of Board Policy and Adoption of Administrative Regulation AR 4157.1/4257.1/4357.1 Work-Related Injuries](#)**
Board Policy deleted; Administrative Regulation added. Policy moved to administrative

regulation and updated to clarify notification requirements, including requirements related to (1) the method and timeline for notifications; (2) availability of notifications in both English and Spanish; (3) notice to an employee who is a victim of crime at the workplace that he/she may be potentially eligible for workers' compensation benefits; (4) the filing of a report of work-related injury or illness with the district's insurer or, if the district is self-insured, with the Department of Industrial Relations (DIR); (5) notice to the DIR's Division of Occupational Safety and Health of any work-related death or serious injury/illness; and (6) the posting of workers' compensation information in a conspicuous location frequented by employees.

c. Approve Amendment to Board Policy and Administrative Regulation - BP/AR 5141.21 Administering Medication and Monitoring Health Conditions

Board Policy and regulation updated to delete requirements related to the administration of medication in cases of epileptic seizures, as Education Code 49414.7 repeals by its own terms on January 1, 2017, and to clarify that districts may continue to administer such medication under the general authority in state law. Policy and regulation also reflect NEW LAW (AB 1748, 2016) which authorizes districts to stock and administer medication in cases of opioid overdose. Regulation also revises definition of epinephrine auto-injector pursuant to NEW LAW (AB 1386, 2016).

d. Approve Amendment to Board Policy - BP 6146.1 High School Graduation Requirements

Board Policy updated to reflect NEW LAW (AB 2306, 2016) which generally exempts from district-established graduation requirements any student who transfers into a district school from a juvenile court school after the second year of high school, unless it is determined that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school.

e. Approve Amendment to Board Policy - BP 0460 Local Control and Accountability Plan

Board Policy updated to reflect NEW LAW (Proposition 58, 2016) which requires the local control and accountability plan (LCAP) development process to include solicitation of parent/guardian and community input on effective and appropriate instructional methods, including language acquisition programs. Policy also reflects the State Board of Education's (SBE) adoption of evaluation rubrics (the "California School Dashboard") that will assist districts in evaluating progress toward their LCAP goals.

f. Approve Amendment to Board Policy and Administrative Regulation - BP/AR 5113 Absences and Excuses

Board Policy updated to reflect the requirement for a board resolution approving reasonable methods by which students can verify absences due to illness or quarantine. Policy also deletes section on "Effect of Absence on Grades/Credits," as that material is covered in BP/AR 5121 - Grades/Evaluation of Student Achievement and BP 6154 - Homework/Makeup Work. Regulation updated to reflect NEW LAW (AB 1593, 2016) which provides that a student's attendance at his/her own naturalization ceremony constitutes an excused absence. Regulation also includes parent notification requirement formerly in BP, and adds notifications that a student may be excused for religious exercises or instruction and that a student's grade will not be lowered following an excused absence provided that missed schoolwork is completed within a reasonable period of time.

VII INFORMATION ITEMS

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

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

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

MINUTES OF REGULAR BOARD MEETING 3-21-17 #939
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 5:05 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

PUBLIC COMMENTS

Mr. John Heeney presented information to the Board regarding the Uniform Complaints submitted by him to the Oak Park Unified School District Board of Education.

ADJOURN TO CLOSED SESSION

Board President Drew Hazelton reported that in Closed Session the Board would be discussing:

- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- PUBLIC EMPLOYEE EMPLOYMENT: Instructional Assistants II Sp Ed, Custodian Sub, Campus Supervisor Sub, Food Service Sub
- CONFERENCE WITH LABOR NEGOTIATORS:
Agency designated representatives: Leslie Heilbron and Martin Klauss
Employee organizations: Oak Park Teachers Association and Oak Park Classified Association

The Board adjourned to Closed Session at 5:25 pm.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:18 p.m. at the Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

NONE

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, and Mrs. Ragini Aggarwal, Executive Assistant.

FLAG SALUTE

Jason Meskis led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Dr. Knight reported that in closed session 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. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

PUBLIC SPEAKERS

None

PRESENTATIONS

The Board recognized the following:

Oak Park High School Girls' Volleyball Team and on winning the Coastal Canyon League Championship.

Oak Park High School Boys' Basketball Team and their Coaches on winning the Coastal Canyon League Championship and qualifying for Open Division.

Oak Park High School students Sumedha Attanti and Madeleine Phillips for receiving the 2017 NCWIT Aspirations in Computing Award.

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported that he attended the Oak Park MAC Meeting on Feb 28th. Rosen also reported that Supervisor Linda Parks is working on starting a Volunteer in Policing for Oak Park. He enjoyed the production of Hair performed by Oak Park High School Drama students.

Board Member Barbara Laifman reported that she spoke with Assembly member Jacqui Irwin, at the meet and greet organized by the Westlake High School FBLA. Laifman attended the LCAP meeting. She enjoyed the OPHS open house night and said it was great to see such a wonderful event. She announced that the Unity in the Community event was happening on March 26th from 11am – 2 pm at Mae Boyar Park preceded by a Friendship Circle walk from Willow Elementary to Mae Boyar Park at 10 am. She reported that the EEAC meeting was cancelled and reminded everyone that teacher and administration appreciation is coming up.

Board Member Denise Helfstein reported that she attended the Curriculum Council and GATA DAC meetings. Helfstein reported she attended the VCSBA executive board dinner meeting that focused on overcoming implicit bias. Denise also attended the 6th Grade Medea Creek Middle School future panther night. She attended the Luc Boden Tree dedication ceremony on the 20th and felt the ceremony was very moving. Helfstein also attended Oak Park High School's musical production of Hair.

Board Member Derek Ross reported that the Community Outreach Committee meeting went well and that Sam Dudley was taking over chairing Big Sunday from Toni Caruso. Derek attended the Safe Kids Task Force meeting where the group talked about the mental health of our students. He felt the Measure S meeting last week was a healthy discussion. Ross attended the Luc Boden tree dedication ceremony last night and felt it was heart wrenching.

Board Member Drew Hazelton reported that he attended the very first Measure S meeting, and said it was great to see a diverse representation across the board. Drew also attended the Oak Park Education Foundation meeting with Dr. Knight. He attended the Brookside Elementary performance of Seussical, and felt it was amazing. He reported that the Safe Kids Task Force meeting was great. Hazelton said his trip with Dr. Knight to Sacramento about DOC went really well. He also attended the Luc Boden tree dedication ceremony.

Student Board Member Meghan Cleary reported that there was a lot of student backlash related to parking because of the solar panel project at Oak Park High School, but that the administration had been very good with providing information to the students about the parking situation. Cleary reported that Oak Park High School's production of Hair was great, and it was sold out on Saturday night. She reported that she has written an article in the next edition of the Talon regarding her position as a student Board member. Cleary reported that elections begin on the first week of April and that Lexi Garfinkel is running unopposed for her position as the student board member for 2017-2018.

Superintendent Tony Knight reported that the Measure A mailer would be going out shortly. He reported that he is working with PTOs at all the schools to make sure we are getting information to all the schools and residents regarding Measure A. Knight thanked Meghan for her help in regard to the modified parking needs as a result of the solar panel project, and assured everyone that the district is doing everything possible to ensure that students are as safe as possible. He reported that there will be a Unity in the Community event this Sunday. Dr. Knight thanked Barbara Laifman for helping to put this important event together.

REPORT FROM SCHOOL SITE COUNCILS

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

REPORT FROM OAK PARK EDUCATION FOUNDATION

Andy Goldbeck reported that the Friends of Oak Park School would be reverting back to its original name Oak Park Education Foundation. The foundation is expanding the board and wants to get more board members from all schools with out of district and in-district parents. Summer school enrollment has started and OPHS is higher than it was last year at this time. Middle school is the same as last year and they hope to see it pick up after spring break.

REPORT FROM OAK PARK MUNICIPAL ADVISORY COMMITTEE

Jane Nye introduced herself as a newly appointed MAC member and the liaison for Oak Park Unified School District.

DISTRICT OF CHOICE UPDATE

Dr. Knight stated that he and Board President Drew Hazelton went to Sacramento on March 13 and again on March 20. Assemblymember Jacqui Irwin has combined her bill with Assemblymember Patrick O'Donnell's to create a new DOC bill, AB 185, this bill passed the Assembly Education Committee on March 15 with 7-0 vote.

B.1. CONSENT AGENDA

On motion of Allen Rosen, seconded by Laifman, 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 February 21, 2017](#)
- b. [Public Employee/Employment Changes 01CL23349-01CL23358 & 01CE08195 01CE08219](#)
- c. [Approve Purchase Orders – February 1-28, 2017](#)
- d. [Approve Overnight Trip for Oak Park Unified School District Odyssey of the Mind Teams to Attend State Competition – March 24-25, 2017](#)
- e. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America \(FBLA\) Leadership Summit – April 6-9, 2017](#)

- f. [Approve Notice of Completion, Project 16-07F, Construction of School Garden at Medea Creek Middle School](#)

B.2. BUSINESS SERVICES

On Motion of Drew Hazelton, seconded by Derek Ross, the Board of Education agreed to move up item B2.e. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- e. [Approve Agreement for Measure S Architectural Services](#)

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the Agreement for Measure S Architectural Services. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- a. [Approve Adoption of Resolution #17-10, Participation in CSBA California School Cash Reserve Program](#)

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Adoption of Resolution #17-10, Participation in CSBA California School Cash Reserve Program. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Board member Barbara Laifman recused herself due to a remote interest as she is an employee of CSBA.

- b. [Approve Renewal of Joint-Use Agreement with Rancho Simi Recreation and Park District for 2017-2020](#)

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Renewal of Joint-Use Agreement with Rancho Simi Recreation and Park District for 2017-2020. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- c. [Approve Certification of 2016-17 Second Interim Financial Report and Budget Revisions](#)

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Certification of 2016-17 Second Interim Financial Report and Budget Revisions. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- d. [Approve 2016-17 Safe School Plans](#)

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the 2016-17 Safe School Plans. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- f. [Approve Change Order No. 1, Project 17-01S, Districtwide Solar Installation](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the Change Order No. 1, Project 17-01S, Districtwide Solar Installation. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- g. [Approve Agreement for Testing and Inspection Services – Project 17-01S, Districtwide Solar Installation](#)

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Agreement for Testing and Inspection Services – Project 17-01S, Districtwide Solar Installation. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- h. [Approve Agreement for DSA Inspector of Record Services – Project 17-01S, Districtwide Solar Installation](#)

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Agreement for DSA Inspector of Record Services – Project 17-01S, Districtwide Solar Installation. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- i. [Approve Measure R Construction Contracts, Project 14-16R, Districtwide School Signage – Oak Park Independent and Oak View High Schools, and District Administrative Office](#)

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved

Measure R Construction Contracts, Project 14-16R, Districtwide School Signage – Oak Park Independent and Oak View High Schools, and District Administrative Office. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

j. [Approve Modifications to the Facility Use Agreement with Westlake-Agoura Girls Softball Association](#)

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Modifications to the Facility Use Agreement with Westlake-Agoura Girls Softball Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

k. [Approve Measure R Construction Contract, Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School](#)

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Measure R Construction Contract, Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

l. [Ratify Measure R Construction Contract, Project 17-05R, Emergency Sidewalk Repairs at Oak Hills Elementary School](#)

On motion of Barbara Laifman, seconded by Denise Hefstein, the Board of Education approved Measure R Construction Contract, Project 17-05R, Emergency Sidewalk Repairs at Oak Hills Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

m. [Approve Measure C6 Bond Fund Equipment Purchase – Districtwide Emergency Radio System Upgrades](#)

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Measure C6 Bond Fund Equipment Purchase – Districtwide Emergency Radio System Upgrades. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

n. [Approve Donations](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Acceptance of Donations. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B.3. PUPIL SERVICES

a. [Approve Contract for Non-Public School Services for Special Education Student #13-16/17 - \\$13,503.20](#)

b. [Approve Contract for Non-Public School for Special Education Student #14-16/17 - \\$11,400.00](#)

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Contract for Non-Public School and Services for items B.3a. and B.3.b. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B.4. CURRICULUM

a. [Approve New Course for Oak Park High School – Aerospace Engineering](#)

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved New Course for Oak Park High School – Aerospace Engineering. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

b. [Approve 2016-17 Single Plans for Student Achievement](#)

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the 2016-17 Single Plans for Student Achievement. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

c. [Approve 2015-2016 School Accountability Report Cards \(SARCs\)](#)

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the 2015-2016 School Accountability Report Cards (SARCs). Motion carried Aye:

B.5. BOARD POLICIES

a. Approve Amendment to Board Bylaw 9240 Board Training – Second Reading

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Bylaw 9240 – Board Training as Second and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No: 0. Board member Barbara Laifman recused herself due to a remote interest as she is an employee of CSBA.

b. Adopt New Administrative Regulation AR 3311.2 – Lease-Leaseback Contracts – First Reading

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the adoption of New Administrative Regulation AR 3311.2 – Lease-Leaseback Contract as First and Final. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

c. Adopt New Administrative Regulation AR 3311.3 – Design-Build Contracts – First Reading

On motion of Barbara Laifman, seconded by Derek Ross the Board of Education approved the adoption of New Administrative Regulation AR 3311.3 – Design-Build Contracts as First and Final. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

d. Adopt New Administrative Regulation AR 3311.4 – Procurement of Technological Equipment – First Reading

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the adoption of New Administrative Regulation AR 3311.4 – Procurement of Technological Equipment as First and Final. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

e. Approve Amendment to Board Policy BP 5111 – Admission – First Reading

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy BP 5111 – Admission as First and Final. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

f. Approve Amendment to Board Policy and Administrative Regulation BP/AR 5111.1 – District Residency – First Reading

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy and Administrative Regulation BP/AR 5111.1 – District Residency as First and Final. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

VII INFORMATION ITEMS

3. Public Speaker Mr. Heeney presented to the Board UCP Complaint #1 – Failure to calculate “Chronic absenteeism rate” per EC 52060 (d)(5)(B)

4. UCP Complaint #2 – Failure to review, assess and specify actions per EC 52061(2)

On motion of Allen Rosen, seconded by Barbara Laifman there being no further business before this Board, the Regular meeting is declared adjourned at 8:46 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: APRIL 18, 2017
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – MARCH 1 THROUGH 31, 2017

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period March 1 through 31, 2017?

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 03/01/2017 - 03/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00006	Perma-Bound	PFC: A/R Program & Book Order 2016-17	Medea Creek Middle School	010	2,000.00
B17-00054	Southwest School Supply	Open PO for Custodial supplies	Medea Creek Middle School	010	6,000.00
B17-00063	AARDVARK CLAY & SUPPLIES	Don/Art/mat & supp	Oak Park High School	010	5,400.00
B17-00127	G.I. Industries	2016-2017 for Sanitation Services	Business Administration	010	34,000.00
B17-00129	Southwest School Supply	Open PO for Custodial & Office Supplies	Business Administration	010	15,000.00
B17-00160	SiteOne Landscape Supply, LLC	2016/17 PO for Landscaping Supplies	Business Administration	010	6,500.00
B17-00264	National Science Teachers	NSTA Membership & Conference LA March 30-April 2.	Curriculum	010	2,808.00
B17-00286	New Pig Corporation	Open Purchase Order for absorption supplies.	Business Administration	010	1,500.00
B17-00287	AT&T-CalNet 3	Phone/Operating Exp	Oak Park High School	010	2,000.00
B17-00288	Parent Reimbursement	SpEd Private Instruction Reimb per Settlement	District-wide	010	4,800.00
B17-00289	California Pest Management	2016/17 IPM Management	Business Administration	010	2,500.00
B17-00290	Pacific Building Maintenance	Speciality Cleaning & Disinfection at Sites	Business Administration	010	23,921.60
DIR17-00035	Taft Electric Company	Pro 17-02F Parking Lot LEDLights at ROES	Business Administration	010	15,902.00
DIR17-00038	Hughes General Engineering	Pro 17-05R Emergency Sidewalk Repairs at OHES	Business Administration	213	4,887.50
DIR17-00039	Four Seasons Tree Care, Inc.	Pro 17-04R Tree Removal for Sidewalk at BES	Business Administration	213	1,480.00
DIR17-00040	Hughes General Engineering	Pro 17-04R Remove and Replace Sidewalk at BES	Business Administration	213	88,322.00
P17-00181	Parent Reimbursement	2016-2017 Parent Reimbursement - Settlement	District-wide	010	34,600.00
P17-00405	ABA Network	2016/17 - SpEd Behavioral Services	District-wide	010	32,000.00
P17-00442	Belson Outdoors	Replacement Parts for OPHS Lunch Tables	Business Administration	010	1,380.02
P17-00472	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	Transportation for Field Trip	Oak View High School	010	392.75
P17-00488	Dell Inc.	Laptop Comp/VCI grant	Oak Park High School	010	38,055.05
P17-00489	Environmental Testing Associa	Indoor Air Quality Investigation Brookside Rm 214	Business Administration	010	965.00
P17-00490	Guided Discoveries Inc.	DON: Astro Camp Deposit 2017-18	Medea Creek Middle School	010	6,520.00
P17-00491	Pali Institute	DON: Pali Institute 2017-18 deposit	Medea Creek Middle School	010	22,230.00
P17-00492	Conejo Rental Center	Tent for OVHS Graduation	Oak View High School	010	457.42
P17-00493	Conejo Rental Center	Tent for OPIS 8th Grade Culmination	Home Independent Study Program	010	457.42

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

ESCAPE ONLINE

Page 1

Includes Purchase Orders dated 03/01/2017 - 03/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00494	AT&T-CalNet 3	OVHS Fax Line	Oak View High School	010	500.00
P17-00495	SAN DIEGO COUNTY OF EDUCATION	NGSS Leadership Conf - D. Hammill	Curriculum	010	150.00
P17-00496	University of Oregon	DIBELS Assessment Data 2016-2017	Curriculum	010	1,004.00
P17-00497	M/M Mechanical, Inc	Repair Broken Flange at MCMS	Business Administration	010	287.79
P17-00498	VCOE	VC Innovates Awards Ceremony 2017	Curriculum	010	150.00
P17-00499	Parent Settlement	SpEd - Settlement / Parent Reimbursement	District-wide	010	25,000.00
P17-00500	Southwinds Transportation	Parent funded field trip	Red Oak Elementary School	010	831.20
P17-00501	Guided Discoveries Inc.	DON: CIMI Cherry Cove Deposit 2017-18	Medea Creek Middle School	010	6,040.00
P17-00502	KENCO Construction Srvc Inc	Pro 17-01S IOR Svs for Solar Project District-wide	Business Administration	211	68,000.00
P17-00503	NV5 West, Inc.	Proj 17-01S Testing Svs Solar District-wide	Business Administration	211	101,636.00
P17-00504	Guided Discoveries Inc.	DON: CIMI Fox Landing Deposit 2017-18	Medea Creek Middle School	010	4,600.00
P17-00505	Let's Create Something, Inc.	Sound System Upgrades at OPHS	Oak Park High School	212	1,460.36
P17-00506	VCOE	ELL CELDT STOT 2017-18 Training	Curriculum	010	260.00
P17-00507	Rossio Soledad Zavala Perez	ASL Interpreter - Rossio Zavala Perez	Human Resources	010	500.00
P17-00508	Quick Crete Products Corp.	Custom Limestone Sign for Support Svs. Ctr.	Business Administration	213	9,168.80
P17-00509	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	Parent funded field trip	Red Oak Elementary School	010	978.60
P17-00510	Main Street Tours	Donation 5th grade field trip	Brookside School	010	5,780.00
P17-00511	Main Street Tours	Donation Gate Field Trip	Brookside School	010	1,550.00
P17-00512	Gail Baltaxe	Independent Contractor / Hearing Services	District-wide	010	3,500.00
P17-00513	Us Bank Trust Nat'l Assn.	Admin Fees GOB Election of 2006 Series 2013A	Business Administration	212	800.00
P17-00514	Welsh Structures, Inc.	Pro 16-02R Gym Restroom ADA Improvements at OPHS	Business Administration	010	150.00
P17-00515	Us Bank Trust Nat'l Assn.	Admin Fees GOB Election of 2006 Series 2015A	Business Administration	212	800.00
P17-00516	West Shield Adolescent Svc	Adolescent Transport Services	District-wide	010	5,754.79
P17-00517	Division of State Architect	Pro 14-30F, DSA Fees - OPHS Bleacher	Business Administration	010	986.56
P17-00518	County of Ventura-Public Works	Pro 17-01S Solar Construction/Use of Right of Way	Business Administration	211	240.00
P17-00519	County of Ventura Elections Division	Sample & Official Ballots Nov 2016 - Measuer S	Superintendent	010	11,577.52
P17-00520	Wildlife Experience	Donation 1st grade field trip	Brookside School	010	350.00

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

ESCAPE ONLINE

Page 2

Includes Purchase Orders dated 03/01/2017 - 03/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00521	Compuwave Inc.	Toner for OVHS Printers	Oak View High School	010	172.67
P17-00522	Discovery Education Inc	Discovery Science OVHS/MCMS	Curriculum	010	2,500.00
P17-00523	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	donation 4th grade field trip	Brookside School	010	933.85
P17-00524	Disneyland Ticket Services DLR	Donations - Gate Field Trip	Brookside School	010	6,089.00
P17-00525	Herff Jones	Oak View Diplomas 2017	Oak View High School	010	273.17
P17-00526	Herff Jones	OPIS Diplomas 2017	Home Independent Study Program	010	581.41
P17-00527	Scholastic, Inc.	Classroom Publications	Oak View High School	010	68.53
P17-00528	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	Buses for 1st Grade Field Trip to Underwood Farms	Oak Hills Elementary School	010	743.60
P17-00529	Karen Kennedy dba Camino Real	Parent funded field trip	Red Oak Elementary School	010	800.00
P17-00530	Karen Kennedy dba Camino Real Naturalist & Historical Interp	3rd Grade The Natural World of the Chumash Program	Oak Hills Elementary School	010	559.50
P17-00531	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	Buses for 2nd Grade Field Trip to Rocky Oaks	Oak Hills Elementary School	010	750.00
P17-00532	Southwinds Transportation	donation K field trip bus cost	Brookside School	010	831.20
P17-00533	Nasco	PFA Donation/Other/Suppl/PFC Dona	Oak Park High School	010	1,835.72
P17-00534	Parent Settlement	SpEd - Settlement / Parent Reimbursement	District-wide	010	25,000.00
P17-00535	Chumash Indian Museum	3rd Grade Field Trip to Chumash Indian Museum	Oak Hills Elementary School	010	798.00
P17-00536	Ryan Communications	Pro 16-07C Phase 2 Emergency Radio Upgrade	Business Administration	212	20,763.60
P17-00537	Burak Besir	Band Coach/OPIMA/oth exp/ASB	Oak Park High School	010	500.00
P17-00538	VCOE	VCFast Cost 2016-17	Business Administration	010	3,580.00
P17-00539	VCOE	Fees GASB-68 Reports & Schedules	Business Administration	010	350.00
P17-00540	Uline	PFA: Hexagonal Tables	Medea Creek Middle School	010	2,635.61
P17-00541	Welsh Structures, Inc.	Pro 17-06R Structural Review of MCMS Lunch Shelter	Business Administration	213	4,500.00
P17-00542	Welsh Structures, Inc.	Pro 14-16R Structural Engineering Design DO Sign	Business Administration	213	3,800.00
P17-00543	C.C. Imex dba Embi Tec	Sci Don/mat & supp/DNA Fingerprint	Oak Park High School	010	384.74
P17-00544	Flinn Scientific, Inc	Science/PFA donation/materials and supplies	Oak Park High School	010	63.55
P17-00545	D.Hauptman Co., Inc. DBA Fold A Goal	PFA: Approved Wish List Item PE	Medea Creek Middle School	010	152.06

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

ESCAPE ONLINE

Page 3

Includes Purchase Orders dated 03/01/2017 - 03/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00546	Nature of Wildworks	EEAC Super Saturday	Superintendent	010	500.00
P17-00547	West Interactive Services Corp	1 Year Schoolmessenger Subscription Renewal	Superintendent	010	8,120.00
T17-00040	NSX Tech DBA Anywhere Cart	Charging Carts for Chromebooks (Proj 17-04C)	Technology Coordinator	212	6,161.51
T17-00041	Houghton Mifflin Harcourt	SRI Hosting Service annual license 17-18	Curriculum	010	9,620.00
Total Number of POs			82	Total	709,202.10

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	68	397,182.33
211	Measure S Facilities & Tech	3	169,876.00
212	Measure C6 Technology Bond Fun	5	29,985.47
213	Measure R FACILITIES Bond Fund	6	112,158.30
		Total	709,202.10

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

ESCAPE ONLINE

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.1.d. RATIFY CONSTRUCTION CONTRACT, PROJECT 14-30F, GYMNASIUM BLEACHER REPLACEMENT AT OAK PARK HIGH SCHOOL

CONSENT

ISSUE: Shall the Board ratify the construction contract with Irwin Telescopic Seating Company for Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School?

BACKGROUND: At its meeting on February 18, 2014, the Board awarded a construction contract to Irwin Telescopic Seating Company for Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School, and authorizing the use of the piggyback provisions of National IPA Contract #2010000070 for the purchase.

Multiple scheduling conflicts delayed the start of the project until 2016. In the intervening time, the National IPA piggyback contract expired. The Ventura County Office of Education has indicated that it requires specific Board authorization to use the successor National IPA piggyback contract to close out this project. Accordingly, staff is requesting that the Board ratify the contract with Irwin Telescopic Seating Company for Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School, in the amount of \$76,317, and authorize the use of the piggyback provisions of National IPA Contract #2015000066 for the purchase.

- ALTERNATIVES:**
1. Ratify the contract with Irwin Telescopic Seating Company for Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School, in the amount of \$76,317, and authorize the use of the piggyback provisions of National IPA Contract #2015000066 for the purchase.
 2. Do not ratify the contract for this project.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.1.e. APPROVE NOTICE OF COMPLETION, PROJECT 14-30F, GYMNASIUM BLEACHER REPLACEMENT AT OAK PARK HIGH SCHOOL

CONSENT

ISSUE: Shall the Board approve a Notice of Completion for Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School?

BACKGROUND: At its meeting on February 18, 2014, the Board of Education approved a contract with Irwin Telescopic Seating Company, for Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School.

The work under this contract is now complete, and the District’s staff 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 14-30F, Gymnasium Bleacher Replacement at Oak Park High School, contracted with Irwin Telescopic Seating Company.
 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: Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about February 18, 2014 the said Oak Park Unified School District of Ventura County entered into a contract with Irwin Telescopic Seating Company, of Altamont, Illinois, for Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School, on certain real property hereinbefore described: that said building and improvements were actually completed on April 18, 2017: 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: APRIL 18, 2017
SUBJECT: B.1.f. APPROVE CHANGE ORDER NO. 1 (CREDIT), PROPOSITION 39 GRANT PROJECT 16-09F, DISTRICTWIDE INTERIOR LIGHTING RETROFIT

CONSENT

ISSUE: Shall the Board approve deductive Change Order No. 1 to the contract with Lux Solutions, for Project 16-09F, Districtwide Interior Lighting Retrofit?

BACKGROUND: On October 18, 2016, the Board entered into a contract with Lux Solutions, for Project 16-09F, Districtwide Interior Lighting Retrofit. During the course of the project, District and school site staff requested that the contractor eliminate the interior lighting upgrades in F Building at Oak Park High School due to issues arising out of DSA certification for the building. The resulting reduction in the project scope provided a corresponding decrease of \$7,688 in the contract amount. The total amount of deductive Change Order No. 1 is \$7,688, which when subtracted from the original contract amount of \$89,802, reduces the contract total to \$82,114. It is recommended by District staff that the Board approve deductive Change Order No. 1.

ALTERNATIVES:

1. Approve deductive Change Order No. 1 to the contract with Lux Solutions, for Project 16-09F, Districtwide Interior Lighting Retrofit, in the credit amount of \$7,688, to be credited to the Proposition 39 Energy Grant.
2. Do not approve Change Order No. 1.

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	_____	_____	_____	_____



Business and Administrative Services
5801 East Conifer Street, Oak Park, CA 91377-1002 ♦ T: (818) 735-3254 ♦ F: (818) 865-8467

CHANGE ORDER 16-09F-1
04-18-17

PROJECT NUMBER: 16-09F
PROJECT NAME: DISTRICTWIDE INTERIOR LIGHTING RETROFIT
CONTRACATOR: LUX SOLUTIONS
SCOPE OF WORK: ELIMINATE BUILDING F AT OAK PARK HIGH SCHOOL FROM CONTRACT SCOPE

COST:

Original Contract Amount	\$ 89,802.00
Previous Approved Change Orders	\$ 0.00
This Change Order (CREDIT)	\$ (7,688.00)
Adjusted Contract Amount	\$ 82,114.00

TIME:

Original Contract Completion Date	December 31, 2016
Previous Approved Completion Extension Days	None
Completion days Extension this Change Order	None
Adjusted Contract Completion Date	December 31, 2016

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By _____

By _____

Date _____

Date _____

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER (NOT APPLICABLE):

By _____

By _____

Date _____

Date _____

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT B.1.g. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – APRIL, 2017

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints- April 2017?

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 – April 2017
2. Do not approve the Quarterly Report on Williams Uniform Complaints –April 2017

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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Quarterly Report on Williams Uniform Complaints
 [Education Code Section 35186]
 Fiscal Year 2016-17

District: OAK PARK UNIFIED SCHOOL DISTRICT

Person completing this form: DR. JAY GREENLINGER

Title: DIRECTOR OF CURRICULUM & INSTRUCTION

Quarterly Report Submission Date: October 2016 (7/1/16 to 9/30/16)
 (check one) January 2017 (10/1/16 to 12/31/16)
 April 2017 (1/1/17 to 3/31/17)
 July 2017 (4/1/17 to 6/30/17)

Date for information to be reported publicly at governing board meeting: 04/18/2017

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		
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: APRIL 18, 2017
SUBJECT: B.1.h. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE COLUMBIA UNIVERSITY SUMMER READING/WRITING INSTITUTE IN NEW YORK CITY

CONSENT

ISSUE: Shall the Board of Education approve the out of state travel for the Oak Park certificated employees to attend the Columbia University Summer Reading/Writing Institute?

STATEMENT: According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Six teachers will be attending Columbia University workshops this summer in New York City. Barbie Lee and Kim Annino will be attending advanced writing workshop from June 19-23, 2017, Stacey Reisman will be attending advanced reading workshop from June 26-30, 2017, and Sara Ahl and Jon Duim will be attending a leadership workshop June 26-30, 2017.

- ALTERNATIVES:**
1. Approve the out of state travel for employees to attend the Columbia University Summer Reading/Writing Institute in New York City.
 2. Do not approve the out of state travel for employees to attend the Columbia University Summer Reading/Writing Institute in New York City.

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: APRIL 18, 2017
SUBJECT: B.1.i. ACCEPT REPORT OF FINAL BOND SALE – MEASURE S GENERAL OBLIGATION BONDS, SERIES 2016A

INFORMATION/CONSENT

ISSUE: Shall the Board receive and review the Report of Final Sale for Measure S General Obligation Bonds, Series 2016A, as required by Proposition 39?

BACKGROUND: In November 2016, the voters of the Oak Park Unified School District approved Measure S, a \$60 million general obligation bond to improve student safety and campus security systems, repair/upgrade older classrooms and school facilities, including deteriorating roofs, plumbing, electrical, and air conditioning systems, acquire, construct, and repair classrooms, sites, facilities, equipment and instructional technology to support student achievement in reading, math, arts, humanities, science/ technology. At its meeting on February 21, 2017, the Board of Education authorized the first issuance of Measure S bonds, and the District successfully sold \$15,000,000 in Measure S Series 2016A general obligation bonds on March 30, 2017.

Proposition 39, which amended the State constitution to authorize the issuance of this particular type of general obligation bond, requires that a Report of Final Sale must be provided to the Board of Education, and must include information on the structure of the sale, the maturities and final interest rates of the bond, and the costs of issuance. The District’s bond financial advisor, Piper Jaffray, has prepared the accompanying Report of Final Sale, which is provided for the Board’s information and review

RECOMMENDATION: None; information only.

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	_____	_____	_____	_____



Report of Final Sale

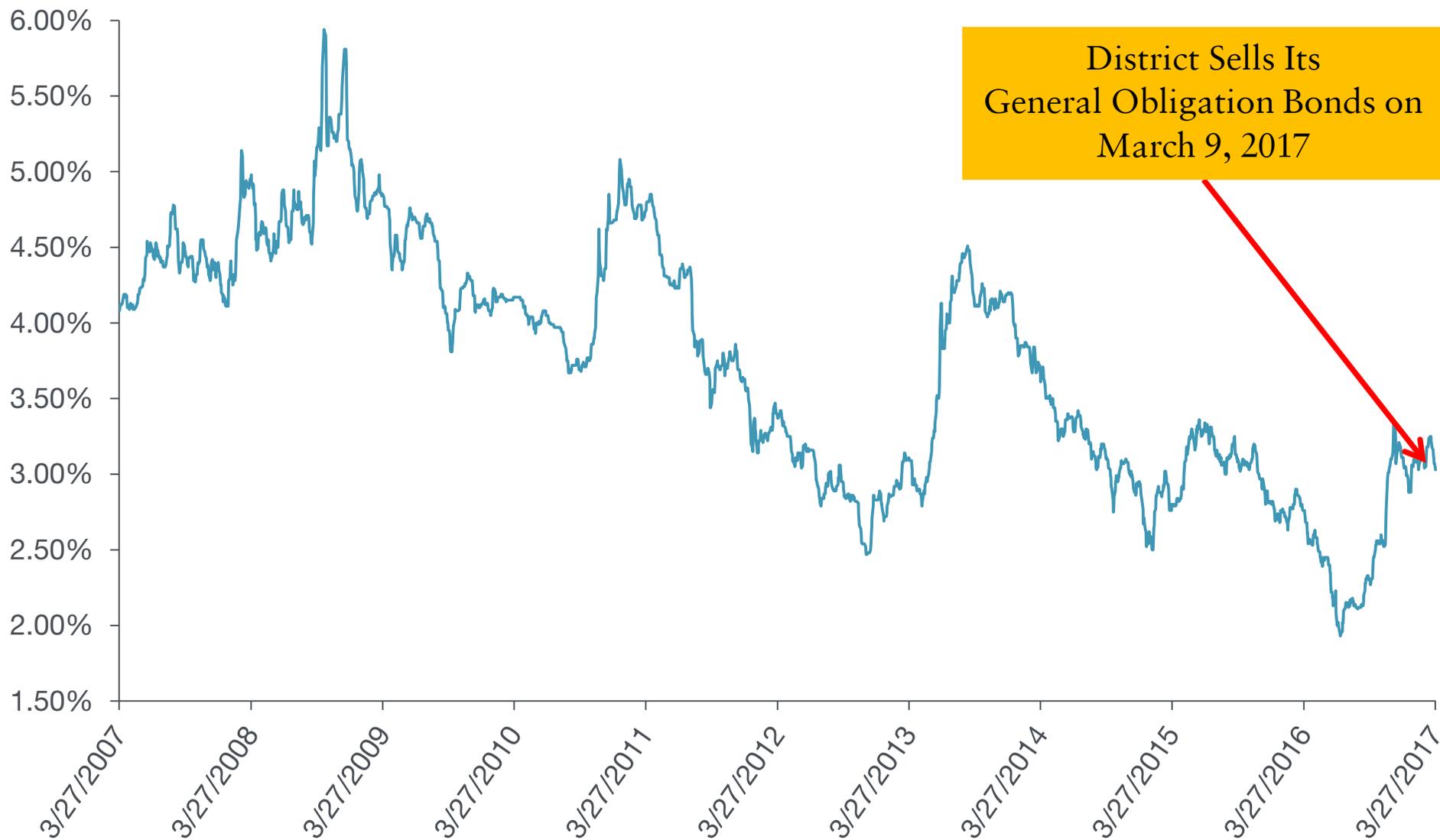
\$15,000,000
Election of 2016
General Obligation Bonds
Series A

March 27, 2017

PiperJaffray

Even Though Interest Rates Increased After Election Day The District Sold Its Bonds During a Historically Low Interest Rate Environment

30-Year AAA MMD Interest Rate Index



The District Received a “AA-” Credit Rating From S&P Global Ratings

The Rating Process

1. District’s Team Decides to Obtain a Credit Rating from S&P Global Ratings.
2. District’s Team Submits a Set of Legal and Financial Documents to S&P Global Ratings.
3. District’s Team Conducts a Conference Call with Analysts from S&P Global Ratings.
4. District’s Bonds are Assigned a “AA-” Rating from S&P Global Ratings.

Highlights from the S&P Global Ratings Report

- ✓ Extremely Strong Income and Wealth Indicators and Location Near the Diverse Los Angeles and Ventura County Economies.
- ✓ District of Choice Status, with Robust Annual Transfer Applications that Provide the District with Flexibility and Control Over its Enrollment Levels.
- ✓ Projected Positive Operations in Fiscal 2016-17.
- ✓ Parcel Tax that is Effective Through Fiscal 2016-17.

Election of 2016 General Obligation Bonds, Series A

Overview of the Bonds

1. Objective was to Issue \$15,000,000 of Bonds to Raise Funds for Projects While Maintaining a Level \$60.00/\$100,000 Projected Tax Rate Over the Course of the Measure S Bond Program.
 - a) \$15,000,000 were Issued as Traditional Current Interest Bonds with a Repayment Ratio of 1.73 to 1.
2. The True Interest Cost is:
 - a) General Obligation Bonds, Series A: 3.799%
3. **NO Capital Appreciation Bonds were Issued.**

Bond Repayment Schedules

Period Ending	Election of 2016, G.O. Bonds, Series A
8/1/2017	\$215,120
8/1/2018	\$1,740,025
8/1/2019	\$1,640,025
8/1/2020	\$1,692,275
8/1/2021	\$474,275
8/1/2022	\$489,275
8/1/2023	\$508,525
8/1/2024	\$526,775
8/1/2025	\$549,025
8/1/2026	\$570,025
8/1/2027	\$594,775
8/1/2028	\$618,025
8/1/2029	\$639,775
8/1/2030	\$670,025
8/1/2031	\$693,275
8/1/2032	\$719,775
8/1/2033	\$752,375
8/1/2034	\$778,175
8/1/2035	\$812,375
8/1/2036	\$841,800
8/1/2037	\$874,650
8/1/2038	\$909,400
8/1/2039	\$945,600
8/1/2040	\$984,400
8/1/2041	\$1,020,600
8/1/2042	\$1,064,200
8/1/2043	\$1,104,800
8/1/2044	\$1,147,400
8/1/2045	\$1,191,800
8/1/2046	\$1,242,800
Total	\$26,011,370

Summary of Bids Received For Oak Park Unified School District Bonds

Bidding Underwriter	True Interest Cost
Morgan Stanley & Co., LLC (Winner)	3.799% (Winning Bid)
Bank of America Merrill Lynch	3.801%
UBS Financial Services Inc.	3.852%
Robert W. Baird & Co., Inc.	3.861%
Hutchinson, Shockey, Erley & Co.	3.885%

Election of 2016 General Obligation Bonds, Series A

Sources and Uses of Funds

Election of 2016 General Obligation Bonds, Series A
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Sources:

Par Amount	\$15,000,000.00
Net Original Issue Premium	\$585,702.25
Total	\$15,585,702.25

Uses:

Building Fund	\$14,827,220.00
Debt Service Fund	\$476,148.25
Costs of Bond Sale*	\$282,334.00
Total	\$15,585,702.25

*Itemized Summary of the Costs of Bond Sale Are on the Following Page

Election of 2016 General Obligation Bonds, Series A

	Issuance Costs and Fees
1) Bond Underwriter's Discount	\$109,554.00
2) Bond and Disclosure Counsel	\$72,000.00
3) Financial Advisor	\$71,500.00
4) Rating Agency – S&P Global Ratings	\$17,575.00
5) NOS Publishing – Bond Buyer	\$1,340.00
6) Demographics Data – Cal Muni	\$1,425.00
7) Home Sales Data – DQ News	\$300.00
8) Printer – ImageMaster	\$2,040.00
9) Paying Agent	\$1,300.00
10) COI Agent	\$300.00
11) Contingency	\$5,000.00
Total Costs and Fees	\$282,334.00

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.1.j. APPROVE EXPULSION IN ABEYANCE OF STUDENT IN DISCIPLINARY CASE #01-16/17

CONSENT

ISSUE: Should the Board of Education expel student in Disciplinary Case #01-16/17?

BACKGROUND: On March 30, 2017, an Oak Park High School student was in violation of Education Codes 48900 (t.4) Harassment, threats, or intimidation creating an intimidating or hostile educational environment. As required by Education Code 48915, the principal has recommended expulsion of this student.

A meeting was held with the parent on April 6, 2017 to review the incident, the suspension, and the recommendation for expulsion and interim educational alternatives. An agreement was reached with the parent for an “Agreement to Hold Enforcement of the Expulsion in Abeyance.”

- ALTERNATIVES:**
1. Expel student in Disciplinary Case #01-16/17 from the Oak Park Unified School District effective May 26, 2017.
 2. Do not expel student in Disciplinary Case #01-16/17.

RECOMMENDATION: Alternative #1
 Prepared by: Kevin Buchanan, Principal Oak Park High School

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: APRIL 18, 2017
SUBJECT: B.2.a. APPROVE DISPOSAL OF OBSOLETE PERSONAL PROPERTY – TECHNOLOGY EQUIPMENT

ACTION

ISSUE: Shall the Board approve the the sale and/or disposal of obsolete and non-repairable technology equipment per the provisions of Education Code (EC) Section 17546?

BACKGROUND: Over the past two years the District has accumulated surplus technology equipment which is obsolete, non-repairable, or no longer suitable for instructional use. The District’s technology department has compiled the accompanying list of this equipment and is requesting authorization for its sale and/or disposal as authorized by EC 17546.

The District has historically used the services of an environmentally friendly certified eWaste recycler to pick up and dispose of obsolete electronic equipment. Funded through the CA eWaste tax, the District receives \$0.10 per pound for CRT’s and general computer equipment, and \$0.50 per pound for laptops. It is anticipated that the total amount that will be received from the eWaste recycler for the listed equipment will be less than \$2500.

EC 17546 provides that if the Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$2,500, it may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.

ALTERNATIVES:

1. Declare the attached list of obsolete equipment as surplus, and authorize the Director of Educational technology to arrange for the sale and disposal to certified eWaste recycler per the provisions EC 17546.
2. Do not declare the attached list of obsolete equipment as surplus.

RECOMMENDATION: Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information 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	_____	_____	_____	_____

Cisco Switch eWaste Inventory 20170418

Serial Number	Model	Port Count	PoE	Asset Tag
CNM3B30BRA	C3548 XL	48		
3S0740X01344	SMART UPS SC450			
FD01150SGTD	Redundant power system 2300			3810
3S0744X02238	SMART UPS SC450			
FOC1149Y461	3750G	48		3807
FOC1130Y10N	3750G	24	PoE	
FOC1204Z5T8	3750G	24	PoE	3844
FOC1204Y0VY	3750G	48		3843
AS0645130665	DLA1500RM2U			
FOC1152Y3KP	3560G	48	PoE	3867
FOC1204Y0VS	3750G	48		3863
FOC1204Y0W0	3750G	48		3864
FOC1205Y3LU	3750G	48	PoE	3853
FDO1201SGA3	Redundant power system 2300			
FOC1150F088	CISCO 4402 WLAN Controller			
FOC1149Y173	3750G	48		3820
FOC1149Y17C	3750G	48		3821
FOC1148ZCSS	3750G	48		3813
FOC1148Y5NY	3750G	48	PoE	3819
FCW1425L08K	5508 Wireless Controller			
FOC1142Y2JY	3560G	24	PoE	3848
FOC1141Y2JM	3560G	24	PoE	3847
FOC1124Y3CC	3750G	48	PoE	
FOC1150Y3YB	3560G	48	PoE	3826
FOC1149Y197	3750G	48		3818
FOC1151Y499	3750G	24	PoE	3817
FOC1149Y18V	3750G	48		3824
FOC1149Y386	3560G	48	PoE	3822
FOC1142Y1Z8	3560G	24	PoE	3791
FOC1151Y4CZ	3750G	24	PoE	3823
FOC1150Y33H	3560G	48	PoE	
FOC1141Y2H7	3560G	24	PoE	3851
FOC1141Y2JV	3560G	24	PoE	3850
FOC1149Y23A	3560G	48	PoE	3820
FOC1123Y4DX	3750G	48		
FOC1149Y38A	3560G	48	PoE	3825
FOC1146ZA8K	3560G	48	PoE	3792
FOC1149Y478	3750G	48		3796
FOC1142Y1RP	3560G	24	PoE	3793
FOC1149Y47H	3750G	48		3797
FOC1144Y2ZJ	3750G	48	PoE	3794

Cisco Switch eWaste Inventory 20170418

FOC1150Y3XM	3560G	48	PoE	3829
FOC0832W30E	2950	24		
FOC1204Y0UE	3750G	48		3866
FDO1131Z68M	3750	12		
FOC1150Y0LY	3560G	24	PoE	3849
FOC1152Y3NG	3560G	48	PoE	3868
CAT1030NG2A	3750	12		
FOC1204Y0S2	3750G	48		3857
FOC1016Y2FX	3750G	24	PoE	
FOC1204Y0ST	3750G	48		
FOC1204Z5T0	3750G	24	PoE	3859
FOC1142Y2HG	3560G	24	PoE	3856
FDO1203X0T5	3750	12		3842
FOC1518W4DP	2960G	8		

Computer E-Waste 20170418

Computer Name	Make	Model	Asset Tag	Serial Number
b-blkcow-0011	Apple	MacBook (13-inch 2008)	T-0011	WQ8121JP0P1
b-blkcow-0024	Apple	MacBook (13-inch 2008)	T-0024	WQ8121KA0P1
b-blkcow-0034	Apple	MacBook (13-inch 2008)	T-0034	WQ8098XE0P1
b-blkcow-0036	Apple	MacBook (13-inch 2008)	T-0036	WQ8121A00P1
b-blkcow-0039	Apple	MacBook (13-inch 2008)	T-0039	WQ8121KE0P1
b-blkcow-0057	Apple	MacBook (13-inch 2008)	T-0057	WQ8121KW0P1
b-blkcow-0322	Apple	MacBook (13-inch 2008)	T-0322	W8812HU40P1
b-blkcow-0340	Apple	MacBook (13-inch 2008)	T-0340	W8812HW0P1
b-blkcow-0345	Apple	MacBook (13-inch 2008)	T-0345	W8812HWY0P1
b-blkcow-0371	Apple	MacBook (13-inch 2008)	T-0371	W88255LM0P1
b-blkcow-0410	Apple	MacBook (13-inch 2008)	T-0410	W88312RE0P1
b-blkcow-0425	Apple	MacBook (13-inch 2008)	T-0425	W88312S30P1
b-blkcow-0429	Apple	MacBook (13-inch 2008)	T-0429	W88312K00P1
b-blkcow-0431	Apple	MacBook (13-inch 2008)	T-0431	W88312JB0P1
b-blkcow-0444	Apple	MacBook (13-inch 2008)	T-0444	W8830HVJ0P1
b-blkcow-0445	Apple	MacBook (13-inch 2008)	T-0445	W88312R90P1
b-blkcow-0448	Apple	MacBook (13-inch 2008)	T-0448	W88312HR0P1
b-blkcow-0747	Apple	MacBook (13-inch 2008)	T-0747	WQ80993L0P1
b-blkcow-1263	Apple	MacBook (13-inch 2008)	T-1263	WQ8121KS0P1
b-blkcow-1943	Apple	MacBook (13-inch 2008)	T-1943	WQ8121JC0P1
b-custodian-mb	Apple	MacBook (13-inch 2008)	T-0332	WQ81240L0P1
b-staffID-mb	Apple	MacBook (13-inch 2008)	T-1129	W88255K30P1
b-tyecow-2546	Apple	MacBook (13-inch Early 2009)	T-2546	W8921VFQ9GU
b-tyecow-2547	Apple	MacBook (13-inch Early 2009)	T-2547	W8921XTH9GU
b-tyecow-2548	Apple	MacBook (13-inch Early 2009)	T-2548	W8921WPD9GU
b-tyecow-2549	Apple	MacBook (13-inch Early 2009)	T-2549	W8921XSQ9GU
b-tyecow-2550	Apple	MacBook (13-inch Early 2009)	T-2550	W8921WQG9GU
b-tyecow-2551	Apple	MacBook (13-inch Early 2009)	T-2551	W8921XW99GU
b-tyecow-2552	Apple	MacBook (13-inch Early 2009)	T-2552	W8921VGY9GU
b-tyecow-2553	Apple	MacBook (13-inch Early 2009)	T-2553	W8921VGM9GU
b-tyecow-2554	Apple	MacBook (13-inch Early 2009)	T-2554	W8921VGG9GU
b-tyecow-2555	Apple	MacBook (13-inch Early 2009)	T-2555	W8921VJP9GU
b-tyecow-2556	Apple	MacBook (13-inch Early 2009)	T-2556	W8921XKH9GU
b-tyecow-2557	Apple	MacBook (13-inch Early 2009)	T-2557	W8921XLP9GU
b-tyecow-2558	Apple	MacBook (13-inch Early 2009)	T-2558	W8921XLM9GU
b-tyecow-2559	Apple	MacBook (13-inch Early 2009)	T-2559	W8921XLR9GU
b-tyecow-2560	Apple	MacBook (13-inch Early 2009)	T-2560	W8921XLS9GU
b-tyecow-2561	Apple	MacBook (13-inch Early 2009)	T-2561	W8921VGC9GU
b-tyecow-2562	Apple	MacBook (13-inch Early 2009)	T-2562	W8921VGD9GU
b-tyecow-2563	Apple	MacBook (13-inch Early 2009)	T-2563	W8921VGU9GU
b-tyecow-2564	Apple	MacBook (13-inch Early 2009)	T-2564	W8921VGK9GU
b-tyecow-2565	Apple	MacBook (13-inch Early 2009)	T-2565	W8921VFF9GU
do-dhelfstei-mp	Apple	MacBook Pro (Mid 2009)	T-1120	W89234GM642
do-lalmada-mbp2	Apple	MacBook Pro (Mid/Late 2007)	T-1126	W872420YXAH
do-lheilbro-mbp	Apple	MacBook Pro (Mid/Late 2007)	N/A	W872420ZXAH

Computer E-Waste 20170418

Computer Name	Make	Model	Asset Tag	Serial Number
do-loaner-1106	Apple	13-inch MacBook Pro (Mid 2009)	T-1106	W8925K1X66D
do-nettest-0357	Apple	MacBook (13-inch 2008)	T-0357	W88254PC0P1
do-ojimenez-mb	Apple	MacBook (13-inch Early 2009)	T-1038	WQ9210B19GU
do-parts-0014	Apple	MacBook (13-inch 2008)	T-0014	WQ8121AW0P1
do-parts-0397	Apple	MacBook (13-inch 2008)	T-0397	W88312QZ0P1
do-parts-0398	Apple	MacBook (13-inch 2008)	T-0398	W88312QR0P1
do-parts-0436	Apple	MacBook (13-inch 2008)	T-0436	W88312RB0P1
do-parts-0731	Apple	13-inch MacBook (Late 2006)	T-0731	W87230LJYA7
do-parts-0732	Apple	13-inch MacBook (Late 2006)	T-0732	W87230LUYA7
do-parts-1117	Apple	MacBook (13-inch Early 2009)	T-1117	WQ92105S9GU
do-parts-1221	Apple	MacBook (13-inch Early 2009)	T-1221	459500KZ9GU
do-parts-1264	Apple	MacBook (13-inch 2008)	T-1264	W8812HUS0P1
do-parts-2527	Apple	MacBook (13-inch Early 2009)	T-2527	WQ9210389GU
do-parts-2545	Apple	MacBook (13-inch Early 2009)	T-2545	WQ92102P9GU
do-parts-2609	Apple	MacBook (13-inch Early 2009)	T-2609	WQ9210A39GU
do-parts-mb	Apple	MacBook (13-inch 2008)	T-0456	WQ8121BV0P1
do-present1-mp	Apple	13-inch MacBook Pro (Mid 2009)	T-1097	W8925K2366D
do-repair-0387	Apple	MacBook (13-inch 2008)	T-0387	W88255NF0P1
do-spare-2929	Apple	MacBook (13-inch Late 2007)	T-2929	W875140CZ66
es-scicow-1291	Apple	MacBook (13-inch Early 2009)	T-1291	WQ9213GK9GU
es-scicow-2706	Apple	MacBook (13-inch Early 2009)	T-2706	WQ9213HN9GU
es-scicow-2707	Apple	MacBook (13-inch Early 2009)	T-2707	WQ9213J19GU
es-scicow-2708	Apple	MacBook (13-inch Early 2009)	T-2708	WQ9213JV9GU
es-scicow-2709	Apple	MacBook (13-inch Early 2009)	T-2709	WQ9213JU9GU
es-scicow-2710	Apple	MacBook (13-inch Early 2009)	T-2710	WQ9213K99GU
es-scicow-2711	Apple	MacBook (13-inch Early 2009)	T-2711	WQ9213JT9GU
es-scicow-2712	Apple	MacBook (13-inch Early 2009)	T-2712	WQ9213K69GU
es-scicow-2713	Apple	MacBook (13-inch Early 2009)	T-2713	WQ9213JS9GU
es-scicow-2714	Apple	MacBook (13-inch Early 2009)	T-2714	WQ9213K29GU
es-scicow-2715	Apple	MacBook (13-inch Early 2009)	T-2715	WQ9213J39GU
es-scicow-2716	Apple	MacBook (13-inch Early 2009)	T-2716	WQ9213L59GU
es-scicow-2717	Apple	MacBook (13-inch Early 2009)	T-2717	WQ9213KQ9GU
es-scicow-2718	Apple	MacBook (13-inch Early 2009)	T-2718	WQ9213KS9GU
es-scicow-2719	Apple	MacBook (13-inch Early 2009)	T-2719	WQ9213LA9GU
es-scicow-2720	Apple	MacBook (13-inch Early 2009)	T-2720	WQ9213KY9GU
es-scicow-2722	Apple	MacBook (13-inch Early 2009)	T-2722	WQ9213KV9GU
es-scicow-2723	Apple	MacBook (13-inch Early 2009)	T-2723	WQ9213KG9GU
es-scicow-2724	Apple	MacBook (13-inch Early 2009)	T-2724	WQ9213KN9GU
hs-chkcow-1657	Apple	MacBook (13-inch Early 2009)	T-1657	WQ9213GR9GU
hs-chkcow-2626	Apple	MacBook (13-inch Early 2009)	T-2626	WQ9213HW9GU
hs-chkcow-2627	Apple	MacBook (13-inch Early 2009)	T-2627	WQ9213HX9GU
hs-chkcow-2628	Apple	MacBook (13-inch Early 2009)	T-2628	WQ92130C9GU
hs-chkcow-2629	Apple	MacBook (13-inch Early 2009)	T-2629	WQ9213H79GU
hs-chkcow-2630	Apple	MacBook (13-inch Early 2009)	T-2630	WQ9213L19GU
hs-chkcow-2631	Apple	MacBook (13-inch Early 2009)	T-2631	WQ9213HU9GU

Computer E-Waste 20170418

Computer Name	Make	Model	Asset Tag	Serial Number
hs-chkcow-2632	Apple	MacBook (13-inch Early 2009)	T-2632	WQ9213L09GU
hs-chkcow-2633	Apple	MacBook (13-inch Early 2009)	T-2633	WQ9213KL9GU
hs-chkcow-2634	Apple	MacBook (13-inch Early 2009)	T-2634	WQ9213L69GU
hs-chkcow-2635	Apple	MacBook (13-inch Early 2009)	T-2635	WQ9213L79GU
hs-chkcow-2636	Apple	MacBook (13-inch Early 2009)	T-2636	WQ9213JQ9GU
hs-chkcow-2637	Apple	MacBook (13-inch Early 2009)	T-2637	WQ9213CW9GU
hs-chkcow-2639	Apple	MacBook (13-inch Early 2009)	T-2639	WQ9213J59GU
hs-chkcow-2640	Apple	MacBook (13-inch Early 2009)	T-2640	WQ9213KB9GU
hs-chkcow-2641	Apple	MacBook (13-inch Early 2009)	T-2641	WQ9213J99GU
hs-chkcow-2642	Apple	MacBook (13-inch Early 2009)	T-2642	WQ9213KJ9GU
hs-chkcow-2643	Apple	MacBook (13-inch Early 2009)	T-2643	WQ9213KM9GU
hs-chkcow-2644	Apple	MacBook (13-inch Early 2009)	T-2644	WQ9213KH9GU
hs-chkcow-2645	Apple	MacBook (13-inch Early 2009)	T-2645	WQ9213K89GU
hs-custodian-mb	Apple	MacBook (13-inch 2008)	T-1170	W882558T0P1
hs-denoch-mb	Apple	MacBook (13-inch 2008)	T-0404	W88312JS0P1
hs-engcow-0018	Apple	MacBook (13-inch 2008)	T-0018	WQ8121KLOP1
hs-engcow-0021	Apple	MacBook (13-inch 2008)	T-0021	WQ8121BK0P1
hs-engcow-0025	Apple	MacBook (13-inch 2008)	T-0025	WQ8099410P1
hs-engcow-0032	Apple	MacBook (13-inch 2008)	T-0032	WQ80993P0P1
hs-engcow-0035	Apple	MacBook (13-inch 2008)	T-0035	WQ8099640P1
hs-engcow-0043	Apple	MacBook (13-inch 2008)	T-0043	WQ8099520P1
hs-engcow-0054	Apple	MacBook (13-inch 2008)	T-0054	WQ80995Z0P1
hs-engcow-0324	Apple	MacBook (13-inch 2008)	T-0324	W8812HVV0P1
hs-engcow-0334	Apple	MacBook (13-inch 2008)	T-0334	W8812HVM0P1
hs-engcow-0399	Apple	MacBook (13-inch 2008)	T-0399	W88312Q50P1
hs-engcow-0406	Apple	MacBook (13-inch 2008)	T-0406	W88312HN0P1
hs-engcow-0409	Apple	MacBook (13-inch 2008)	T-0409	W88312R60P1
hs-engcow-0417	Apple	MacBook (13-inch 2008)	T-0417	W88312R20P1
hs-engcow-0437	Apple	MacBook (13-inch 2008)	T-0437	W88312RC0P1
hs-engcow-0449	Apple	MacBook (13-inch 2008)	T-0449	W88312JF0P1
hs-engcow-0748	Apple	MacBook (13-inch 2008)	T-0748	WQ8121GZ0P1
hs-engcow-0909	Apple	MacBook (13-inch 2008)	T-0909	WQ8121KB0P1
hs-engcow-1372	Apple	MacBook (13-inch 2008)	T-1372	WQ8121HW0P1
hs-engcow-1443	Apple	MacBook (13-inch 2008)	T-1443	W8812HTY0P1
hs-engcow-1612	Apple	MacBook (13-inch 2008)	T-1612	W88312SJ0P1
hs-engcow-2942	Apple	MacBook (13-inch 2008)	T-2942	W8830HP50P1
hs-h13-0735	Apple	MacBook (13-inch Late 2007)	T-0735	W875140DZ66
hs-mthcow-0013	Apple	MacBook (13-inch 2008)	T-0013	WQ8121CN0P1
hs-mthcow-0038	Apple	MacBook (13-inch 2008)	T-0038	WQ8121GY0P1
hs-mthcow-0335	Apple	MacBook (13-inch 2008)	T-0335	W8812HWZ0P1
hs-mthcow-0344	Apple	MacBook (13-inch 2008)	T-0344	W8812HXH0P1
hs-mthcow-0374	Apple	MacBook (13-inch 2008)	T-0374	W882552Z0P1
hs-mthcow-0401	Apple	MacBook (13-inch 2008)	T-0401	W88312RK0P1
hs-mthcow-0405	Apple	MacBook (13-inch 2008)	T-0405	W88312JJ0P1
hs-mthcow-0408	Apple	MacBook (13-inch 2008)	T-0408	W88312QS0P1

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Computer Name	Make	Model	Asset Tag	Serial Number
hs-mthcow-0420	Apple	MacBook (13-inch 2008)	T-0420	W88312SF0P1
hs-mthcow-0427	Apple	MacBook (13-inch 2008)	T-0427	W88312R80P1
hs-mthcow-0446	Apple	MacBook (13-inch 2008)	T-0446	W88312RL0P1
hs-mthcow-0455	Apple	MacBook (13-inch 2008)	T-0455	W8812HVD0P1
hs-mthcow-0773	Apple	MacBook (13-inch 2008)	T-0773	WQ80995V0P1
hs-mthcow-2943	Apple	MacBook (13-inch 2008)	T-2943	W8812HWT0P1
hs-scicow-2620	Apple	MacBook (13-inch Early 2009)	T-2620	WQ9210479GU
hs-tcreason-mb	Apple	MacBook (13-inch 2008)	T-0320	WQ80990D0P1
hs-wlitten-1115	Apple	MacBook (13-inch Early 2009)	T-1115	WQ9210AZ9GU
hs-wlitten-mb	Apple	MacBook (13-inch 2008)	T-0060	WQ8098ZD0P1
hs-zebcow-1114	Apple	MacBook (13-inch Early 2009)	T-1114	WQ92106D9GU
hs-zebcow-2586	Apple	MacBook (13-inch Early 2009)	T-2586	WQ92102G9GU
hs-zebcow-2587	Apple	MacBook (13-inch Early 2009)	T-2587	WQ9210319GU
hs-zebcow-2588	Apple	MacBook (13-inch Early 2009)	T-2588	WQ9210419GU
hs-zebcow-2589	Apple	MacBook (13-inch Early 2009)	T-2589	WQ92108V9GU
hs-zebcow-2591	Apple	MacBook (13-inch Early 2009)	T-2591	WQ9210869GU
hs-zebcow-2592	Apple	MacBook (13-inch Early 2009)	T-2592	WQ92109M9GU
hs-zebcow-2593	Apple	MacBook (13-inch Early 2009)	T-2593	WQ92109J9GU
hs-zebcow-2594	Apple	MacBook (13-inch Early 2009)	T-2593	WQ92108Z9GU
hs-zebcow-2595	Apple	MacBook (13-inch Early 2009)	T-2594	WQ92107J9GU
hs-zebcow-2596	Apple	MacBook (13-inch Early 2009)	T-2595	WQ9210A29GU
hs-zebcow-2597	Apple	MacBook (13-inch Early 2009)	T-2596	WQ9210919GU
hs-zebcow-2598	Apple	MacBook (13-inch Early 2009)	T-2597	WQ92101B9GU
hs-zebcow-2599	Apple	MacBook (13-inch Early 2009)	T-2598	WQ9210669GU
hs-zebcow-2600	Apple	MacBook (13-inch Early 2009)	T-2599	WQ9210909GU
hs-zebcow-2601	Apple	MacBook (13-inch Early 2009)	T-2600	WQ92109D9GU
hs-zebcow-2602	Apple	MacBook (13-inch Early 2009)	T-2601	WQ92107N9GU
hs-zebcow-2603	Apple	MacBook (13-inch Early 2009)	T-2602	WQ9210449GU
hs-zebcow-2604	Apple	MacBook (13-inch Early 2009)	T-2603	WQ92109F9GU
hs-zebcow-2605	Apple	MacBook (13-inch Early 2009)	T-2604	WQ92103Z9GU
is-opis-1155	Apple	MacBook (13-inch Early 2009)	T-2605	WQ92101A9GU
is-opis-1156	Apple	MacBook (13-inch Early 2009)	T-1156	WQ9210A19GU
mc-180cow-0042	Apple	MacBook (13-inch 2008)	T-0042	WQ80992E0P1
mc-180cow-0337	Apple	MacBook (13-inch 2008)	T-0337	W8812HVB0P1
mc-180cow-0338	Apple	MacBook (13-inch 2008)	T-0338	W8812HXZ0P1
mc-180cow-0416	Apple	MacBook (13-inch 2008)	T-0416	W8830HSF0P1
mc-180cow-0423	Apple	MacBook (13-inch 2008)	T-0423	W88312RM0P1
mc-180cow-0426	Apple	MacBook (13-inch 2008)	T-0426	W88312RD0P1
mc-180cow-0737	Apple	MacBook (13-inch 2008)	T-0737	W88255MZ0P1
mc-180cow-1123	Apple	MacBook (13-inch 2008)	T-1123	W8812HU70P1
mc-180cow-1268	Apple	MacBook (13-inch 2008)	T-1268	WQ80993R0P1
mc-180cow-1441	Apple	MacBook (13-inch 2008)	T-1441	W8812HXE0P1
mc-180cow-1669	Apple	MacBook (13-inch 2008)	T-1669	W8812HWK0P1
mc-asbmb-1035	Apple	13-inch MacBook (Late 2006)	T-1035	W873700WYX4
mc-blucow-0609	Apple	13-inch MacBook (Late 2006)	T-0609	W87230LCYA7

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Computer Name	Make	Model	Asset Tag	Serial Number
mc-blucow-0610	Apple	13-inch MacBook (Late 2006)	T-0610	W87230KYYA7
mc-blucow-0611	Apple	13-inch MacBook (Late 2006)	T-0611	W87230KJYA7
mc-blucow-0612	Apple	13-inch MacBook (Late 2006)	T-0612	W87230KNYA7
mc-blucow-0613	Apple	13-inch MacBook (Late 2006)	T-0613	W87230LKYA7
mc-blucow-0614	Apple	13-inch MacBook (Late 2006)	T-0614	W87230LTYA7
mc-blucow-0615	Apple	13-inch MacBook (Late 2006)	T-0615	W87230LOYA7
mc-blucow-0617	Apple	13-inch MacBook (Late 2006)	T-0617	W87230KPYA7
mc-blucow-0618	Apple	13-inch MacBook (Late 2006)	T-0618	W87230KLYA7
mc-blucow-0619	Apple	13-inch MacBook (Late 2006)	T-0619	W87230KKYA7
mc-blucow-0620	Apple	13-inch MacBook (Late 2006)	T-0620	W87230LHYA7
mc-blucow-0621	Apple	13-inch MacBook (Late 2006)	T-0621	W87230L2YA7
mc-blucow-0623	Apple	13-inch MacBook (Late 2006)	T-0623	W87230LFYA7
mc-blucow-0624	Apple	13-inch MacBook (Late 2006)	T-0624	W87230KGYA7
mc-blucow-0625	Apple	13-inch MacBook (Late 2006)	T-0625	W87230LWYA7
mc-blucow-0626	Apple	13-inch MacBook (Late 2006)	T-0626	W87230LDYA7
mc-blucow-0627	Apple	13-inch MacBook (Late 2006)	T-0627	W87230LYYA7
mc-blucow-0628	Apple	13-inch MacBook (Late 2006)	T-0628	W87230L3YA7
mc-blucow-0733	Apple	13-inch MacBook (Late 2006)	T-0733	W87316MKZ5Z
mc-blucow-3041	Apple	13-inch MacBook (Late 2006)	T-3041	W87230LPYA7
mc-bwinsick-mb	Apple	MacBook (13-inch 2008)	T-0045	WQ8098WG0P1
mc-c21-0348	Apple	MacBook (13-inch 2008)	T-0348	W8812HW40P1
mc-c21-0354	Apple	MacBook (13-inch 2008)	T-0354	W8812HUJ0P1
mc-c21-1143	Apple	MacBook (13-inch Early 2009)	T-1143	W8924SEH9GU
mc-c21-1145	Apple	MacBook (13-inch Early 2009)	T-1145	W8924SET9GU
mc-c21-1148	Apple	MacBook (13-inch Early 2009)	T-1148	W8924C559GU
mc-c21cow-0005	Apple	MacBook (13-inch 2008)	T-0005	WQ8099630P1
mc-c21cow-0022	Apple	MacBook (13-inch 2008)	T-0022	WQ8099380P1
mc-c21cow-0331	Apple	MacBook (13-inch 2008)	T-0331	W8812HVA0P1
mc-c21cow-0364	Apple	MacBook (13-inch 2008)	T-0364	W88254ZA0P1
mc-c21cow-0382	Apple	MacBook (13-inch 2008)	T-0382	W882554K0P1
mc-c21cow-0383	Apple	MacBook (13-inch 2008)	T-0383	W88254J70P1
mc-c21cow-0385	Apple	MacBook (13-inch 2008)	T-0385	W88254NC0P1
mc-c21cow-0386	Apple	MacBook (13-inch 2008)	T-0386	W882558R0P1
mc-c21cow-0391	Apple	MacBook (13-inch 2008)	T-0391	W88255MP0P1
mc-c21cow-0392	Apple	MacBook (13-inch 2008)	T-0392	W882553V0P1
mc-custodian-mb	Apple	MacBook (13-inch 2008)	n/a	W8812HW50P1
mc-dotcow-0028	Apple	MacBook (13-inch 2008)	T-0028	WQ8123ZN0P1
mc-dotcow-0421	Apple	MacBook (13-inch 2008)	T-0421	W88312RN0P1
mc-dotcow-1212	Apple	MacBook (13-inch Early 2009)	T-1212	4594616D9GU
mc-dotcow-1213	Apple	MacBook (13-inch Early 2009)	T-1213	4594614J9GU
mc-dotcow-1216	Apple	MacBook (13-inch Early 2009)	T-1216	459500Q89GU
mc-dotcow-1218	Apple	MacBook (13-inch Early 2009)	T-1218	459500R09GU
mc-dotcow-1219	Apple	MacBook (13-inch Early 2009)	T-1219	459500RH9GU
mc-dotcow-1220	Apple	MacBook (13-inch Early 2009)	T-1220	459500NS9GU
mc-dotcow-1225	Apple	MacBook (13-inch Early 2009)	T-1225	459461FK9GU

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mc-dotcow-1226	Apple	MacBook (13-inch Early 2009)	T-1226	459461CK9GU
mc-dotcow-1227	Apple	MacBook (13-inch Early 2009)	T-1227	W89364AK9GU
mc-dotcow-1230	Apple	MacBook (13-inch Early 2009)	T-1230	459462149GU
mc-grncow-1130	Apple	MacBook (13-inch Early 2009)	T-1130	W8924C4Z9GU
mc-grncow-1131	Apple	MacBook (13-inch Early 2009)	T-1131	W8924C529GU
mc-grncow-1133	Apple	MacBook (13-inch Early 2009)	T-1133	W8924C5U9GU
mc-grncow-1136	Apple	MacBook (13-inch Early 2009)	T-1136	W8924C3Z9GU
mc-grncow-1137	Apple	MacBook (13-inch Early 2009)	T-1137	W8924C4H9GU
mc-grncow-1138	Apple	MacBook (13-inch Early 2009)	T-1138	W8924C3G9GU
mc-grncow-1141	Apple	MacBook (13-inch Early 2009)	T-1141	W8924C4R9GU
mc-grncow-1149	Apple	MacBook (13-inch Early 2009)	T-1149	W8924C3J9GU
mc-mbayles-mbp	Apple	MacBook Pro (Mid/Late 2007)	T-1080	W8724210XAH
mc-purcow-2507	Apple	MacBook (13-inch Early 2009)	T-2507	WQ92103B9GU
mc-purcow-2508	Apple	MacBook (13-inch Early 2009)	T-2508	WQ92103P9GU
mc-purcow-2512	Apple	MacBook (13-inch Early 2009)	T-2512	W8921VHD9GU
mc-purcow-2513	Apple	MacBook (13-inch Early 2009)	T-2513	W8921VH79GU
mc-purcow-2519	Apple	MacBook (13-inch Early 2009)	T-2519	W8921VFS9GU
mc-purcow-2523	Apple	MacBook (13-inch Early 2009)	T-2523	W8921VHC9GU
mc-purcow-2525	Apple	MacBook (13-inch Early 2009)	T-2525	WQ92103A9GU
mc-redcow-1197	Apple	MacBook (13-inch Early 2009)	T-1197	4594614S9GU
mc-redcow-1198	Apple	MacBook (13-inch Early 2009)	T-1198	459500SH9GU
mc-redcow-1199	Apple	MacBook (13-inch Early 2009)	T-1199	4594616Z9GU
mc-redcow-1203	Apple	MacBook (13-inch Early 2009)	T-1203	4594616R9GU
mc-redcow-1205	Apple	MacBook (13-inch Early 2009)	T-1205	4594617Y9GU
mc-redcow-1211	Apple	MacBook (13-inch Early 2009)	T-1211	4594616V9GU
mc-rscow-0007	Apple	MacBook (13-inch 2008)	T-0007	WQ8121G90P1
mc-rscow-0430	Apple	MacBook (13-inch 2008)	T-0430	W88312JT0P1
mc-rscow-0451	Apple	MacBook (13-inch 2008)	T-0451	W88312FH0P1
mc-rscow-0452	Apple	MacBook (13-inch 2008)	T-0452	W8812HW00P1
mc-rscow-0741	Apple	MacBook (13-inch Late 2007)	T-0741	W875140BZ66
mc-rscow-3025	Apple	MacBook (13-inch 2008)	T-3025	WQ8121HP0P1
mc-semcow-0029	Apple	MacBook (13-inch 2008)	T-0029	WQ8098WC0P1
mc-semcow-0037	Apple	MacBook (13-inch 2008)	T-0037	WQ80995B0P1
mc-semcow-0058	Apple	MacBook (13-inch 2008)	T-0058	WQ8121QX0P1
mc-semcow-0447	Apple	MacBook (13-inch 2008)	T-0447	W88312JQ0P1
mc-semcow-0720	Apple	MacBook (13-inch 2008)	T-0720	W87230KMYA7
mc-semcow-0728	Apple	13-inch MacBook (Late 2006)	T-0728	W87230KTYA7
mc-semcow-0738	Apple	13-inch MacBook (Late 2006)	T-0738	W87230LNYA7
mc-semcow-1945	Apple	MacBook (13-inch 2008)	T-1945	WQ8099160P1
mc-swhite-mb	Apple	MacBook (13-inch 2008)	T- 0442	W88312HD0P1
mc-yelcow-0739	Apple	13-inch MacBook (Late 2006)	T-0739	W87230LRYA7
mc-yelcow-1265	Apple	MacBook (13-inch 2008)	T-1265	W88255CL0P1
mc-yelcow-1621	Apple	MacBook (13-inch 2008)	T-1621	WQ8121KG0P1
oh-custodian-mb	Apple	MacBook (13-inch 2008)	T-0016	WQ80995Y0P1
oh-d5cow-0008	Apple	MacBook (13-inch 2008)	T-0008	WQ8121JW0P1

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oh-d5cow-0044	Apple	MacBook (13-inch 2008)	T-0044	WQ8121H80P1
oh-d5cow-0329	Apple	MacBook (13-inch 2008)	T-0329	W8812HWX0P1
oh-d5cow-0333	Apple	MacBook (13-inch 2008)	T-0333	WQ81219K0P1
oh-d5cow-0336	Apple	MacBook (13-inch 2008)	T-0336	W8812HVV0P1
oh-d5cow-0339	Apple	MacBook (13-inch 2008)	T-0339	WQ80994C0P1
oh-d5cow-0343	Apple	MacBook (13-inch 2008)	T-0343	W8812HXJ0P1
oh-d5cow-0400	Apple	MacBook (13-inch 2008)	T-0400	W88312RV0P1
oh-d5cow-1243	Apple	MacBook (13-inch 2008)	T-1243	W8812HVX0P1
oh-d5cow-1276	Apple	MacBook (13-inch 2008)	T-1276	W88312HLOP1
oh-d5cow-1442	Apple	MacBook (13-inch 2008)	T-1442	WQ8121HE0P1
oh-harcow-0001	Apple	MacBook (13-inch 2008)	T-0001	WQ80993E0P1
oh-harcow-0006	Apple	MacBook (13-inch 2008)	T-0006	WQ80995X0P1
oh-harcow-0009	Apple	MacBook (13-inch 2008)	T-0009	WQ80992Q0P1
oh-harcow-0020	Apple	MacBook (13-inch 2008)	T-0020	WQ8121EP0P1
oh-harcow-0033	Apple	MacBook (13-inch 2008)	T-0033	WQ80995A0P1
oh-harcow-0040	Apple	MacBook (13-inch 2008)	T-0040	WQ8121DP0P1
oh-harcow-0041	Apple	MacBook (13-inch 2008)	T-0041	WQ8121JN0P1
oh-harcow-0047	Apple	MacBook (13-inch 2008)	T-0047	WQ8099500P1
oh-harcow-0325	Apple	MacBook (13-inch 2008)	T-0325	W8812HXX0P1
oh-harcow-0350	Apple	MacBook (13-inch 2008)	T-0350	WQ8121DV0P1
oh-harcow-0411	Apple	MacBook (13-inch 2008)	T-0411	W88312RA0P1
oh-harcow-0418	Apple	MacBook (13-inch 2008)	T-0418	W88312RT0P1
oh-harcow-0428	Apple	MacBook (13-inch 2008)	T-0428	W88312S00P1
oh-harcow-0434	Apple	MacBook (13-inch 2008)	T-0434	W88312JE0P1
oh-harcow-0435	Apple	MacBook (13-inch 2008)	T-0435	W88312R40P1
oh-harcow-0440	Apple	MacBook (13-inch 2008)	T-0440	W88312K40P1
oh-harcow-0450	Apple	MacBook (13-inch 2008)	T-0450	W8830HXU0P1
oh-harcow-0453	Apple	MacBook (13-inch 2008)	T-0453	W8812HVF0P1
oh-harcow-0550	Apple	MacBook (13-inch 2008)	T-0550	WQ81245D0P1
oh-harcow-1240	Apple	MacBook (13-inch 2008)	T-1240	WQ8121KR0P1
ov-brncow-0010	Apple	MacBook (13-inch 2008)	T-0010	WQ80995E0P1
ov-brncow-0017	Apple	MacBook (13-inch 2008)	T-0017	WQ81219L0P1
ov-brncow-0051	Apple	MacBook (13-inch 2008)	T-0051	WQ8121KN0P1
ov-brncow-0433	Apple	MacBook (13-inch 2008)	T-0433	W88312JL0P1
ov-brncow-0715	Apple	13-inch MacBook (Late 2006)	T-0715	W87230KZYA7
ov-brncow-0722	Apple	13-inch MacBook (Late 2006)	T-0722	W87230L8YA7
ov-brncow-0723	Apple	13-inch MacBook (Late 2006)	T-0723	W87230L7YA7
ov-brncow-0724	Apple	13-inch MacBook (Late 2006)	T-0724	W87230LEYA7
ov-brncow-1132	Apple	MacBook (13-inch Early 2009)	T-1132	W8924C4F9GU
ov-brncow-1135	Apple	MacBook (13-inch Early 2009)	T-1135	W8924C5V9GU
ov-brncow-1140	Apple	MacBook (13-inch Early 2009)	T-1140	W8924C5B9GU
ov-brncow-1161	Apple	MacBook (13-inch 2008)	T-1161	W8812QS90P1
ov-brncow-1195	Apple	MacBook (13-inch Early 2009)	T-1195	4594614Z9GU
ov-brncow-1196	Apple	MacBook (13-inch Early 2009)	T-1196	459500QW9GU
ov-brncow-1200	Apple	MacBook (13-inch Early 2009)	T-1200	4594617H9GU

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ov-brncow-1206	Apple	MacBook (13-inch Early 2009)	T-1206	459461719GU
ov-brncow-1207	Apple	MacBook (13-inch Early 2009)	T-1207	4594618K9GU
ov-brncow-1210	Apple	MacBook (13-inch Early 2009)	T-1210	4594614H9GU
ov-brncow-1661	Apple	MacBook (13-inch Early 2009)	T- 1661	WQ9213FV9GU
ov-brncow-3411	Apple	MacBook (13-inch 2008)	T-3411	W88312JX0P1
ov-brncow-3412	Apple	MacBook (13-inch 2008)	T-3412	W8812HV20P1
ov-brncow-3413	Apple	13-inch MacBook (Late 2006)	T-3413	W875140EZ66
ov-ltabone-mbp	Apple	MacBook (13-inch Early 2009)	T-1095	W89255PQ66D
ov-orgcow-0359	Apple	MacBook (13-inch 2008)	T-0359	W88254JN0P1
ov-orgcow-0361	Apple	MacBook (13-inch 2008)	T-0361	W88254JV0P1
ov-orgcow-0365	Apple	MacBook (13-inch 2008)	T-0365	W882551V0P1
ov-orgcow-0366	Apple	MacBook (13-inch 2008)	T-0366	W882552F0P1
ov-orgcow-0369	Apple	MacBook (13-inch 2008)	T-0369	W882554C0P1
ov-orgcow-0372	Apple	MacBook (13-inch 2008)	T-0372	W88255KX0P1
ov-orgcow-0375	Apple	MacBook (13-inch 2008)	T-0375	W88255MM0P1
ov-orgcow-0378	Apple	MacBook (13-inch 2008)	T-0378	W88255LS0P1
ov-orgcow-0381	Apple	MacBook (13-inch 2008)	T-0381	W882552V0P1
ov-orgcow-1606	Apple	MacBook (13-inch 2008)	T-1606	W88255MF0P1
ov-orgcow-1610	Apple	MacBook (13-inch 2008)	T-1610	W88255MH0P1
ov-whtcow-0048	Apple	MacBook (13-inch 2008)	T-0048	WQ80991L0P1
ov-whtcow-0373	Apple	MacBook (13-inch 2008)	T-0373	W88255M50P1
ov-whtcow-0413	Apple	MacBook (13-inch 2008)	T-0413	W88312SM0P1
ov-whtcow-0414	Apple	MacBook (13-inch 2008)	T-0414	W88312S10P1
ov-whtcow-0622	Apple	13-inch MacBook (Late 2006)	T-0622	W87230L5YA7
ov-whtcow-0713	Apple	13-inch MacBook (Late 2006)	T-0713	W87230KSYA7
ov-whtcow-0716	Apple	13-inch MacBook (Late 2006)	T-0716	W87230LGYA7
ov-whtcow-0717	Apple	13-inch MacBook (Late 2006)	T-0717	W87230LLYA7
ov-whtcow-0718	Apple	13-inch MacBook (Late 2006)	T-0718	W87230KWYA7
ov-whtcow-0719	Apple	13-inch MacBook (Late 2006)	T-0719	W87230KXYA7
ov-whtcow-0721	Apple	13-inch MacBook (Late 2006)	T-0721	W87230LMYA7
ov-whtcow-0725	Apple	13-inch MacBook (Late 2006)	T-0725	W87230LVYA7
ov-whtcow-0727	Apple	13-inch MacBook (Late 2006)	T-0727	W87230KHYA7
ov-whtcow-0729	Apple	13-inch MacBook (Late 2006)	T-0729	W87230KRYA7
ov-whtcow-0730	Apple	13-inch MacBook (Late 2006)	T-0730	W87230KUYA7
ov-whtcow-1036	Apple	13-inch MacBook (Late 2006)	T-1036	W87230L4YA7
ov-whtcow-1192	Apple	MacBook (13-inch Early 2009)	T-1192	4594616L9GU
ov-whtcow-1193	Apple	MacBook (13-inch Early 2009)	T-1193	4594617R9GU
ov-whtcow-1194	Apple	MacBook (13-inch Early 2009)	T-1194	4594617E9GU
ov-whtcow-1201	Apple	MacBook (13-inch Early 2009)	T-1201	459500Q79GU
ov-whtcow-1202	Apple	MacBook (13-inch Early 2009)	T-1202	459500Q69GU
ov-whtcow-1204	Apple	MacBook (13-inch Early 2009)	T-1204	459500PX9GU
ov-whtcow-1208	Apple	MacBook (13-inch Early 2009)	T-1208	4594615L9GU
ov-whtcow-1209	Apple	MacBook (13-inch Early 2009)	T-1209	4594614G9GU
ov-whtcow-1261	Apple	MacBook (13-inch 2008)	T-1261	W8812HXD0P1
ov-whtcow-1275	Apple	MacBook (13-inch 2008)	T-1275	WQ8098Z20P1

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Computer Name	Make	Model	Asset Tag	Serial Number
ov-whtcow-2506	Apple	MacBook (13-inch Early 2009)	T-2506	WQ92102F9GU
ov-whtcow-2509	Apple	MacBook (13-inch Early 2009)	T-2509	WQ9210349GU
ov-whtcow-2510	Apple	MacBook (13-inch Early 2009)	T-2510	W8921VHH9GU
ov-whtcow-2511	Apple	MacBook (13-inch Early 2009)	T-2511	W8921VH39GU
ov-whtcow-2514	Apple	MacBook (13-inch Early 2009)	T-2514	WQ9210289GU
ov-whtcow-2515	Apple	MacBook (13-inch Early 2009)	T-2515	WQ9210399GU
ov-whtcow-2516	Apple	MacBook (13-inch Early 2009)	T-2516	WQ9210369GU
ov-whtcow-2517	Apple	MacBook (13-inch Early 2009)	T-2517	WQ92103F9GU
ov-whtcow-2518	Apple	MacBook (13-inch Early 2009)	T-2518	W8921VCF9GU
ov-whtcow-2520	Apple	MacBook (13-inch Early 2009)	T-2520	W8921VF39GU
ov-whtcow-2521	Apple	MacBook (13-inch Early 2009)	T-2521	W8921VFZ9GU
ov-whtcow-2522	Apple	MacBook (13-inch Early 2009)	T-2522	WQ92102L9GU
ov-whtcow-2524	Apple	MacBook (13-inch Early 2009)	T-2524	W8921VFL9GU
ps-iep-1134	Apple	MacBook (13-inch Early 2009)	T-1134	W8924C5Z9GU
ps-iep-1142	Apple	MacBook (13-inch Early 2009)	T-1142	W8924C5R9GU
ps-sroberts-mb	Apple	MacBook (13-inch Early 2009)	T-1125	W8724211XAH
ps-student-0031	Apple	MacBook (13-inch 2008)	T-0031	WQ8099360P1
ps-student-0059	Apple	MacBook (13-inch 2008)	T-0059	WQ8121B80P1
ps-student-0321	Apple	MacBook (13-inch 2008)	T-0321	WQ8121FL0P1
ps-student-0323	Apple	MacBook (13-inch 2008)	T-0323	WQ8121F90P1
ps-student-0424	Apple	MacBook (13-inch 2008)	T-0424	W88312RU0P1
ps-student-0439	Apple	MacBook (13-inch 2008)	T-0439	W88312J90P1
ps-student-1611	Apple	MacBook (13-inch 2008)	T-1611	W88312QL0P1
ps-student-3419	Apple	MacBook (13-inch 2008)	T-3419	W8812HUP0P1
r-custodian-mb	Apple	MacBook (13-inch 2008)	T-0363	W88255440P1
r-d55cow-1112	Apple	MacBook (13-inch Early 2009)	T-1112	WQ9210599GU
r-d55cow-1277	Apple	MacBook (13-inch Early 2009)	T-1277	WQ9213FY9GU
r-jsorensen-mb	Apple	MacBook (13-inch 2008)	T-0002	WQ8121KU0P1
Aluminum Mac	Apple			W88310L84k0
Aluminum Mac	Apple		3710	W8724210XAH
oh-luvcow-2581	Apple	MacBook (13-inch Early 2009)	2581	W8921YMS9GU
opcecow-2662	Apple	MacBook (13-inch Early 2009)	2662	WQ9213K39GU
b-pnkcw-2540	Apple	MacBook (13-inch Early 2009)	2540	WQ92104U9GU
r-grscow-2692	Apple	MacBook (13-inch Early 2009)	2692	W8921YKP9GU
r-grscow-2701	Apple	MacBook (13-inch Early 2009)	2701	W8921YL79GU
o-pcecow-2657	Apple	MacBook (13-inch Early 2009)	2657	WQ9213K49GU
o-pcecow-2658	Apple	MacBook (13-inch Early 2009)	2658	WQ9213K19GU
o-pcecow-2653	Apple	MacBook (13-inch Early 2009)	2653	WQ9213JJ9GU
mc-jblau-mb	Apple	MacBook (13-inch Early 2009)	1115	WQ9210AZ9GU
b-pnkcw-1278	Apple	MacBook (13-inch Early 2009)	1278	WQ9213F39GU
b-pnkcw-2539	Apple	MacBook (13-inch Early 2009)	2539	WQ9213JL9GU
o-pcecow-2680	Apple	MacBook (13-inch Early 2009)	T-2680	WQ9213JL9GU
o-pcecow-2651	Apple	MacBook (13-inch Early 2009)	T-2651	WQ9213J49GU
r-ecocow-2668	Apple	MacBook (13-inch Early 2009)	T-2668	W8921XYX9GU
r-ecocow-2676	Apple	MacBook (13-inch Early 2009)	T-2676	W8921YGG9GU
r-ecocow-2674	Apple	MacBook (13-inch Early 2009)	T-2674	W8921YKZ9GU
r-eccow-2680	Apple	MacBook (13-inch Early 2009)	T-2680	W8921YKM9GU
r-ecocow-2666	Apple	MacBook (13-inch Early 2009)	T-2666	W8921YK69GU

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Computer Name	Make	Model	Asset Tag	Serial Number
r-ecocow-2679	Apple	MacBook (13-inch Early 2009)	T-2679	W8921YMU9GU
r-ecocow-2684	Apple	MacBook (13-inch Early 2009)	T-2684	W8921YLT9GU
b-pnkcw-2538	Apple	MacBook (13-inch Early 2009)	T-2538	WQ92106X9GU
b-pnkcw-2533	Apple	MacBook (13-inch Early 2009)	T-2533	W89238NA9GU
o-pcecow-2662	Apple	MacBook (13-inch Early 2009)	T-2662	WQ9213K39GU
b-pnkcw-2540	Apple	MacBook (13-inch Early 2009)	T-2540	WQ92104U9GU
hs-zebcow-2601	Apple	MacBook (13-inch Early 2009)	T-2601	WQ92109D9GU
hs-zebcow-2595	Apple	MacBook (13-inch Early 2009)	T-2595	WQ92107J9GU
hs-zebcow-2591	Apple	MacBook (13-inch Early 2009)	T-2591	WQ9210869UGU
hs-zebcow-2599	Apple	MacBook (13-inch Early 2009)	T-2599	WQ9210669GU
hs-zebcow-2594	Apple	MacBook (13-inch Early 2009)	T-2594	WQ92108Z9GU
hs-zebcow-2596	Apple	MacBook (13-inch Early 2009)	T-2596	WQ9210AZ9GU
hs-zebcow-2597	Apple	MacBook (13-inch Early 2009)	T-2597	WQ9210919GU
hs-zebcow-2604	Apple	MacBook (13-inch Early 2009)	T-2604	WQ92109F9GU
hs-zebcow-2593	Apple	MacBook (13-inch Early 2009)	T-2593	WQ92109J9GU
hs-zebcow-2589	Apple	MacBook (13-inch Early 2009)	T-2589	WQ92108V9GU
mc-grncow-1135	Apple	MacBook (13-inch Early 2009)	T-1135	W8924C5V9GU
r-ecocow-2673	Apple	MacBook (13-inch Early 2009)	T-2673	W8921YKE9GU
r-ecocow-2675	Apple	MacBook (13-inch Early 2009)	T-2675	W8921YKQ9GU
b-scicow-2708	Apple	MacBook (13-inch Early 2009)	T-2708	WQ9213JV9GU
r-ecocow-2667	Apple	MacBook (13-inch Early 2009)	T-2667	W8921Y689GU
b-scicow-2719	Apple	MacBook (13-inch Early 2009)	T-2719	WQ9213LA9GU
r-ecocow-2670	Apple	MacBook (13-inch Early 2009)	T-2670	W8921YLM9GU
r-ecocow-2685	Apple	MacBook (13-inch Early 2009)	T-2685	W8921YJE9GU
r-ecocow-2671	Apple	MacBook (13-inch Early 2009)	T-2671	W8921YLJ9GU
r-ecocow-2677	Apple	MacBook (13-inch Early 2009)	T-2677	W8921YKL9GU
r-ecocow-2672	Apple	MacBook (13-inch Early 2009)	T-2672	W8921YMJ9GU
b-scicow-2717	Apple	MacBook (13-inch Early 2009)	T-2717	WQ9213KQ9GU
r-ecocow-2669	Apple	MacBook (13-inch Early 2009)	T-2669	W8921YL89GU
r-eccow-2682	Apple	MacBook (13-inch Early 2009)	T-2682	W8921YKK9GU
mc-dotcow-1224	Apple	MacBook (13-inch Early 2009)	T-1224	4594614W9GU
n/a	Apple	MacBook (13-inch 2008)	n/a	W8839NZK5H5
r-grscow-2698	Apple	MacBook (13-inch Early 2009)	T-2698	W8921YB49GU
b-pnkcw-2532	Apple	MacBook (13-inch Early 2009)	T-2532	W8921Y299GU
b-pnkcw-2537	Apple	MacBook (13-inch Early 2009)	T-2537	W8921Y0A9GU
b-pnkcw-2530	Apple	MacBook (13-inch Early 2009)	T-2530	WQ92102J9GU
oh-luvcow-2572	Apple	MacBook (13-inch Early 2009)	T-2572	W8921XZT90U
hs-zebcow-2600	Apple	MacBook (13-inch Early 2009)	T-2600	WQ9210909GU
hs-zebcow-2602	Apple	MacBook (13-inch Early 2009)	T-2602	WQ92107N9GU
hs-zebcow-2605	Apple	MacBook (13-inch Early 2009)	T-2605	WQ92103Z9GU
hs-zebcow-2587	Apple	MacBook (13-inch Early 2009)	T-2587	WQ9210319GU
hs-zebcow-2588	Apple	MacBook (13-inch Early 2009)	T-2588	WQ9210419GU
hs-zebcow-2603	Apple	MacBook (13-inch Early 2009)	T-2603	WQ9210449GU
hs-zebcow-2592	Apple	MacBook (13-inch Early 2009)	T-2592	WQ92109M9GU
b-pnkcw-1260	Apple	MacBook (13-inch Early 2009)	T-1260	WQ9213G39GU
o-pcecow-2646	Apple	MacBook (13-inch Early 2009)	T-2646	WQ9213KP9GU
o-pcecow-2655	Apple	MacBook (13-inch Early 2009)	T-2655	WQ9213JX9GU
o-pcecow-2661	Apple	MacBook (13-inch Early 2009)	T-2661	WQ9213JD9GU
o-pcecow-2663	Apple	MacBook (13-inch Early 2009)	T-2663	WQ9213KD9GU
o-pcecow-2652	Apple	MacBook (13-inch Early 2009)	T-2652	WQ9213JR9GU
o-pcecow-2656	Apple	MacBook (13-inch Early 2009)	T-2656	WQ9213KE9GU
b-pnkcw-2528	Apple	MacBook (13-inch Early 2009)	T-2528	W8921VH09GU
b-pnkcw-2543	Apple	MacBook (13-inch Early 2009)	T-2543	WQ92103E9GU

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Computer Name	Make	Model	Asset Tag	Serial Number
oh-luvcow-2579	Apple	MacBook (13-inch Early 2009)	T-2579	W8921YLP9GU
oh-luvcow-2571	Apple	MacBook (13-inch Early 2009)	T-2571	W8921YGD964
b-pnkcw-2536	Apple	MacBook (13-inch Early 2009)	T-2536	WQ92107M9GU
r-grscow-2695	Apple	MacBook (13-inch Early 2009)	T-2695	W8921Y179GU
r-grscow-2702	Apple	MacBook (13-inch Early 2009)	T-2702	W8921YN59GU
r-grscow-2700	Apple	MacBook (13-inch Early 2009)	T-2700	W8921YLG9GU
oh-luvcow-2577	Apple	MacBook (13-inch Early 2009)	T-2577	W8921YDA9GU
oh-luvcow-2570	Apple	MacBook (13-inch Early 2009)	T-2570	W8921YMR9GU
oh-luvcow-2566	Apple	MacBook (13-inch Early 2009)	T-2566	W8921Y29GU
r-grscow-2691	Apple	MacBook (13-inch Early 2009)	T-2691	W8921YKF9GU
b-pnkcw-2526	Apple	MacBook (13-inch Early 2009)	T-2526	WQ92102U9GU
do-mtabares-mb	Apple	MacBook (13-inch Early 2009)	T-1037	WQ9210699GU
b-pnkcw-2542	Apple	MacBook (13-inch Early 2009)	T-2542	WQ92103Q9GU
b-pnkcw-2534	Apple	MacBook (13-inch Early 2009)	T-2534	W8921YOC9GU
oh-luvcow-2574	Apple	MacBook (13-inch Early 2009)	T-2574	W8921H19GU
oh-luvcow-2583	Apple	MacBook (13-inch Early 2009)	T-2583	W8921YLK9GU
oh-luvcow-2567	Apple	MacBook (13-inch Early 2009)	T-2567	W8921YN19GU
oh-luvcow-2574	Apple	MacBook (13-inch Early 2009)	T-2574	W8921YH19GU
oh-luvcow-2585	Apple	MacBook (13-inch Early 2009)	T-2585	W8921YN69GU
oh-luvcow-2568	Apple	MacBook (13-inch Early 2009)	T-2568	W8921YGA9GU
b-pnkcw-2541	Apple	MacBook (13-inch Early 2009)	T-2541	WQ92104E9GU
oh-luvcow-2578	Apple	MacBook (13-inch Early 2009)	T-2578	W8921YLF9GU
r-grscow-2696	Apple	MacBook (13-inch Early 2009)	T-2696	W8921YDF9GU
r-grscow-2689	Apple	MacBook (13-inch Early 2009)	T-2689	W8921YLW9GU
oh-luvcow-2569	Apple	MacBook (13-inch Early 2009)	T-2569	W8921YGX9GU
oh-luvcow-2575	Apple	MacBook (13-inch Early 2009)	T-2575	W8921YL59GU
o-pcecow-2654	Apple	MacBook (13-inch Early 2009)	T-2654	WQ9213JN9GU
o-pcecow-2665	Apple	MacBook (13-inch Early 2009)	T-2665	WQ9213JK9GU
o-pcecow-2664	Apple	MacBook (13-inch Early 2009)	T-2664	WQ9213K09GU
o-pcecow-2659	Apple	MacBook (13-inch Early 2009)	T-2659	WQ9213JM9GU
o-pcecow-2648	Apple	MacBook (13-inch Early 2009)	T-2648	WQ9213J89GU
b-tyecow-2558	Apple	MacBook (13-inch Early 2009)	T-2558	W8921XLM9GU
r-grscow-2705	Apple	MacBook (13-inch Early 2009)	T-2705	W8921YJQ9GU
r-grscow-2693	Apple	MacBook (13-inch Early 2009)	T-2693	W8921YJU9GU
r-grscow-2686	Apple	MacBook (13-inch Early 2009)	T-2686	W8921YLA9GU
r-grscow-2688	Apple	MacBook (13-inch Early 2009)	T-2688	W8921YLE9GU
o-pcecow-2647	Apple	MacBook (13-inch Early 2009)	T-2647	WQ9213KK9GU
o-pcecow-2649	Apple	MacBook (13-inch Early 2009)	T-2649	WQ9213KF9GU
r-grscow-2694	Apple	MacBook (13-inch Early 2009)	T-2694	W8921YJD9GU
r-grscow-2690	Apple	MacBook (13-inch Early 2009)	T-2690	W8921YL39GU
r-grscow-2697	Apple	MacBook (13-inch Early 2009)	T-2697	W8921YLB9GU
r-grscow-2703	Apple	MacBook (13-inch Early 2009)	T-2703	W8921YN39QU
r-grscow-2704	Apple	MacBook (13-inch Early 2009)	T-2704	W8921YLD9GU
r-grscow-2687	Apple	MacBook (13-inch Early 2009)	T-2687	W8921YOT9GU
oh-luvcow-2580	Apple	MacBook (13-inch Early 2009)	T-2580	W8921YNY9GU
oh-luvcow-2584	Apple	MacBook (13-inch Early 2009)	T-2584	W8921YHF9GU
oh-luvcow-2582	Apple	MacBook (13-inch Early 2009)	T-2582	W8921YKN9GU
oh-luvcow-2573	Apple	MacBook (13-inch Early 2009)	T-2573	W8921YHH9GU
oh-luvcow-2576	Apple	MacBook (13-inch Early 2009)	T-2576	W8921YLC9GU
r-grscow-2699	Apple	MacBook (13-inch Early 2009)	T-2699	W8921YL49GU
o-pcecow-2660	Apple	MacBook (13-inch Early 2009)	T-2660	WQ9213K59GU
n/a		Windows Monitor	n/a	MX02Y31147605489AQYW
n/a		Windows Monitor	n/a	MX02Y3114760541UDYKR

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Computer Name	Make	Model	Asset Tag	Serial Number
n/a		Windows Monitor	n/a	CN03664271618581ALUK
n/a		Windows Monitor	n/a	MX07R477483233580PQ7
n/a		Windows Monitor	n/a	MX07R4774832335S0PQ6
n/a	Dell PC	n/a	T-0657	00045-437-831-712
n/a	Dell PC	n/a	T-0464	00045-595-179-645
	dell	1800FP		MX07R4774832335S0PQ6
	dell	1704FPVT		CN0J6642716185B1ALVK
	dell	1703FP		MX02Y3114760541UDYKR
	Dell	latitude D520	T-1049	CN0NF7434864374O0705
	Dell	1800FP		MX07R4774832335S0PQ7
	Dell	Dhs	T-0657	CDJXW21
	Dell	Dhp	3107	60VTQ11
	Dell	DHP		HB2GG11
	Dell	DHP	T-0605	80N9851
	Dell	latitude D520	T-0511	CN0NF7434864374O0971
	Dell	latitude D520	T-0070	CN0NF7434864374O0325
	Dell	1730FPS		MX02Y31147605489AQYW
	Dell	DCCY		7H04281

Computer E-Waste 20170418

Projectors and Printers - Computer E-Waste 20170418			
Make	Model	Asset Tag	Serial Number
Apple	Keyboards	n/a	n/a
casio	projector	T-1475	B032CJAF082116426
casio	projector	T-1476	B032BJAF062091054
casio	projector	n/a	B032CJAF082112242
casio	projector	n/a	V044CBAF112048531
casio	projector	T-1617	V032AAAF092011037
casio	projector	n/a	V044CBAF112048575
Dell	1720dn Printer	3786	CN0DK7957319073Q0545
Dell	1720dn Printer	3747	CN0HK1117319073O1140
Dell	1720dn Printer		CN0HK1117319073O1146
HP	Laserjet 4300	3199	
HP	Laserjet 4000	2124	
HP	Laserjet 1200		CNBRH00846
HP	Laserjet 1200		CNBRH00866
Microsoft	Keyboards	n/a	n/a
Microsoft	Mice	n/a	n/a
mitsubishi	projector	T-2503	B13L6119668
smart	UF65	n/a	B012DA14J0228
smart	UF65	n/a	B012EG03E0271
smart	UF65	n/a	B012DE19J1572
Smart	UF75	n/a	B012DD30G0203
Smart	UF65		B012FI08E0536
Smart	UF65		B012DI30E0251
Smart	UF65		B012FI08E0558
Smart	UF65		
Smart	UF65		
ScanSnap	S1500M		S1500M 002966
ScanSnap	ix500	T-2916	A0VB007503

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 18, 2017

SUBJECT: B.2.b. APPROVE MEASURE R FACILITY MASTER PLAN 2017 UPDATE
ACTION

ISSUE: Shall the Board of Education approve Measure R Facility Master Plan 2017 Update?

BACKGROUND: It is appropriate to regularly update the District’s ten-year Measure R Facilities Master Plan. A summary of the specific projects, and the corresponding estimate of direct construction costs, is provided for the Board’s information. This list has been reviewed by District staff and construction manager Balfour Beatty. It is requested that the Board approve the Measure R Facilities Master Plan and authorize staff to proceed with these specified projects for the 2016-17 and 2017-18 school years.

- ALTERNATIVES:**
- 1). Approve the Measure R Facilities Master Plan update as presented and authorize staff to proceed with these specified projects for the 2016-17 and 2017-18 school years.
 - 2). Approve the Measure R Facilities Master Plan with modifications as directed by the Board.
 - 3). Do not approve the Measure R Facilities Master Plan update.

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	_____	_____	_____	_____



MEASURE R MASTER PLAN 2017 UPDATE

Oak Park Unified School District
Regular Board Meeting
April 18, 2017

Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
District-Wide Plan Summary



Description	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	% of Total Expenses	Moved to Future Work
Brookside Elementary School	\$ 67,160	\$ 515,350	\$ 237,660	\$ 1,523,409	\$ 1,014,950	\$ 1,824,725	\$ 227,087	\$ 230,734	\$ 162,500	\$ 5,803,575	17%	\$ 473,200
Oak Hills Elementary School	\$ 458,419	\$ 361,659	\$ 274,869	\$ 70,316	\$ 200,578	\$ 70,009	\$ 273,707	\$ 86,682	\$ 5,000	\$ 1,801,239	5%	\$ 564,850
Red Oak Elementary School	\$ 506,891	\$ 428,606	\$ 19,194	\$ 91,808	\$ 73,970	\$ 332,537	\$ 210,092	\$ 100,099	\$ 20,673	\$ 1,783,869	5%	\$ 1,092,000
Medea Creek Middle School	\$ 58,871	\$ 1,100,073	\$ 243,919	\$ 316,189	\$ 271,596	\$ 93,826	\$ 544,333	\$ 78,169	\$ 370,373	\$ 3,077,348	9%	\$ 841,360
Oak Park High School	\$ 1,390,062	\$ 3,552,204	\$ 1,470,407	\$ 1,090,808	\$ 2,768,051	\$ 3,989,108	\$ 196,589	\$ 529,337	\$ 281,424	\$ 15,267,990	44%	\$ 2,589,600
Oak View High School	\$ -	\$ 317,827	\$ 7,300	\$ 268,557	\$ 25,430	\$ 66,148	\$ 26,000	\$ 8,450	\$ -	\$ 719,712	2%	\$ -
Oak Park Staff Support Services	\$ -	\$ 164,306	\$ 980	\$ 10,228	\$ 8,912	\$ 37,089	\$ 2,136	\$ 89,245	\$ 40,560	\$ 353,456	1%	\$ -
Misc. Costs (Legal, Bond Costs, DSA Closeout, etc.)	\$ 9,058	\$ 17,810	\$ 12,036	\$ 8,262	\$ 12,586	\$ 81,948	\$ 5,000	\$ 5,000	\$ -	\$ 151,700	0%	\$ -
Subtotal Project Costs	\$ 2,490,461	\$ 6,457,835	\$ 2,266,365	\$ 3,379,577	\$ 4,376,073	\$ 6,495,390	\$ 1,484,944	\$ 1,127,715	\$ 880,529	\$ 28,958,889		\$ 5,561,010
OPUSD Staff Support Costs	\$ -	\$ -	\$ -	\$ 45,769	\$ 82,094	\$ 82,000	\$ 62,022	\$ 41,348	\$ 27,500	\$ 340,733	1%	\$ -
PM/CM Fees - Balfour Beatty	\$ 423,490	\$ 669,562	\$ 832,060	\$ 949,316	\$ 603,320	\$ 739,946	\$ 435,326	\$ 287,248	\$ 125,000	\$ 5,065,268	15%	\$ -
Total Estimated Expenses	\$ 2,913,951	\$ 7,127,397	\$ 3,098,425	\$ 4,374,662	\$ 5,061,487	\$ 7,317,336	\$ 1,982,292	\$ 1,456,311	\$ 1,033,029	\$ 34,364,890	100%	\$ -
Contingency included in above	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 15,030	\$ 134,697	\$ 153,727	0%	\$ -
Gross Bond Proceeds	\$ 9,998,516	\$ -	\$ 13,797,294	\$ -	\$ 5,644,564	\$ -	\$ -	\$ -	\$ -	\$ 29,440,373		\$ -
Bond Underwriting Costs	\$ -	\$ -	\$ (385,616)	\$ -	\$ (188,748)	\$ -	\$ -	\$ -	\$ -	\$ (574,364)		\$ -
Interest Earned on Balance	\$ 39,368	\$ 134,476	\$ 34,485	\$ 79,234	\$ 44,662	\$ 20,000	\$ 20,000	\$ 14,055	\$ 9,000	\$ 395,280		\$ -
Net Bond Proceeds	\$ 10,037,884	\$ 134,476	\$ 13,446,162	\$ 79,234	\$ 5,500,478	\$ 20,000	\$ 20,000	\$ 14,055	\$ 9,000	\$ 29,261,289		\$ 5,561,010
Modernization Proceeds	\$ -	\$ -	\$ -	\$ 4,590,994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,590,994		\$ -
Proposition 39 Proceeds	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ 355,907	\$ 229,150	\$ 715,057		\$ -
Net Proceed Balance	\$ 10,037,884	\$ 134,476	\$ 13,446,162	\$ 4,670,228	\$ 5,630,478	\$ 20,000	\$ 20,000	\$ 369,962	\$ 238,150	\$ 34,567,340		\$ -
Estimated Expenses	\$ 2,913,951	\$ 7,127,397	\$ 3,098,425	\$ 4,374,662	\$ 5,061,487	\$ 7,317,336	\$ 1,982,292	\$ 1,456,311	\$ 1,033,029	\$ 34,364,890		\$ -
Bond Proceeds Applied	\$ (2,913,951)	\$ (7,127,397)	\$ (3,098,425)	\$ (4,374,662)	\$ (340,493)	\$ (7,317,336)	\$ (1,982,292)	\$ (1,100,404)	\$ (803,879)	\$ (29,058,839)		\$ -
Bond Proceeds Balance	\$ -	\$ 4,089,025	\$ 2,106,734	\$ 1,006,329	\$ 202,450	\$ -		\$ -				
Modernization Proceeds Applied	\$ -	\$ -	\$ -	\$ -	\$ (4,590,994)	\$ -	\$ -	\$ -	\$ -	\$ (4,590,994)		\$ -
Modernization Proceeds Balance	\$ -	\$ -	\$ -	\$ 4,590,994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Proposition 39 Proceeds Applied	\$ -	\$ -	\$ -	\$ -	\$ (130,000)	\$ -	\$ -	\$ (355,907)	\$ (229,150)	\$ (715,057)		\$ -
Proposition 39 Proceeds Balance	\$ -	\$ -	\$ -		\$ -							

TOTAL EXPENSES \$ (34,364,890)
TOTAL PROCEEDS \$ 34,567,340
NET AVAILABLE/(OVERSPEND) \$ 202,450

NOTES:
See individual school site worksheets for specific notes and projects for that site
Completed project costs (yellow highlight) include all design, inspection, construction, and related soft costs; projected projects (green highlight) reflect direct construction costs only.
Bold numbers in Description column denote project number assigned to completed construction projects

Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
Brookside Elementary School

Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Site Work												
Parking Lot - repair/patch and seal	09-05R	62,800									\$ 62,800	
Upgrade irrigation control syst/repairs	11-11R				17,783						\$ 17,783	
Patch/seal coat asphalt playground	14-02R						49,485				\$ 49,485	
Repair concrete & portable ramps	12-02R				13,900						\$ 13,900	
Slurry and striping Mtc at Parking Lot	\$ -										\$ -	\$ 9,000
Slurry and striping Mtc at Playground	Year 2019										\$ -	\$ 18,000
Emergency Sidewalk Repairs	\$ 125,000									125,000	\$ 125,000	
Roof Replacement/Repair												
Replace roof on 200 and 300 Bldgs	11-03R			162,983							\$ 162,983	
Replace BU roofs on 3 portables: 212,213,214	\$ 40,000										\$ -	\$ 40,000
Replace BU roof on Admin Bldg	\$ 98,000										\$ -	\$ 98,000
Exterior Repair/Painting												
Clean & paint building exteriors	11-04R			47,192							\$ 47,192	
HVAC												
Install HVAC DDC management system	10-07R		43,998								\$ 43,998	
Install CO2 sensors in all classrooms /MPR's	\$ -										\$ -	
Bldg R 312, wall unit 3.5 tons	\$ 8,000										\$ -	\$ 8,000
Bldg R 213, wall unit 3.5 tons	\$ 8,000										\$ -	\$ 8,000
Bldg R 214, wall unit 3.5 tons	\$ 8,000										\$ -	\$ 8,000
Bldg R 215, wall unit 3.5 tons	\$ 8,000						7,420				\$ 7,420	
Bldg R 216, wall unit 3.5 tons						7,420					\$ 7,420	
Bldg R 211, wall unit 3.5 tons						7,420					\$ 7,420	
Bldg R 212, wall unit 3.5 tons						7,420					\$ 7,420	
Bldg R 311, wall unit 4.0 tons	\$ 10,000										\$ -	\$ 10,000
Admin Bldg Economizer	\$ 5,000										\$ -	\$ 5,000
Replace 3.5 ton	14-31R						10,609				\$ 10,609	
Fire Life Safety System												
Replace/update fire alarm system	10-01RB		217,601			34,399					\$ 252,000	
Upgrade telephone/intercom system	14-18										\$ -	
Upgrade PA System	14-19R						10,535				\$ 10,535	
Campus security cameras	14-17R						38,916				\$ 38,916	
Building designation signage	14-16R						4,321				\$ 4,321	
Interior Work												
Replace door/windows systems in 200 and 300	12-06R				258,176						\$ 258,176	
Install locks on classrooms	10-04R		34,847								\$ 34,847	

Oak Park Unified School District
MEASURE R MASTER PLAN
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Brookside Elementary School

Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Miscellaneous Projects												
Replace BES wall HVAC unit		4,360									\$ 4,360	
Replace HVAC compressor			2,091								\$ 2,091	
HVAC repairs			1,448								\$ 1,448	
Carpet replacement	11-00R			6,985							\$ 6,985	
Parking Lot/Drop Off Traffic Study				20,500							\$ 20,500	
Emergency Gas Line Repairs	12-20R				91,008						\$ 91,008	
Relo Classrooms 211&212, 311&312 carpet/paint							8,900				\$ 8,900	
Replace Carpet 2015								\$ 11,256			\$ 11,256	
Replace Carpet 2016	\$ 10,000								15,421		\$ 15,421	
Replace Carpet 2017	\$ 10,000										\$ -	\$ 10,000
Playground Shade Structure Ph 1- COMPLETED WORK	15-02R							207,731			\$ 207,731	
Playground Shade Structure Ph 2 - Eng/Insp	\$ 13,350								13,350		\$ 13,350	
Repair/Replace Relo Classroom Siding	15-5R							8,100			\$ 8,100	
Add Outdoor Kindergarten Classroom Area	16-10F								169,182		\$ 169,182	
Admin Building DSA Closeout	\$ 150,000										\$ -	\$ 150,000
MODERNIZATION SCOPE												
Replace Domestic Waterline throughout site	13-11R					80,344					\$ 80,344	
Division 3 Concrete	12-01R				289,884						\$ 289,884	
Bldg 100 - MPR & Classrooms	13-12R						1,665,000				\$ 1,665,000	
Replace MPR flooring	13-12R						36,959				\$ 36,959	
Prop 39 Energy Upgrades												
Interior LED Lighting upgrade	16-09F								32,781		\$ 32,781	
Total Direct Costs						1,014,950	1,824,725	227,087	230,734	125,000	\$ 5,550,710	364,000
Soft Costs												
Design/Engineering fees	5%									6,250	\$ 6,250	18,200
A&E Fees			215,365								\$ 215,365	
Inspection Fees	5%									6,250	\$ 6,250	18,200
Contingency (hard costs only)	20%									25,000	\$ 25,000	72,800
Work Year Totals		\$ 67,160	\$ 515,350	\$ 237,660	\$ 1,523,409	\$ 1,014,950	\$ 1,824,725	\$ 227,087	\$ 230,734	\$ 162,500	\$ 5,803,575	\$ 473,200
Modernization Proceeds					\$ 1,830,947						\$ 1,830,947	

NOTES

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Bold numbers in Description column denote project number assigned to completed construction projects

Oak Park Unified School District
MEASURE R MASTER PLAN
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Oak Hills Elementary School



Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Site Work												
Remove/replace/restripe parking	13-07R					53,946					\$ 53,946	
Remove/replace/restripe K play area	12-13R				37,347						\$ 37,347	
Repair/reseal/restripe playground w/ drains	11-09R			267,209							\$ 267,209	
Upgrade irrigation systems/repairs	11-11R				9,348						\$ 9,348	
Refurbish ramps for portables	12-02R				14,846						\$ 14,846	
Slurry and striping Mtc at Parking Lot	Year 2018										\$ -	\$ 11,500
Slurry and striping Mtc at Playground	\$ 18,000										\$ -	\$ 18,000
Roof Repair/Replacement												
Replace built-up & metal roof systems	09-02/09-03R		458,419								\$ 458,419	
Replace 3 portable roofs	13-13R					43,275					\$ 43,275	
Install Roof Walking Tread OHES	15-07R							17,902			\$ 17,902	
Exterior Repair/Painting												
Replace rusted out hollow metal window frames				15,897							\$ 15,897	
Pressure clean, recaulk, paint building exteriors			55,641								\$ 55,641	
HVAC												
Install HVAC DDC management system	10-07R		63,042								\$ 63,042	
Install CO2 sensors in all classrooms											\$ -	
R16, R17, R18, wall unit 3.5 ton						31,976					\$ 31,976	
R 24, wall unit, 3.5 ton	\$ 8,000										\$ -	\$ 8,000
R 19, wall unit, 3.5 ton						7,994					\$ 7,994	
R 20, wall unit, 3.5 ton	\$ 8,000										\$ -	\$ 8,000
R 21, wall unit, 3.5 ton	\$ 8,000										\$ -	\$ 8,000
R 22, wall unit, 3.5 ton	\$ 8,000										\$ -	\$ 8,000
Admin Bldg, Library, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg, Service, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
R 23, wall unit, 4.0 ton	\$ 8,000										\$ -	\$ 8,000
A 1, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
A 2, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
A 3, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
B 4, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
B 5, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
B 6, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
C 7, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
C 8, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
C 9, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg N, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000

Oak Park Unified School District
MEASURE R MASTER PLAN
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Oak Hills Elementary School

Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Admin Bldg teacher lounge, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg Comp, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg duct work	\$ 15,000										\$ -	\$ 15,000
C 10, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
C 11, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
C 12, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
D 13, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
D 14, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
D 15, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg, MPR, roof unit, 7.5 ton	\$ 20,000										\$ -	\$ 20,000
Admin Bldg, MPR, roof unit, 7.5 ton	\$ 20,000										\$ -	\$ 20,000
Replace HVAC unit for test fit	14-34R						8,876				\$ 8,876	
Fire, Life, Safety System												
Replace/update fire alarm system	10-01R		206,635			31,809					\$ 238,444	
Upgrade telephone/intercom system	14-18R										\$ -	
Upgrade PA System	14-19R						14,120				\$ 14,120	
Campus security cameras	14-17R						40,238				\$ 40,238	
Building designation signage	14-16R						6,075				\$ 6,075	
Interior Work												
Install locks on classrooms	10-04R		19,641								\$ 19,641	
Replace Carpet	13-04R					18,135					\$ 18,135	
Replace Carpet	14-20R						700				\$ 700	
Replace Carpet 2015	15-11R							20,014			\$ 20,014	
Replace Carpet 2016									19,225		\$ 19,225	
Replace Carpet 2018		\$ 10,000									\$ -	\$ 10,000
Miscellaneous Projects												
Emergency Roof Drain Repair	10-00R		803								\$ 803	
Replace Carpet Tiles				7,660							\$ 7,660	
Replace Carpeting	12-14R				8,000						\$ 8,000	
Door Entry Canopy	12-00R				775						\$ 775	
Furnish and install (2) Hydration stations	13-10R					7,572					\$ 7,572	
Emergency Elect. Transformer replacement	13-21R					5,871					\$ 5,871	
Playground Shade Structure Ph 1- COMPLETED WORK								80,351			\$ 80,351	
Playground Shade Structure Ph 2 - Eng/Insp	\$ 13,350								13,350		\$ 13,350	
Repair Domestic Water Backflow Device	15-16R							8,751			\$ 8,751	
ADA upgrades at existing restrooms	16-04R							98,398			\$ 98,398	
ADA upgrades at pathway to restrooms	16-04R							31,878			\$ 31,878	

Oak Park Unified School District
MEASURE R MASTER PLAN
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Oak Hills Elementary School



Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Emergency Sidewalk Repairs	\$ 5,000									5,000	\$ 5,000	
Prop 39 Energy Upgrades												
Replace/upgrade exterior lighting Ph 1	14-20R							16,413			\$ 16,413	
Replace/upgrade parking lot lighting Ph 2									20,000		\$ 20,000	
Interior LED Lighting upgrade	16-09F								20,307		\$ 20,307	
EV Charging Stations	F437								7,000		\$ 7,000	
EV Charging Stations	F516								6,800		\$ 6,800	
Total Direct Costs						\$ 200,578	\$ 70,009	\$ 273,707	\$ 86,682	\$ 5,000	\$ 1,801,239	\$ 434,500
Soft Costs												
Design/Engineering fees (HVAC)	5%										\$ -	21,725
Inspection Fees	5%										\$ -	21,725
Contingency (hard costs only)	20%										\$ -	86,900
Work Year Totals		\$ 458,419	\$ 361,659	\$ 274,869	\$ 70,316	\$ 200,578	\$ 70,009	\$ 273,707	\$ 86,682	\$ 5,000	\$ 1,801,239	\$ 564,850

NOTES:

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Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
Red Oak Elementary School

Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Site Work												
Upgrade irrigation control systems/repairs	11-11R				9,280						\$ 9,280	
Patch/sealcoat/restripe asphalt parking lot	14-02R						103,825				\$ 103,825	
Patch/sealcoat/restripe asphalt playground	12-13R				34,013						\$ 34,013	
Replace backflow preventer	13-02R					4,344					\$ 4,344	
Refurbish/replace ramp skirts	12-02R				14,990						\$ 14,990	
Slurry and striping Mtc at Parking Lot	Year 2019										\$ -	\$ 21,000
Slurry and striping Mtc at Playground	\$ 16,000.00										\$ -	\$ 16,000
Roof Replacement/Repair												
Replace flat roof system-Admin & Bld. B	09-04R	355,623									\$ 355,623	
Replace roof Bldg C (2008)	09-11R	142,800									\$ 142,800	
Replace portable roofs	14-07R						160,722				\$ 160,722	
Replace roof -lunch area	14-07R										\$ -	
Replace metal roof at Admin Bldg	14-07R										\$ -	
Install Roof Walking Tread ROES	15-07R							13,975			\$ 13,975	
Replace roof Bldg C	\$ 250,000										\$ -	\$ 250,000
Exterior Repair/Painting												
Pressure clean, recaulk, paint building exteriors	10-20R		125,580								\$ 125,580	
Replace rusted out hollow metal window frames	10-18R		12,630								\$ 12,630	
Replace Damaged Doors	11-15R			19,194							\$ 19,194	
HVAC												
Install HVAC DDC management system	10-07R		47,311								\$ 47,311	
Install CO2 sensors in all classrooms	\$ -										\$ -	
Bldg B hall, roof unit, 3.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg R D-55, wall unit, 3.5 ton	13-22R					6,788					\$ 6,788	
Bldg R D-54, wall unit, 3.5 ton	13-22R					6,788					\$ 6,788	
Bldg R D-53, wall unit, 3.5 ton	13-22R					6,788					\$ 6,788	
Bldg R D-52, wall unit, 3.5 ton	\$ 8,000										\$ -	\$ 8,000
Bldg R D-51, wall unit, 3.5 ton	\$ 8,000										\$ -	\$ 8,000
Bldg R D-56, wall unit, 4.0 ton	\$ 8,000										\$ -	\$ 8,000
Admin Bldg teacher lounge, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg speech, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg B 11, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg B 12, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg B 13, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg B 21, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg B 22, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000

Oak Park Unified School District
MEASURE R MASTER PLAN
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Red Oak Elementary School

Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Bldg B 23, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg B 24, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C N Hall, roof unit, 3.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 41, roof unit, 4.0 ton						9,370					\$ 9,370	\$ -
Bldg C 42, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 43, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 44, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 33, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 32, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 31, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C S. Hall, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 45, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 46, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 47, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 36, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 35, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg C 34, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg, stage, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg, principal, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg, computer lab, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg, roof unit, 6.3 ton	\$ 15,000										\$ -	\$ 15,000
Admin Bldg library, roof unit, 7.5 ton	\$ 23,000										\$ -	\$ 23,000
MPR Bldg west, roof unit, 8.5 ton	\$ 24,500										\$ -	\$ 24,500
Admin Bldg hall, roof unit, 8.5 ton	\$ 24,500										\$ -	\$ 24,500
MPR Bldg east, roof unit, 10.0 ton	\$ 27,000										\$ -	\$ 27,000
Fire, Life, Safety System												
Replace/update fire alarm system	10-01RB		221,296			36,106					\$ 257,402	
Upgrade telephone/intercom system	14-18										\$ -	
Upgrade PA System	14-19R						9,254				\$ 9,254	
Campus security cameras	14-17R						40,238				\$ 40,238	
Building designation signage	14-16R						8,298				\$ 8,298	
Interior Work												
Install locks on classrooms	10-04R		21,789								\$ 21,789	
Replace Carpet	14-12R						10,200				\$ 10,200	
Replace carpet in classrooms/admin	2015							9,473			\$ 9,473	
Replace Carpet 2016									15,918		\$ 15,918	
Replace Carpet 2018	\$ 10,000										\$ -	\$ 10,000

Oak Park Unified School District
MEASURE R MASTER PLAN
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Red Oak Elementary School

Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Miscellaneous Projects												
Emergency water line repair	12-18R				2,762						\$ 2,762	
Replace carpet at classrooms	12-17R				3,759						\$ 3,759	
Emergency roof drain repairs	12-04R				17,584						\$ 17,584	
Replace drinking fountains	12-24R				9,420						\$ 9,420	
Hydration stations	09-07R/13-10R	8,468				3,786					\$ 12,254	
Playground Shade Structure Ph 1- COMPLETED								\$ 149,860			\$ 149,860	
Playground Shade Structure Ph 2 - Eng/Insp	\$ 13,350								13,350		\$ 13,350	
Prop 39 Energy Upgrades												
Replace/upgrade exterior lighting LED Ph 1	14-20R							36,784			\$ 36,784	
Replace/upgrade parking lot lights LED Ph 2	\$ 20,000								20,000		\$ 20,000	
Interior LED Lighting upgrade	16-09F								37,031		\$ 37,031	
EV Charging Station	F437								7,000		\$ 7,000	
EV Charging Station	F516								6,800		\$ 6,800	
Replace Damaged Parking lot Fixture	F702									15,902	\$ 15,902	
Total Direct Costs						73,970	332,537	210,092	100,099	15,902	\$ 1,779,098	\$ 840,000
Soft Costs												
Design/Engineering fees (HVAC)	5%									795	\$ 795	42,000
Inspection Fees	5%									795	\$ 795	42,000
Contingency (hard costs only)	20%									3,180	\$ 3,180	168,000
Work Year Totals		\$ 506,891	\$ 428,606	\$ 19,194	\$ 91,808	\$ 73,970	\$ 332,537	\$ 210,092	\$ 100,099	\$ 20,673	\$ 1,783,869	\$ 1,092,000

NOTES:

Completed project costs (yellow highlight) include all design, inspection, construction, and related soft costs; projected projects (green highlight) reflect direct construction costs only.
Bold numbers in Description column denote project number assigned to completed construction projects

Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
Medea Creek Middle School

Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Site Work												
R & R asphalt parking	12-11R				116,904						\$ 116,904	
Patch, slurry and stripe Play Area	12-12R				29,430						\$ 29,430	
Upgrade irrigation control systems/repairs	11-11R				70,484						\$ 70,484	
Parking lot/drop off traffic study				40,910							\$ 40,910	
Replace ramps at relocatables (2)	12-02R				10,923						\$ 10,923	
Bldg C and locker area emergency exit walks	13-23R					18,383					\$ 18,383	
Slurry and striping Mtc at Parking Lot 2017		\$ 18,000									\$ -	\$ 18,000
Slurry and striping Mtc at Playground 2017		\$ 24,000									\$ -	\$ 24,000
Roof Replacement/Repair												
Replace roof System on Gym	09-01R		54,511								\$ 54,511	
Replace roof system on Bldg A - Admin		\$ 120,000									\$ -	\$ 120,000
Replace roof system on Bldg C	15-03R							145,411			\$ 145,411	
Replace roof system on Bldg D		\$ 94,000									\$ -	\$ 94,000
Replace roof system on Bldg E	12-25R				72,514						\$ 72,514	
Replace roof system on R1 and R2	13-13R					43,275					\$ 43,275	
Replace roof system on R4	14-04R						10,000				\$ 10,000	
Exterior Repair/Painting												
Replace water-damaged exterior doors	11-15R		15,000	71,414							\$ 86,414	
Exterior repainting	11-16R			89,350							\$ 89,350	
HVAC												
Add A/C at Gym	10-06R		446,075								\$ 446,075	
Install HVAC DDC management system	10-07R		70,102								\$ 70,102	
Install CO2 sensors in all classrooms		\$ 26,000									\$ -	\$ 26,000
Bldg E - Economizers/CO2		\$ 12,000									\$ -	\$ 12,000
Gym, Coaches, roof unit, 2.0 ton		\$ 14,000									\$ -	\$ 14,000
Admin, Principal, roof unit, 3.0 ton		\$ 15,000									\$ -	\$ 15,000
Gym, Band office, roof unit, 3.0 ton		\$ 15,000									\$ -	\$ 15,000
Bldg R 1, wall unit, 3.5 ton	13-22R					6,788					\$ 6,788	
Bldg R 2, wall unit, 3.5 ton	13-22R					6,788					\$ 6,788	
Bldg R 3, wall unit, 3.5 ton	13-22R					6,788					\$ 6,788	
Bldg R 4, wall unit, 3.5 ton	13-22R					6,788					\$ 6,788	
Bldg C - Replace HVAC Units C1 thru C20	14-33/15-01/15-12R							336,569			\$ 336,569	
Gym/Cafeteria, roof unit, 4.0 ton		\$ 15,000									\$ -	\$ 15,000
Bldg E1, roof unit, 4.0 ton		\$ 15,000									\$ -	\$ 15,000
Bldg E2, roof unit, 4.0 ton		\$ 15,000									\$ -	\$ 15,000
Bldg E3, roof unit, 4.0 ton		\$ 15,000									\$ -	\$ 15,000

Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
Medea Creek Middle School

Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Bldg E4, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg E5, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg E6, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg E7, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg E8, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg E9, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Bldg E10, roof unit, 4.0 ton	\$ 15,000										\$ -	\$ 15,000
Gym, Stage, roof unit, 5.0 ton	\$ 15,000										\$ -	\$ 15,000
Admin, Staff, roof unit, 8.5 ton	\$ 24,200										\$ -	\$ 24,200
Admin, Offices, roof unit, 8.5 ton	\$ 24,200										\$ -	\$ 24,200
Admin, Hall, roof unit, 8.5 ton	\$ 24,200										\$ -	\$ 24,200
Gym, Band Room, roof unit, 8.5 ton	\$ 24,200										\$ -	\$ 24,200
Bldg D 2, roof unit, 8.5 ton	\$ 24,200										\$ -	\$ 24,200
Bldg D 2, roof unit, 8.5 ton	\$ 24,200										\$ -	\$ 24,200
Fire, Life, Safety System												
Replace/update fire alarm system	10-01RC		425,719			67,730					\$ 493,449	
Upgrade telephone/intercom system	14-18R										\$ -	
Upgrade PA System	14-19R						12,924				\$ 12,924	
Campus security cameras (3 zones)	14-17R						65,834				\$ 65,834	
Building designation signage	14-16R						5,068				\$ 5,068	
Upgrade fire alarm system	17-09R									6,402	\$ 6,402	
Interior Work												
Refurbish science labs (elect/plumb/cab)	10-03R		78,963								\$ 78,963	
Install locks on classrooms	10-04R		53,264								\$ 53,264	
Replace Carpet 2015	15-11R							12,001			\$ 12,001	
Replace Carpet 2016									19,800		\$ 19,800	
Replace Carpet 2017		\$ 10,000									\$ -	\$ 10,000
Miscellaneous Projects												
Reseal/Repair Ductwork	09-10R	4,360									\$ 4,360	
Gym/Spin Room upgrade			10,950								\$ 10,950	
Exterior door replacement	13-17R					99,912					\$ 99,912	
Library skylight replacement/repairs	11-02R			42,245							\$ 42,245	
Emergency boiler repair	12-05R				2,100						\$ 2,100	
Backboard Repairs	12-00R				11,849						\$ 11,849	
Replace Water Damaged Doors	12-00R				1,985						\$ 1,985	
Furnish and install (4) Hydration stations	13-10R					15,144					\$ 15,144	
Lunch Shelter Exposed Wood Framing Repairs		\$ 104,500								104,500	\$ 104,500	

Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
Medea Creek Middle School



Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Replace Gym Floor	\$ 174,000									174,000	\$ 174,000	
Prop 39 Energy Upgrades												
Replace/upgrade exterior lighting LED Ph 1	14-20R							50,352			\$ 50,352	
Replace/upgrade parking lot lighting LED Ph 2	\$ 10,000								10,000		\$ 10,000	
Interior LED Lighting upgrade	16-09F								48,369		\$ 48,369	
Total Direct Costs						271,596	93,826	544,333	78,169	284,902	\$ 2,991,878	\$ 647,200
Soft Costs												
Design/Engineering fees (HVAC)	5%									14,245	\$ 14,245	32,360
Inspection Fees	5%									14,245	\$ 14,245	32,360
Contingency (hard costs only)	20%									56,980	\$ 56,980	129,440
Work Year Totals		\$ 58,871	\$ 1,100,073	\$ 243,919	\$ 316,189	\$ 271,596	\$ 93,826	\$ 544,333	\$ 78,169	\$ 370,373	\$ 3,077,348	\$ 841,360

NOTES:

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Bold numbers in Description column denote project number assigned to completed construction projects

Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
Oak Park High School



Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Site Work												
Parking lot (staff, guests, students)	09-05R	1,260,341									\$ 1,260,341	
Replace cracked wood columns	13-18R					5,510					\$ 5,510	
Repair concrete walkways	13-19R					144,858					\$ 144,858	
Replace portables R7-R12 with new portables	10-08R		997,731								\$ 997,731	
Replace portables R1-R6 with new portables	14-25R						2,092,393				\$ 2,092,393	
Stadium repairs (lights, scoreboard, irrigation)	11-12R			33,520							\$ 33,520	
Repair ramps at relocatables	12-02R				14,661						\$ 14,661	
Upgrade irrigation control systems/repairs	11-11R				72,892						\$ 72,892	
Reseal stripe mtc Parking lot (staff, guests, students)	16-06R								81,110		\$ 81,110	
Roof Replacement/Repair												
Remove/replace roofing Bldg A (Gym/Lockers)	10-12R		267,144								\$ 267,144	
Remove/replace roofing Bldg E Science (2008)	09-12R	73,600									\$ 73,600	
Remove/replace roofing Bldg E Admin	11-18R				124,035						\$ 124,035	
Remove/replace roofing Bldg A - Gym Foyer	13-20R					48,206					\$ 48,206	
Remove/replace roofing Bldg F		\$ 125,000									\$ -	\$ 125,000
Remove/replace roofing Bldg G		\$ 125,000									\$ -	\$ 125,000
Remove/replace roofing Bldg H (2 story bldg)		\$ 67,000									\$ -	\$ 67,000
Remove/replace roofing Pavilion											\$ -	
Install Roof Walking Tread	15-07R							9,985			\$ 9,985	
Exterior Repair/Painting												
Repaint Entire Campus	14-09R						150,729				\$ 150,729	
Repair Wood Columns	13-18R					6,940					\$ 6,940	
HVAC												
Install HVAC DDC management system	10-07R		70,758								\$ 70,758	
Replace HVAC at gym/lockers/weight rm	10-05R		650,061								\$ 650,061	
Install CO2 sensors in all classrooms /MPRs		\$ -									\$ -	
Replace HVAC at Bldg G		\$ 140,000									\$ -	\$ 140,000
HVAC at Bldg F	N/A										\$ -	
HVAC at Bldg H -1 to H10	N/A										\$ -	
Replace HVAC at portables R16, R17	N/A										\$ -	
Replace HVAC at portables R2, R5						7,402					\$ 7,402	
Replace Swamp Cooler	13-22R					47,290					\$ 47,290	
Fire, Life, Safety System												
Upgrade telephone/intercom system	14-18R										\$ -	
Upgrade PA System	14-19R						13,279				\$ 13,279	
Replace/update fire alarm system	10-01RA		789,465			107,261					\$ 896,726	
Campus security cameras	10-00/12-00/13-16/14-17R		13,710	30,000	1,395	19,710	77,382				\$ 142,197	
Exterior lighting replacements/upgrades	13-06R					13,937		11,540			\$ 25,477	
Building designation signage	14-16R						9,038				\$ 9,038	
Upgrade fire alarm system	17-09R									10,480	\$ 10,480	

Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
Oak Park High School



Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Interior Work												
Induction lighting (gym, weight/dance rooms, parking lot)	\$ -	32,821									\$ 32,821	
Paint/carpet classrooms not covered in Modernization	\$ 25,000							25,000			\$ 25,000	
Install locks on classrooms	10-04R		57,813								\$ 57,813	
Replace carpeting at R1-R6	12-16R				11,300						\$ 11,300	
Replace Carpet	14-14R						26,712				\$ 26,712	
Replace Carpet 2015	2015							17,580			\$ 17,580	
Replace Carpet 2016									26,862		\$ 26,862	
Replace Carpet 2017	\$ 10,000										\$ -	\$ 10,000
Miscellaneous Projects												
OPHS Tennis court repairs	09-08R	23,300									\$ 23,300	
OPHS Electrical Service repairs	10-00R		14,260								\$ 14,260	
OPHS Bldg H architect services - DSA approval	10-00R		7,289								\$ 7,289	
OPHS Room C3 reconstruction	10-00R		20,460								\$ 20,460	
OPHS Various sidewalk repairs	10-00R		9,100								\$ 9,100	
OPHS Electric boiler removal Bldg E	10-00R		3,300								\$ 3,300	
OPHS Gas regulator and pipe replacement	10-00R		775								\$ 775	
OPHS Electric boiler repair Bldg A	10-00R		2,400								\$ 2,400	
OPHS Replace compressor unit	10-00R		5,595								\$ 5,595	
OPHS Gym Boiler Room FF's	10-09R		7,299								\$ 7,299	
OPHS Bldg C HVAC Replacement Study	10-10R		9,388								\$ 9,388	
OPHS F Bldg science room upgrade				62,842							\$ 62,842	
OPHS Replace hot water heater	11-00R		1,780								\$ 1,780	
OPHS Bldg H repairs required by DSA	DSA			13,950							\$ 13,950	
OPHS Emergency Fuse Repair	11-00R			16,071							\$ 16,071	
OPHS Bldg H DSA application fee	DSA		1,000								\$ 1,000	
OPHS Bldg H DSA required HVAC modifications	DSA			9,000							\$ 9,000	
OPHS HVAC repairs	12-19R				12,153						\$ 12,153	
Backboard Repairs	12-00R				11,849						\$ 11,849	
OPHS Repair/Install Fluorescent Drop Fixtures	12-00R				825						\$ 825	
Furnish and install (2) Hydration stations	13-10R					7,536					\$ 7,536	
Lunch shade structure	14-29R						25,000				\$ 25,000	
Add foul ball netting at Varsity Baseball	14-21R						25,950				\$ 25,950	
Emergency site/service gas line repairs	14-03R						147,136				\$ 147,136	
Bleacher and Backstops repairs	14-23R						30,444				\$ 30,444	
Gym Building site Sewer Repairs							13,000				\$ 13,000	
Replace Stadium Lighting FUTURE WORK											\$ -	\$ 1,500,000
Repair/Paint Lockers	15-09R							48,382			\$ 48,382	
Replace water service backflow	16-11R								28,648		\$ 28,648	
Upgrade seismic bracing at Bldg F pendent lights									25,000		\$ 25,000	
Replace Gym Bleachers									84,747		\$ 84,747	

Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
Oak Park High School



Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
ADA Upgrades Gym Foyer Restrooms	16-02R								81,192		\$ 81,192	
Field House									5,950		\$ 5,950	
LED lighting at Solar Shade Cover									40,000		\$ 40,000	
Building F DSA Closeout	\$ 25,000										\$ -	25,000
Language Arts Lab Remodel	\$ 60,000								60,000		\$ 60,000	
Arts Court project	\$ 100,000									106,000	\$ 106,000	
Softball Field Backstop and Field Modifications	\$ 100,000									100,000	\$ 100,000	
MODERNIZATION SCOPE												
ADA/DSA Compliance (Athletic Field)	13-05R					491,969					\$ 491,969	
ADA/DSA Upgrades (Main Campus)	14-01R						215,657				\$ 215,657	
Bldg A - Gymnasium/Locker Rooms	13-15R						1,162,388				\$ 1,162,388	
Bldg C - Classrooms, Art Shop	13-03R					1,867,432					\$ 1,867,432	
Bldg E - Administration	12-08R				604,901						\$ 604,901	
Bldg E - Science Classrooms	11-01R			1,303,244							\$ 1,303,244	
Bldgs J & K Locker Shelters - Roofing	12-03R				18,872						\$ 18,872	
Bldgs M & N - Boys & Girls Restrooms	12-10R				217,925						\$ 217,925	
Prop 39 Energy Upgrades												
Replace/upgrade exterior lighting LED Ph 1	14-20R							\$ 84,102			\$ 84,102	
Interior LED Lighting upgrade	16-09F								62,155		\$ 62,155	
EV Charging Stations	F437								33,673		\$ 33,673	
Total Direct Costs								196,589	529,337	216,480	\$ 14,578,390	1,992,000
Soft Costs												
Design/Engineering fees (HVAC)	5%									10,824	\$ 10,824	99,600
A&E Fees For Modernization Plans/Specs	10-14R		624,656								\$ 624,656	
Inspection Fees	5%									10,824	\$ 10,824	99,600
Contingency (hard costs only)	20%									43,296	\$ 43,296	398,400
Work Year Totals		\$ 1,390,062	\$ 3,552,204	\$ 1,470,407	\$ 1,090,808	\$ 2,768,051	\$ 3,989,108	\$ 196,589	\$ 529,337	\$ 281,424	\$ 15,267,990	\$ 2,589,600
Modernization Proceeds					\$ 2,760,047						\$ 2,760,047	

NOTES:

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Bold numbers in Description column denote project number assigned to completed construction projects

Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
Oak View High School

Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Site Work												
Remove/replace asphalt parking lot	10-16R		264,925								\$ 264,925	
Add student restroom facilities	11-14R				268,557						\$ 268,557	
HVAC												
Bldg 101, wall unit, 3.5 tons				7,300							\$ 7,300	
Bldg 102, wall unit, 3.5 tons 13-22R	13-22R					6,838					\$ 6,838	
Bldg 103, wall unit, 3.5 tons 13-22R	13-22R					6,838					\$ 6,838	
Bldg 104, wall unit, 3.5 tons 13-22R	13-22R					6,838					\$ 6,838	
Install HVAC DDC management system	10-07R		6,919								\$ 6,919	
Fire, Life, Safety System												
Install monitored fire alarm panel/system	10-01RC		35,799			4,916					\$ 40,715	
Upgrade telephone/intercom system (included w/DO)											\$ -	
Campus security cameras	14-17R						40,238				\$ 40,238	
Building designation signage	14-16R						4,098				\$ 4,098	
Upgrade PA System	14-19R						6,052				\$ 6,052	
Interior Work												
Paint and replace carpeting in classrooms		\$ 20,000						20,000			\$ 20,000	
Install locks on classrooms	10-04R		9,684								\$ 9,684	
Carpet	14-15R						5,760				\$ 5,760	
Miscellaneous Projects												
DSA application fee			500								\$ 500	
Reroof Bldg 101	14-04R						10,000				\$ 10,000	
Interior LED Lighting upgrade (Includes the DO)	16-09F										\$ -	
Prop 39 Energy Upgrades												
Interior LED Lighting upgrade (Includes the DO)	16-09F								6,500		\$ 6,500	
Total Direct Costs		\$ -	317,827	7,300	268,557	25,430	66,148	20,000	6,500	-	\$ 711,762	
Soft Costs												
Design/Engineering fees	5%							1,000	325	-	\$ 1,325	
Inspection Fees	5%							1,000	325	-	\$ 1,325	
Contingency (hard costs only)	20%							4,000	1,300	-	\$ 5,300	
Work Year Totals		\$ -	\$ 317,827	\$ 7,300	\$ 268,557	\$ 25,430	\$ 66,148	\$ 26,000	\$ 8,450	\$ -	\$ 719,712	\$ 719,712

NOTES:

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Bold numbers in Description column denote project number assigned to completed construction projects

Oak Park Unified School District
MEASURE R MASTER PLAN
2017 Update - OPUSD School Board Meeting April 18, 2017
District Office/Support Services Center

Description	Pre-Construction Estimate	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016	Projected 2017	Total	Moved to Future Work
Site Work												
Upgrade irrigation control systems/repairs	11-11R				10,228						\$ 10,228	
Relocate drive aisle gate				980							\$ 980	
Roof Replacement/Repair												
Replace roof	10-15R		54,266								\$ 54,266	
Exterior Repair/Painting												
Paint building exteriors	10-00R		14,676								\$ 14,676	
Exterior lighting	14-20R								18,650		\$ 18,650	
HVAC												
Replace Admin HVAC Repair Only	\$ 50,000								50,000		\$ 50,000	
Replace Admin HVAC - Design							19,320				\$ 19,320	
Install HVAC DDC management system	10-07R		30,790								\$ 30,790	
Pupil Services Bldg, wall unit, 3.5 ton	\$ 10,000										\$ -	
Fire, Life Safety System												
Replace/update fire alarm system	10-01R		59,964			8,912					\$ 68,876	
Upgrade telephone/intercom system (Includes OVHS)											\$ -	
Campus security cameras (Included under OVHS)											\$ -	
Building designation signage	14-06R						7,465				\$ 7,465	
District Office Signage	\$ 31,200									31,200	\$ 31,200	
Interior Work												
Paint and replace carpeting	\$ 35,000							2,136			\$ 2,136	
Total Direct Costs												
						8,912	26,785	2,136	68,650	31,200	308,587	
Soft Costs												
Design/Engineering fees	5%		4,610						3,433	1,560	\$ 9,603	
Inspection Fees	5%						10,304		3,433	1,560	\$ 15,297	
Contingency (hard costs only)	20%								13,730	6,240	\$ 19,970	
Work Year Totals		\$ -	\$ 164,306	\$ 980	\$ 10,228	\$ 8,912	\$ 37,089	\$ 2,136	\$ 89,245	\$ 40,560	\$ 353,456	

NOTES:

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TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 18, 2017

SUBJECT: B.2.c. APPROVE MEASURE C6 FIVE-YEAR MASTER PLAN 2017 UPDATE
ACTION

ISSUE: Shall the Board of Education approve the Measure C6 Five-Year Equipment and Technology Master Plan 2017 update?

BACKGROUND: It is appropriate to regularly update the District’s five-year Measure C6 Equipment and Technology Master Plan. A summary of the specific projects, and the corresponding estimate of costs, has been prepared by the Business Office and Technology Department, and is provided for the Board’s information. It is requested that the Board approve the Measure C6 Five-Year Equipment and Technology Master Plan update and authorize staff to proceed with these specified projects for the 2016-17 and 2016-17 school years.

- ALTERNATIVES:**
- 1). Approve the Measure C6 Five-Year Equipment and Technology Master Plan update as presented and authorize staff to proceed with these specified projects for the 2016-17 and 2017-18 school years.
 - 2). Do not approve the Measure C6 Five-Year Equipment and Technology Master Plan.

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	_____	_____	_____	_____



MEASURE C6 MASTER PLAN 2017 UPDATE

Oak Park Unified School District
Regular Board Meeting
April 18, 2017

Oak Park Unified School District
Board Meeting, April 18, 2017

MEASURE C6 FIVE YEAR PLAN SUMMARY

Description	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-17	Projected 2017-18	Total	Moved to Future Work
TECHNOLOGY IMPROVEMENTS														
Network Upgrades														
Local Area Network (LAN)	86,170	618,375	14,592										719,137	
Wide Area Network (WAN)		126	66,695										66,821	
Systems-Servers	218	201,428	1,041	60,066	11,362	399,363	10,637						684,116	
Systems-Server Upgrades/Proj 14-11C									51,973	10,107			62,080	
Network/File Server Refresh (4)													0	125,000
Storage SAN Servers Refresh													0	60,000
Backup Storage Refresh (EMC/Avamar)												125,000	125,000	
Switches/Network							68,632						68,632	
Switches/Network/Proj 14-01C								454,402	45,444	54,226			554,072	
Switches-Network/Cisco 3850 Refresh											362,371		362,371	
Network Cabling		920,543				1,052							921,595	
Network Cabling/Proj 14-27F									45,444				45,444	
Project Management Services	82,030	29,085											111,115	
Wireless Network/Proj 14-08C									175,382				175,382	
Wireless Network/Proj 16-04C										86,320			86,320	
Remaining Wireless Buildout											60,000		60,000	
21CC - 21st Century Classroom Initiative														
Doc Cams		21,942	64,574	16,686	4,055	4,932							112,189	
E-Beams				1,599									1,599	
Hard Covers							7,722						7,722	
Interactive Slates					43,484								43,484	
Misc./Other		2,064			11,319								13,383	
Projectors			2,923	3,036	34,180								40,138	
Senteo Student Response System				82,088	95,970								177,962	
Smartboard Speakers				11,611									11,611	
Smartboards		293,875	276,791	66,368	90,755	122,757							850,546	
Document Cameras							5,127						5,127	
Staff Development							2,245	3,363					5,608	
21st Century Classrooms/Proj 14-03C							89,056	63,396	1,427,528	365,323			1,945,303	
Computers														
21CC Teachers	88,752	127,105											215,857	
Computer Lab-Mac Desktops		106,143	271,897	34,322	17,576								429,937	
Non- 21stCC Teacher-Computers			105,243										105,243	
SPED Computers	19,724	57,232											76,956	
Teacher-Mac Desktop Computers	6,880	5,857			17,396								30,133	
Teacher-Mac Laptops								302,658					302,658	480,000
Teacher/Staff iPad Refresh													0	216,000
Administration Computers			7,274	30,554	-3,648								34,180	
Business/Office Staff-Computers		9,705		38,238	-191								47,752	
Support Staff Computers/Proj 14-12C									14,424				14,424	

Oak Park Unified School District
Board Meeting, April 18, 2017

MEASURE C6 FIVE YEAR PLAN SUMMARY

Description	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-17	Projected 2017-18	Total	Moved to Future Work
Classroom Computers/Tablets														
COWS (Laptops on Wheels)			54,599	472,092	-3,897		198,622						721,417	240,000
iPad Carts-SBAC/Proj 14-02C								776,867	136,323	720,937			1,634,126	
Mobile Device Expansion (iPads/Chromebooks)											187,172	250,000	437,172	250,000
MCMS ChromeBook Cart/Proj 16-11C											16,833		16,833	
OHES ChromeBook Pilot/Proj 16-12C											22,883		22,883	
iTouch/VR Pilot (Project 16-13C/17-05C)											14,695		14,695	
BES ChromeBook Cart/Proj 16-14C											8,417		8,417	
Chromebook Refresh													0	500,000
1st Gen iPads Refresh													0	540,000
Student iPad Refresh													0	550,000
Curricular Technology														
Library			23,059										23,059	
MCMS Library iMac Refresh													0	192,000
MCMS Smart Lab		89,879											89,879	
PE Fitness Lab		16,423											16,423	
Science/Digital Microscopes		1,435											1,435	
Science/Probes		9,507											9,507	
HS Computer Science Lab Refresh													0	74,000
HS Computer Engineering Lab Refresh													0	88,000
New Internet Content Filter													0	60,000
Miscellaneous Hardware & Equipment														
AV-Digital Cameras	1,247	712		3,967	-650								5,277	
AV-Digital Video Cameras				6,391									6,391	
AV-Microphones- USB				1,933									1,933	
Desktop Mgmt	4,164	25,550											29,714	
Docking Stations			16,892		2,778								19,670	
Hard Covers		3,205	9,185		3,517		3,097						19,003	
Keyboard Covers		778	3,860										4,638	
Keyboards				1,281			279						1,560	
Mice				1,789			502						2,290	
Monitors				15,468			1,171						16,639	
Printers	3,941	4,550		15,926	5,224		5,877						35,518	
Probes							9,907						9,907	
Scanners				4,601				3,341					7,942	
Misc./Other		822	1,821	2,580	4,405	15,585	1,600						26,814	
Misc Hdw & Software (1999)							5,196						5,196	
SmartBoard Projector Refresh											10,000	20,000	30,000	20,000
SCHOOL SAFETY AND EQUIPMENT IMPROVEMENTS														
School Safety/Security														
Security Cameras/Proj 15-05C										147,830	832		148,662	
Upgrade Emergency Radio System/Proj 16-07C											31,220		31,220	

Oak Park Unified School District
Board Meeting, April 18, 2017

MEASURE C6 FIVE YEAR PLAN SUMMARY

Description	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-17	Projected 2017-18	Total	Moved to Future Work
Classroom/Instructional Equipment														
Elementary Classroom Libraries/Proj 17-07C												480,000	480,000	
Art Court OPHS/Proj 17-03C												125,000	125,000	
Kindergarten Playground Equipment BES/Proj 16-10C											40,851		40,851	
Non-Technology														
Student Extracurricular Transportation Vehicles		137,054											137,054	220,000
Student Furniture/Lockers	21,293	11,188	325	18,734	84,665	74,528	11,189					200,000	421,923	160,000
Student Furniture/Proj 14-05C							60,921	100,816	34,206				195,943	
Student Furniture/Proj 15-02C										32,404			32,404	
Student Furniture/Proj 16-09C											56,995		56,995	
School Site Equipment/Proj 14-07C								30,448	22,459				52,908	
School Site Equipment/Proj 16-05C										11,262			11,262	
School Site Equipment/Proj 17-01C											24,421		24,421	
OP Library Language Lab/Proj 15-03C										34,916			34,916	
Technogy Support Center Expansion/Proj 15-08C										79,586			79,586	
M&O Equip						15,433							15,433	
Misc./Other	5,979												5,979	
Photocopiers		474,569	94										474,664	
Photocopiers/Proj 14-06C								193,937					193,937	
Photocopiers/Proj 15-01C									27,912	66,074			93,986	
Photocopiers/Proj 16-01C										226,285			226,285	
Performing Arts														
Pavilion-Other	7,872												7,872	
Pavilion-Seating			8,779	152,344	-2,344								158,779	
Pavilion-Sound/Lighting	5,170			19,479		1,576	64,145						90,370	
OPHS Instr Equip-Music/Proj 14-09C									83,403	16,593	2,031		102,027	
OPHS Instr Equip-3D Printer/Proj 14-10C									58,812				58,812	
OPHS Instr Equip-Music Cabinets/Proj 14-13C									57,778				57,778	
OPHS Instr Equip-Choral Risers/Proj 15-07C										10,024			10,024	
Maintenance/Grounds/Custodial														
Facilities		89,457		22,862	106,868	2,934							222,121	
M&O Vehicles/Equip			8,565	19,899	-1,091		34,494						61,867	94,660
M&O Vehicles/Equip/Proj 14-04C								35,327	118,247				153,574	
M&O Vehicles/Equip/Proj 16-02C										153,789	4,079		157,868	
Service Utility Vehicles	9,470			27,994									37,464	
Child Nutrition Services														
Equipment Purchases	10,508			5,316		9,400	18,787					50,540	94,552	67,060
MCMS-OPHS Cafeteria Equip/Proj 15-04C										198,059			198,059	

Oak Park Unified School District
Board Meeting, April 18, 2017

MEASURE C6 FIVE YEAR PLAN SUMMARY

Description	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-17	Projected 2017-18	Total	Moved to Future Work
SALARIES/OTHER TECH SUPPORT SERVICES														
Salaries/Tech Support Services														0
OPUSD Director Technology		60,067	49,290	49,290	49,290	49,290	58,243	57,170	62,257	69,838	69,838	69,838	644,408	139,676
OPUSD personnel (benefits)			15,595	7,019	12,604	13,048	12,200	15,128	16,077	18,106	18,106	18,106	145,988	18,108
OPUSD Technology Assistant			23,410	5,466									28,876	
OPUSD-Asst Superintendent		43,106											43,106	
OPUSD-Tech Asst/M&O Ex/OT		75,493											75,493	
Professional Services (318 Inc.)		59,940	251,100	64,125	30,679								405,844	
Professional Services (All Connected)	12,500	10,000			5,039	3,045							30,584	
Professional Services (Mobius)					4,000	25,329	21,000						50,329	
Professional Services							7,679		3,499	4,784	3,500		19,461	
Staff Development	11,043	34,227				4,528							49,798	
Total Estimated Expenses	376,962	3,541,442	1,277,605	1,263,123	633,252	1,053,084	684,039	1,730,855	2,381,167	2,306,462	984,784	1,287,944	17,520,720	4,094,504
Gross Bond Proceeds	5,011,137	4,999,686						3,500,000		3,753,400				
Bond Proceeds Balance Forward (BF)		4,634,175	6,192,113	4,764,741	3,782,912	3,183,790	2,149,685	1,476,757	3,258,104	883,025	2,341,308	1,361,524	78,580	78,580
Bond Underwriting Costs			-204,296	204,296										
Interest Earned on Balance		99,695	54,527	76,999	34,130	18,979	11,111	12,202	6,088	11,345	5,000	5,000	5,000	5,000
Net Bond Proceeds Available	5,011,137	9,733,555	6,042,345	5,046,035	3,817,042	3,202,769	2,160,796	4,988,959	3,264,192	4,647,770	2,346,308	1,366,524	83,580	83,580
Estimated Expenses	376,962	3,541,442	1,277,605	1,263,123	633,252	1,053,084	684,039	1,730,855	2,381,167	2,306,462	984,784	1,287,944	17,520,720	4,094,504

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.2.d. DISTRICT OF CHOICE REPORTING REQUIREMENTS

ACTION

ISSUE: The board will receive a report from staff related to the mandated reporting requirements set forth in Education Code 48313 for all District of Choice districts.

BACKGROUND: Education Code 48313 establishes specific reporting requirements for all districts accepting students through the District of Choice program. This report summarizes the students enrolled into Oak Park for the current school year and is normally submitted to the local governing board at the April board meeting each year. Following the board's review and approval this information is then disseminated to local adjoining districts, the county office of education, the State Superintendent of Instruction and the Department of Finance prior to May 15 or each year. The Education Code requires that the report show the number of requests into the district, the number granted, denied or withdrawn (and the reasons for denials), the number of pupils transferred into and out of the district, the race, ethnicity, gender, self-reported socioeconomic status, and the school district of residence of the transfers. In addition, the district is required to submit to adjoining districts information regarding the district's status as a school district of choice for the upcoming school year. The report is included on the following page.

Staff will review with the board the data for the 2016-2017 school year and address any questions related to the information presented.

- ALTERNATIVES:**
1. Approve the District of Choice Summary Report to adjoining districts
 2. Do not approve the District of Choice Summary Report to adjoining districts.
 3. Revise the District of Choice Summary Report to adjoining districts.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Superintendent

BOARD MEETING, April 18, 2017
District of Choice Reporting Requirements
Page 2

Prepared by:
Clifford E. Moore

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

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

OPUSD District of Choice Summary Report
School Year 2016-2017

Revised 4/04/17

District	DOC Applied	DOC Accepted	DOC Withdrawn	DOC Denied		OPUSD Moves**	EC46600 Applied	EC46600 Denied	EC46600 Accepted	Total Inters Accepted	No Shows	Total Inters into OPUSD#	Fem	Male	EL	SP Needs	Free/Reduced	Amer Ind	Asian	Pacific Isla	Filipino	Hispanic	Afric Amer	White	New Inters out of OPUSD^	
CVUSD	102	70	29	3		27	76	3	73	143	62	81	35	46	8	5	3	0	20	0	1	9	0	51	15	
LVUSD	84	50	27	7		22	38	4	34	84	41	43	23	20	1	1	5	0	11	0	0	2	2	28	39	
LAUSD	129	57	54	18		0	37	3	34	91	12	79	42	37	9	4	6	1	15	0	2	11	5	45	0	
MUSD	12	5	6	1		10	15	0	15	20	7	13	6	7	2	0	2	0	5	0	0	1	0	7	3	
SVUSD	98	64	27	7		4	12	0	12	76	21	55	28	27	7	3	1	2	19	0	0	3	0	31	0	
Burbank SD	0	0	0	0		0	8	0	8	8	4	4	3	1	0	0	0	0	0	0	0	0	2	2	0	
PV Elem	13	7	5	1		0	1	0	1	8	2	6	3	3	0	1	1	0	1	0	0	3	0	2	0	
SM/Malibu	10	7	2	1		0	1	0	1	8	4	4	3	1	0	0	0	0	0	0	0	0	0	4	0	
OUHSD	5	5	0	0		0	2	0	2	7	0	7	2	5	1	2	2	0	0	0	0	0	0	7	0	
W. Hart HS	0	0	0	0		0	2	0	2	2	0	2	0	2	0	0	0	0	0	0	0	1	0	1	0	
Other	1	1	0	0		0	11	0	11	12	4	8	6	2	0	0	0	0	0	0	0	0	0	8	0	
	454	266	150	38	0	63	203	10	193	459	157	302	151	151	28	16	20	3	71	0	3	30	9	186	57	
*Reasons:																										
1 - No space due to established enrollment cap																										
2 - Denial for Other Reasons																										
3 - Not eligible due to 3% or 10% cap restriction from district of residence																										
** Number of OPUSD resident students who moved during 2016-2017 school year, but are approved to continue attending OPUSD through a permit																										
# Into OPUSD - This number reflects all new District of Choice transfers, employment related transfers and EC 46600 transfers enrolled into Oak Park for school year 2016-2017 (includes students who started school year living in OPUSD, but moved to a new district)																										
^ Out of OPUSD - This number reflects the students who have transferred out of OPUSD under all types of transfers.																										
There are no students from Oak Park transferring out to other districts under the District of Choice option.																										

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.2.e. RATIFY MEASURE R CONSTRUCTION CONTRACTS, PROJECT 17-04R, EMERGENCY SIDEWALK REPAIRS AT BROOKSIDE ELEMENTARY SCHOOL, PHASE 2

ACTION

ISSUE: Shall the Board ratify construction contracts in connection with Measure R Construction Contract, Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School, Phase 2?

BACKGROUND: The District’s Maintenance Department has determined that a pedestrian tripping hazard exists at Brookside Elementary School on the sidewalk and parkway area on Satinwood Avenue, immediately adjacent to the kindergarten and primary playgrounds. In order to prevent potential injuries, the Board approved a contract for removal and replacement of concrete walkways at its March 2017 meeting. Repair work also required the removal and replacement of trees in front of the school and along the sidewalk. In order to complete the planned corrective work over the District’s spring break, a contract was awarded for emergency repairs to the following company on the District’s approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
Four Seasons Tree Care	Tree Removal/Disposal	\$ 1,480	Measure R
Plowboy Landscapes, Inc.	Furnish/Install Replacement Trees	\$ 48,807	Measure R
Total Project Cost, Phase 2		\$ 50,287	Measure R

District maintenance and construction management staff have found that the work is essential and recommend that the emergency repairs be funded from the Measure R bond fund. Measure R bond language specifically authorizes use of bond funds to “Repair, replace, or construct site improvements, including sidewalks and walkways...” It is recommended that the Board authorize the revision of the District’s Facility Master Plan to incorporate this project, to be funded by Measure R bond funds.

- ALTERNATIVES:**
1. Ratify construction contracts in connection with Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School, Phase 2, to Four Seasons Tree Care, in the amount of \$1,480, and to Plowboy Landscapes, Inc., in the amount of \$48,807, and authorize the use of Measure R bond funds for these emergency repairs.
 2. Do not ratify the contract.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

BOARD MEETING, APRIL 18, 2017

Approve Measure R Construction Contract, Project 17-04R,
Emergency Sidewalk Repairs at Brookside Elementary School, Phase 2
Page 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: APRIL 18, 2017
SUBJECT: B.2.f. APPROVE MEASURE R CONSULTANT CONTRACT, PROJECT 17-06R, STRUCTURAL REVIEW OF LUNCH SHELTER AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve a consultant contract for structural engineering services in connection with Project 17-06R, Structural Review of Lunch Shelter at Medea Creek Middle School?

BACKGROUND: The District’s Maintenance Department has observed cracks in the wooden beams supporting the roof in the aging lunch shelter structure at Medea Creek Middle School. Although the structure will be included in the site’s modernization work scheduled to occur over the next several years, staff believes it would be prudent to have a structural engineer review and report on the structural soundness of the shelter at the earliest possible time. At staff’s request, Welsh Structures, Inc. has submitted its proposal to perform this service for a not-to-exceed fee of \$4,500. It is the recommendation of staff to accept the proposal.

District maintenance and construction management staff have found that the proposed work is essential and recommends that this service be funded from the Measure R bond fund. Measure R bond language specifically authorizes use of bond funds to “Repair, modify, upgrade or reconstruct structural elements of existing campus structures to improve earthquake safety...” It is recommended that the Board authorize the revision of the District’s Facility Master Plan to incorporate this project, to be funded by Measure R bond funds.

- ALTERNATIVES:**
1. Approve the consulting contract with consulting contract for structural engineering services in connection with Project 17-06R, Structural Review of Lunch Shelter at Medea Creek Middle School, for a not-to-exceed amount of \$4,500.
 2. Do not approve the consultant contract.

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: APRIL 18, 2017
**SUBJECT: B.2.g. APPROVE MEASURE R CONSTRUCTION CONTRACT,
PROJECT 17-08R, GYMNASIUM FLOOR REPLACEMENT AT
MEDEA CREEK MIDDLE SCHOOL**

ACTION

ISSUE: Shall the Board approve a construction contract in connection with Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School?

BACKGROUND: Site administration and the district's Maintenance Department have determined that it is necessary to replace gymnasium flooring surface at Medea Creek Middle School. Original to the 1992 construction of the building, the floor is showing extreme wear, with seams coming up, raising safety concerns. In response to Staff solicitation for bids for replacement, two firms submitted proposals: Geary Flooring Inc., and Pacific Floor Company. The base bid from both companies, including demolition, minor slab preparation, moisture barrier, and new flooring, was identical at \$149,000. The proposal received from Geary, is a piggybackable contract through the National Joint Powers Alliance, addressing both competitive pricing and Public Contract Code bidding requirements. In addition to the base bid, the Geary proposal includes a not-to-exceed amount for major floor slab leveling, to be used only if required. The proposal from Pacific Floor Company was not associated with a piggybackable contract, and did not provide for any major floor slab leveling. It is the recommendation of staff that the Board approve a contract for this project with Geary Flooring Inc., in the amount of \$174,000, to be funded from Measure R bond funds. In order to comply with Public Contract Code bidding requirements, the Board is asked to authorize the use of the piggyback provisions of the National Joint Powers Alliance (NJPA) Contract #082114-FTU. The planned corrective concrete work will be performed over the District's summer break.

District maintenance and construction management staff have found that the work is essential and recommend that the emergency repairs be funded from the Measure R bond fund. Measure R bond language specifically authorizes use of bond funds to "Upgrade...facility interiors, including floor...finishes..." It is recommended that the Board authorize the revision of the District's Facility Master Plan to incorporate this project, to be funded by Measure R bond funds.

ALTERNATIVES:

1. Approve a construction contract in connection with Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School to Geary Flooring Inc., in the amount of \$174,000 plus the cost of the required bonds, and authorize the use of the piggyback provisions of NJPA Contract #082114-FTU, to be funded from Measure R bond funds.
2. Do not approve the construction contract.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, APRIL 18, 2017
Approve Measure R Construction Contract,
Project 17-08R, Gymnasium Floor Replacement
at Medea Creek Middle School
Page 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: APRIL 18, 2017
SUBJECT: B.2.h. RATIFY MEASURE R CONSTRUCTION CONTRACT, PROJECT 17-09R, FIRE ALARM SYSTEM UPGRADES AT MEDEA CREEK MIDDLE SCHOOL AND OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board ratify a construction contract in connection with Project 17-09R, Fire Alarm System Upgrades at Medea Creek Middle School and Oak Park High School?

BACKGROUND: The District's Maintenance Department has determined smoke detectors in the fire alarm systems at Oak Park High School and Medea Creek Middle School must be replaced and upgraded. Necessary repair work will require the removal and replacement of all devices on both campuses. The Board is asked to ratify the award of a contract for this work to the following company on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
Pyro-Comm Systems, Inc.	Smoke Detector Removal/ Replacement at OPHS and MCMS	\$ 16,883	Measure R

The planned corrective work will be performed over the District's spring break.

District maintenance and construction management staff have found that the work is essential and recommend that the emergency repairs be funded from the Measure R bond fund. Measure R bond language specifically authorizes use of bond funds to "Improve or replace fire and life safety systems, including alarms, smoke/fire detection systems, and sprinklers..." It is recommended that the Board authorize the revision of the District's Facility Master Plan to incorporate this project, to be funded by Measure R bond funds.

ALTERNATIVES:

1. Ratify construction contracts in connection with Project 17-09R, Fire Alarm System Upgrades at Medea Creek Middle School and Oak Park High School to Pyro-Comm Systems, Inc., in the amount of \$16,883, and authorize the use of Measure R bond funds for these repairs.
2. Do not ratify the contracts.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, APRIL 18, 2017

Approve Measure R Construction Contract, Project 17-09R,
Fire Alarm System Upgrades at Medea Creek Middle School
and Oak Park High School

Page 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: APRIL 18, 2017
SUBJECT: B.2.i. APPROVE DISTRICT MEMBERSHIP TO JOIN GREEN SCHOOLS NATIONAL NETWORK

ACTION

ISSUE: Shall the Board approve the District’s membership in the Green Schools National Network?

BACKGROUND: The Green Schools National Network (GSNN) is a 501c3 non-profit organization founded in 2008, working with educators, government and non-governmental organizations and agencies, as well as private partners to create broad-based initiatives and successful strategies aimed at fostering healthy, sustainable K-12 schools across the United States. GSNN is devoted to accelerating student achievement through the implementation of green, healthy and sustainable practices. Being a Green Ribbon School District, Oak Park USD would like to stay current on trends, research, and best practices covering all three pillars of a green school: reducing environmental impact and cost; improving health and well-being; and increasing environmental and sustainability literacy. The District Membership costs \$500 annually and will be a great resource for our staff and schools. More information on the Green Schools National Network follows this recommendation.

- ALTERNATIVES:**
1. Approve the District’s membership in the Green Schools National Network.
 2. Do not approve the District’s membership.

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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



GreenNotes 12 issues per year

GSNN's monthly newsletter highlights timely green schools topics through expert interviews, school/district case studies, guest authored articles, and research updates. Each issue contains toolbox of amazing resources and professional development opportunities relevant to the topic and to our movement.

GSNN's Green Schools Catalyst 4 issues per year

Stay current on trends, research, and best practices covering all three pillars of a green school: reducing environmental impact and cost; improving health and well-being; and increasing environmental and sustainability literacy. Districts and schools may provide this digital resource with **EVERY** faculty and staff members in their school/district.

Green Schools Conference and Expo 4 discounted registrations

An unparalleled professional networking opportunity that will leave you enriched, motivated, and invigorated. Members receive \$50 – 100.00 discount on registration

Green Teacher 4 issues per year

Green Teacher is published by Green Teachers, a non-profit organization dedicated to helping educators, both inside and outside of schools, promote environmental awareness among young people aged 6-19. GSNN members receive a subscription to Green Teacher, a quarterly magazine that comes with unlimited access to over 300 articles and activities from 30+ digital back issues. Articles are categorized by topic and grade level, making it easy for you to find just what you need. Visit www.greenteacher.com to learn more. Districts and schools may provide this digital resource for **EVERY** faculty and staff member in their school/district.

Coming in May 2017: Discounts for Professional Development with members of our PD Collaborative that includes the [Cloud Institute](#), [EcoRise Youth Innovations](#), [Creative Change](#), [Shelburne Farms](#) and the [Community Works Institute](#).

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.2.j. 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	Gift
Oak Park High School Civil Engineering and Architecture Class	Balfour Beatty Construction	30 Hard Hats, Safety Vests, and Safety Goggles

RECOMMENDATION: Accept the donation 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: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.3.a. APPROVE ADDITIONAL NOVEL FOR MEDEA CREEK MIDDLE SCHOOL 8th GRADE HUMANITIES

ACTION

ISSUE: Shall the Medea Creek Middle School add an additional novel in support of its humanities curriculum?

STATEMENT: Medea Creek Middle School would like to add an additional book to its humanities program. The book is *Chains*, and a description is provided for the Board's reference. This book is being recommended based on the Curriculum's Council approval on April 4, 2017.

ALTERNATIVES: 1. Approve the request for an additional novel at Medea Creek Middle School.
 2. Do not approve the request for an additional novel at Medea Creek Middle School.

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Jay Greenlinger, Director, Curriculum and Instruction

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	_____	_____	_____	_____

Chains Proposal

Eighth grade humanities would like to replace the core novel *Johnny Tremain* with *Chains*, beginning fall of 2017. The novel would be used to cover the same language arts standards that have been covered through *Johnny Tremain* as well as some additional history standards, specifically the analysis of primary sources.

Below is the summary of the book from the California Department of Education's list of recommended literature for middle school.



Home » Curriculum & Instruction » Curriculum Resources » Recommended Literature List »

Recommended Literature List

Search

Search Criteria: Author's Last Name - Anderson; Title with any of these words - Chains.

Results 1 - 1 of 1 (0.502 second)

Title ▲	Annotation	Author(s)	Discipline(s)	Copyright
Chains	During the American Revolution, Isabel and her sister Ruth are sold to a Loyalist couple in New York. When Isabel meets Curzon, a slave with ties to the Patriots, he encourages her to spy on her owners, who know details of Britain's plans for invasion. Isabel is reluctant at first, but when the unthinkable happens to Ruth, Isabel realizes her loyalty is available to the bidder who can provide her with freedom. This first-person narrative is told from the perspective of a young slave who is desperate to escape bondage.	Laurie Halse Anderson	History/Social Science	2008

[Modify Search](#)

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.3.b. ADOPTION OF ENGLISH/LANGUAGE ARTS (ELA)
INSTRUCTIONAL MATERIALS FOR GRADES K-5

ACTION

ISSUE: Should Oak Park Unified School District adopt new instructional materials for English/Language Arts (ELA) for grades K-5?

STATEMENT: Elementary teachers have completed a pilot and selection process for a new ELA program. The recommendation is to adopt the Teachers College Reading & Writing Project (TCRWP), also known as Readers and Writers Workshop (RWW). Detailed background and supporting documentation is included.

ALTERNATIVES: 1. Adopt the TCRWP materials for grades K-5.
2. Do not Adopt the TCRWP materials for grades K-5.

RECOMMENDATION: Alternative No. 1.

Prepared by Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

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	_____	_____	_____	_____

ELA Adoption Background

Prepared by Jay Greenlinger, Ed.D.
Director of Curriculum and Instruction
April 5, 2017

At its April 4th meeting, the Curriculum Council unanimously approved the recommendation of a Reading and Writing adoption for grades K-5. The Board is being asked to adopt Lucy Calkins' Teachers College Reading and Writing Project (TCRWP) as the K-5 ELA program. This is not a California SBE approved program. In the past, LEAs had to apply for a waiver to adopt non SBE adopted programs. Now according to Education Code Section 60210, a school district may utilize instructional materials not adopted by the SBE, so long as the materials are aligned to state standards and a majority of the participants of any review process conducted by the district are classroom teachers who are assigned to the subject area or grade level of the materials being reviewed. Other CA districts that have adopted TCRWP include Benicia Unified School District, Ravenswood City Schools, and Palo Alto Unified School District.

Funding for instructional materials used to be based solely on a district's adoption of SBE materials. The Instructional Materials Funding Realignment Program (IMFRP) was repealed by the passage of Assembly Bill 1246, which took effect on January 1, 2013. Instructional materials funds are now provided to LEAs as part of the Local Control Funding Formula (LCFF), and as such may be spent on any educational purpose as permitted by law.

Further, Ed Code Section 60040-60045 indicates that all adopted materials must follow a Social Content Review.

- Portray accurately and equitably the cultural and racial diversity of American society;
- Demonstrate the contribution of minority groups and males and females to the development of California and the United States;
- Emphasize people in varied, positive, and contributing roles in order to influence students' school experiences constructively; and
- Do not contain inappropriate references to commercial brand names, products, and corporate or company logos.

Teacher Materials: An order for Teacher Guides for the Units of Study in Reading and Writing has been placed to ensure that materials arrive in time for training (below). This decision was made in hopeful anticipation of the Board's adoption in April. We conducted an audit of existing materials and purchased so that all teachers have up to date Units of Study, and that all grade level Units of Study are provided to RSP teachers.

Student Materials: One of the marked changes from a traditional literacy program is that RWW does not have textbooks or workbooks. Instead, students benefit from a robust classroom library, and retain choice over their reading. I am working with Barbara and Martin to determine the extent to which we can build up each teacher's classroom library. Lucy Calkins has put together "classroom libraries" with titles that align with the instructional units. An added bonus is that these libraries include a diversity of topics and protagonists, which helps meet the social

content requirements for all core curriculum in California as stated above. One of the considerations Workshop districts have to make is the Williams compliance /sufficiency of materials. Specifically, students have to have access to standards aligned materials in class and available to take home. Because this program is predicated on students reading books from the classroom in class and at home I believe we will be able to adequately meet the requirements of the Williams Act. We may decide later on to purchase digital copies of some of the classroom books to further provide access at home for students. [Here is a link](#) to the libraries we would look to build in each classroom.

Initial Training: 2 Staff Developers from Teachers College will be here June 12-15 to provide a 4-day training for all K-5 teachers and RSP teachers. [The training](#) will suffice for the entirety of the Buy Back requirement for 17-18, and a stipend will be paid for the 4th day, consistent with past practice of stipends for curriculum development. Teachers were surveyed to see if they plan on attending these training dates, and out of 65 responses, 6 are unable due to previous travel plans, and one is a 'maybe' depending on her ability to find childcare. I will work with the teachers unable to join us for the training to find a suitable alternative, which will either be a summer training or pull out days during the first month. We will also be providing training to Literacy Aides and RSP aides so that their work supports the classroom instruction.

Ongoing Support: The success of this new literacy program is predicated on ongoing support for teachers. Our approach will be multi-faceted, but the main focus will be in two areas: Continued PD from TC staff, and the development of in-district coaches. For the first two years of implementation, each elementary school will have 10 days of TC staff support. Typically, the Staff Developers "live" on site for 5 straight days. During that time, they meet with the principal, coaches, teachers, and teams. They observe lessons, attend planning sessions, and provide targeted support based on the needs of the teachers and the school.

The second part of our support plan is the development of in house coaches. The plan is to develop one K-2 and one 3-5 coach at each site. The coaches will be given a bank of sub days to be out of the classroom to mirror the work of the TC Staff Developers. They will observe lessons, attend planning meetings, and provide support and resources for teachers. They will also be provided a small district budget (managed by the site principal) to provide additional supplies, materials, and resources for teachers. This model will not only establish strong ongoing support for the literacy program, it will also help develop instructional leadership among our teacher ranks.

In response to teacher requests related to preparing classroom leveled libraries, the District will organize support (paid and volunteer) prior to the start of the school year in order to assist teachers as they level their classroom libraries. Additionally, a plan will be made to also level the school libraries, so that students can make independent reading choices in all school settings.

[Here is a rough outline](#) of what the coaching model might look like. This is our first go at it and principals have provided their input. We will continue to develop this program along with the overall literacy budget for the next two years.

Costs:

Teacher materials: Units of Study for teachers who do not have both Reading and Writing for their grade level, one copy of each Unit of Study per grade level for RSP:

\$32,000 (funding source: LCAP)

Student Materials: On level classroom library for all teachers at all grade levels:

\$304,000 (funding source: Measure C-6)

Book Storage: Bookshelves, magazine stands, rolling carts for classroom libraries:

\$175,000 (funding source Measure C-6)

Materials and Supplies: Leveling labels for books, bins for book organization, anchor chart paper, post its, composition books, etc.

\$20,000 (funding source: LCAP)

Initial Training by TCRWP: 2 TCRWP Staff Developers, stipends for Day 4,

\$22,400 (funding source: LCAP)

Coaching: 2 coaches at each site, sub days for planning

\$60,000 (funding source: LCAP)

Ongoing Training by TCRWP: 3 schools 10 days of onsite staff development (5 days each of K-2 and 3-5)

\$66,000 (funding source: LCAP)

Total cost of adoption Year 1:

\$679,400

Year 2 costs:

\$148,400 (Initial writing training, coaching, ongoing training by TCRWP)

Year 3+ costs:

\$96,000 (coaching and ½ ongoing training by TCRWP)

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.3.c. APPROVE MEDEA CREEK MIDDLE SCHOOL 6th GRADE MATH ADOPTION

ACTION

ISSUE: Shall the Board of Education approve the Medea Creek Middle School 6th Grade Math program.

STATEMENT: Medea Creek Middle School would like to adopt Connected Mathematics Project 3(CMP3) for its 6th grade math classes. A description is provided for the Board's reference. This program is being recommended based on the Curriculum's Council approval on April 4, 2017.

ALTERNATIVES: 1. Approve the adoption of the Connected Mathematics Project 3 Program.
 2. Do not approve the adoption of the Connected Mathematics Project 3 Program

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Jay Greenlinger, Director, Curriculum and Instruction

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	_____	_____	_____	_____

Connected Mathematics Project 3 (CMP3)

Connected Mathematics Project 3, or *CMP3*, is an inquiry-based mathematics program for Grades 6-8. It helps students actively focus on math problem solving, reasoning and proof, communication, representation, and connections. These math practices require students to look deeper and connect problem solving to practical situations. Funded in part by the National Science Foundation, and developed through Michigan State University, *CMP3* provides a powerful inquiry model for learning mathematics. Connect mathematical ideas to students' everyday world.

The 6th Grade program is made up of 6 content areas:

- 1) "Prime Time" -Factors and Multiples
- 2) "Comparing Bits and Pieces" – Ratios, Rational Numbers, and Equivalence
- 3) "Let's Be Rational" – Understanding Fraction Operations
- 4) "Covering and Surrounding" – Two Dimensional Measurement
- 5) "Decimal Operations" – Computing with Decimals and Percents
- 6) "Variables and Patterns"
- 7) "Data About Us" – Statistics and Data Analysis

The adoption includes print versions of the text book, as well as 6 years of access to the digital version and tools. The approximate cost of this adoption is \$35,000, and includes 6 years of student workbooks and digital access.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.4.a. APPROVE AMENDMENT TO BOARD POLICY 4151/4251/4351 – EMPLOYEE COMPENSATION– First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 4151, 4251, 4351 – Employee Compensation?

BACKGROUND: Board Policy 4151, 4251, 4351 updated to add new section on "Overtime Compensation" and to reflect NEW FEDERAL REGULATIONS (81 Fed. Reg. 32391) which adjust the salary level at which employees become eligible to receive overtime pay. Policy also revised to reflect the requirement to classify nonadministrative, nonsupervisory certificated employees on the salary schedule based on years of training and experience, the prohibition against paying certificated employees different salaries solely on the basis of the grade levels they teach, the board's authority to determine the frequency and schedule of salary payments for employees who work less than 12 months per year, and the requirement to post a notice of federal minimum wage provisions.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 4151, 4251, 4351 – Employee Compensation.
 2. Do not amend Board Policy 4151, 4251, 4351 – Employee Compensation.
 2. Adopt a modified version of the amendment to Board Policy 4151, 4251, 4351 – Employee Compensation.

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 4000

Personnel

BP 4151, 4251, 4351(a)

Employee Compensation

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)
(cf. 3400 - Management of Districts Assets/Accounts)
(cf. 4000 - Concepts and Roles)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and negotiated agreements and shall be printed and made available for inspection at the district office. (Education Code 45022, 45023, 45160, 45162)

(cf. 4121 - Temporary/Substitute Personnel)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for years of training and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4312.1 - Contracts)

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

~~The Superintendent or designee shall ensure that the district's payroll system complies with all applicable laws and bargaining agreements, including, but not limited to, timelines regarding~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4151, 4251, 4351(b)

~~payment of compensation and deductions of dues for employee organizations.~~

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

A district employee shall be paid an overtime rate of not less than one and one-half times his/her regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an executive, administrative, or professional capacity and are paid a fixed salary at or above the salary level established by federal regulations. (Labor Code 510; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided he/she has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

EDUCATION CODE

45022-45061 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4151, 4251, 4351(c)

510 Overtime compensation; length of work day and week; alternative schedules

UNITED STATES CODE, TITLE 26

~~402~~^{9A} *Deferred compensation plans*

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:

~~NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS~~

~~NEA and NSBA Joint Guidance on the Tax Consequences of Deferred Compensation—Section 409A of the Internal Revenue Code, January 2008~~

WEB SITES

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

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

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

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

U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

Adopted: 1-25-78

Amended: 4-12-78, 9-17-80, 8-4-82, 11-17-82, 3-6-84, 7-23-85, 1-21-92, 9-17-02, 11-18-08,
4-18-17

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.4.b. APPROVE DELETION OF BOARD POLICY AND ADOPTION OF ADMINISTRATIVE REGULATION 4157.1/4257.1/4357.1 WORK-RELATED INJURIES – First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed deletion of Board Policy and adoption of Administrative Regulation 4157.1/4257.1/4357.1 Work-Related Injuries?

BACKGROUND: Board Policy 4157.1/4257.1/4357.1 Work-Related Injuries moved to administrative regulation and updated to clarify notification requirements, including requirements related to (1) the method and timeline for notifications; (2) availability of notifications in both English and Spanish; (3) notice to an employee who is a victim of crime at the workplace that he/she may be potentially eligible for workers' compensation benefits; (4) the filing of a report of work-related injury or illness with the district's insurer or, if the district is self-insured, with the Department of Industrial Relations (DIR); (5) notice to the DIR's Division of Occupational Safety and Health of any work-related death or serious injury/illness; and (6) the posting of workers' compensation information in a conspicuous location frequented by employees.

ALTERNATIVES:

1. Approve the deletion of Board Policy and adoption of Administrative Regulation 4157.1/4257.1/4357.1 Work-Related Injuries.
2. Do not approve deletion of Board Policy 4157.1/4257.1/4357.1 Work-Related Injuries.

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 4000~~

~~Personnel~~

~~BP 4157.1, 4257.1, 4357.1~~

Work Related Injuries

~~The Governing Board desires to provide its employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process in order to reduce costs and facilitate employee recovery.~~

~~(cf. 3320—Claims and Actions Against the District)~~

~~(cf. 4032—Reasonable Accommodation)~~

~~(cf. 4113.4/4213.4/4313.4—Temporary Modified/Light Duty Assignment)~~

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

~~(cf. 4157/4257/4357—Employee Safety)~~

~~(cf. 4157.2/4257.2/4357.2—Ergonomics)~~

~~(cf. 4161.11/4361.11—Industrial Accident/Illness Leave)~~

~~(cf. 4261.11—Industrial Accident/Illness Leave)~~

~~An employee shall report any work related injury or illness to his/her supervisor as soon as practicable. Upon learning of an injury, a supervisor shall promptly report the incident to the Superintendent or designee and the insurance carrier as appropriate.~~

~~The Superintendent or designee shall ensure that every new employee is notified of his/her right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law.~~

~~The Superintendent or designee shall ensure that notifications regarding workers' compensation are posted in accordance with law.~~

Legal Reference:

~~EDUCATION CODE~~

~~44984—Industrial accident and illness leaves, certificated employees~~

~~45192—Industrial accident and illness leaves, classified employees~~

~~LABOR CODE~~

~~3200-4855—Workers' compensation, especially:~~

~~3550-3553—Employee notice~~

~~3600-3605—Conditions of liability~~

~~3760—Report of injury to insurer~~

~~4600—Provision of medical and hospital treatment by employer~~

~~4906—Disclosures and statements~~

~~5400-5413—Notice of injury or death~~

~~6409.1—Reports~~

~~CODE OF REGULATIONS, TITLE 8~~

~~15596—Notice of employee rights~~

Management Resources:

~~WEB SITES~~

~~California Department of Industrial Relations: <http://www.dir.ca.gov>~~

~~Adopted: 9-17-02~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

AR 4157.1, 4257.1, 4357.1(a)

Work-Related Injuries

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

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

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

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

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of his/her right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

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

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, he/she shall report the work-related injury or illness to the Superintendent or designee as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

AR 4157.1, 4257.1, 4357.1(b)

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the DIR within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the DIR within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

Legal Reference:

EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

LABOR CODE

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

Adopted: 4-18-17

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.4.c. AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5141.21 – ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS – First Reading

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

BACKGROUND: Board Policy and regulation updated to delete requirements related to the administration of medication in cases of epileptic seizures, as Education Code 49414.7 repeals by its own terms on January 1, 2017, and to clarify that districts may continue to administer such medication under the general authority in state law. Policy and regulation also reflect NEW LAW (AB 1748, 2016) which authorizes districts to stock and administer medication in cases of opioid overdose. Regulation also revises definition of epinephrine auto-injector pursuant to NEW LAW (AB 1386, 2016). Board Policy 5141.21 is being submitted with recommended changes from CSBA.

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

RECOMMENDATION:
 Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight
 Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.21(a)

Administering Medication and Monitoring Health Conditions

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by a their authorized health care providers should have an opportunity to participate in the educational program.

(cf. 5113 – Absences and Excuses)

(cf. 5113.1 – Chronic Absence and Truancy)

Any medication prescribed for a student with a disability, who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with the student's individualized education program or Section 504 services plan, and doctor's orders as applicable.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 – Individualized Education ~~Plan~~ Program)

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

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer the medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 – Visitors/Outsiders)

(cf. 5141 – Health Care and Emergencies)

(cf. 5141.22 – Infectious Diseases)

(cf. 5141.23 – Asthma Management)

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

(cf. 6116 – Classroom Interruptions)

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Board authorizes the Superintendent or designee to make available naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.21(b)

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

When allowed by law, ~~Any~~ medication prescribed to a student by an authorized health care provider, ~~including, but not limited to, emergency anti-seizure medication for a student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon,~~ may be administered by ~~the~~ a school nurse or when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel ~~only when the Superintendent or designee has received~~ with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statements ~~from both~~ provided by the student's parent/guardian and authorized health care provider. ~~(Education Code 49414.7, 49423; 5-CCR-600)~~ Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

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

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

~~When medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency antiseizure medication, auto-injectable epinephrine, insulin, or glucagon,~~ ~~†~~The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and stage of medication. Such trained, unlicensed designat~~ed~~ school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, ~~49414.7,~~ 49423, 49423.1)

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.21(c)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

~~*(cf. 3530 - Risk Management/Insurance)*~~

~~*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*~~

~~*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*~~

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.3 Emergency medical assistance; administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

49414.7 Emergency medical assistance: administration of epilepsy medication

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

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

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

4119.2 Acquisition of epinephrine auto-injectors

4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

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

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

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

Management Resources:

~~CSBA PUBLICATIONS~~

~~*Pandemic Influenza, Fact Sheet, September 2007*~~

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 5000

Students

BP 5141.21(d)

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

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

Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015

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

Program Advisory on Medication Administration, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

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

WEB SITES

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

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

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

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

U.S. Department of Health and Human Services, National Institutes of Health, ~~National Heart, Lung and Blood~~

Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

<http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

Adopted: 10-15-80

Amended: 5-20-86, 8-18-92, 9-17-02, 5-17-05, 3-15-11, 5-15-12, 2-10-14, 4-18-17

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.21(a)

Administering Medication and Monitoring Health Conditions

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel ~~may~~ means include any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

~~Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7; 5 CCR 621)~~

Epinephrine auto-injector means a disposable ~~drug-delivery system with a spring-activated needle that is~~ device designed for ~~the automatic injection of a premeasured dose emergency administration of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis.~~ (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 – Asthma Management)

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

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.21(b)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 48980)

(cf. 5145.6 – Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

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

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

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Providing parent/guardian and authorized health care provider written statements each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. ~~In addition, t~~The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, ~~49414.7~~, 49423, 49423.1: 5 CCR 600, 626)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Students

AR 5141.21(c)

2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)

~~3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within four hours before a school day. (Education Code 49414.7)~~

4.3. Providing medications in properly labeled containers, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for ~~the~~ an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication-
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration-
4. Contain an acknowledgement that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands that he/she may terminate the consent for ~~such~~ the administration of the medication or for otherwise assisting the student in the administration of medication, at any time

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.21(d)

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration.
2. Release the district and school personnel from civil liability if ~~a~~ the student suffers an adverse reaction as a result of self-administering the medication-

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer auto-injectable epinephrine, or prescribed ~~diabetes or asthma~~-medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602, 626)
2. The name of the medication (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, ~~626~~)
3. The method, amount and time schedules by which the medication is to be taken (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602, ~~626~~)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered by unlicensed personnel, confirmation by the

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Students

AR 5141.21(e)

student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)

56. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

67. Possible side effects of the medication

78. Name, address, telephone number and signature of the student's authorized health care provider

~~When authorizing a district employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall include the following: (Education Code 49414.7; 5 CCR 626)~~

~~1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary.~~

~~2. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services~~

~~3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class, the length of time he/she should be under direct observation~~

~~4.1. A statement that following a seizure, a school administrator or other staff member shall contact the school nurse and the student's parent/guardian to continue to observation plan~~

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering ~~the~~ medication in accordance with the authorized health care provider's written statement

2. Accept delivery of medications from parents/guardians and count and record them upon

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.21(f)

Receipt. Control substances shall be counted weekly and recorded.

3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication~~s~~, and note on the list the type of medication and the times and dosage to be administered~~-~~.
4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, **and** amount of medication administered, and **the** signature **and** title of the individual administering the medication~~-~~.
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 – Student Records)
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

(cf. 5148.2 – Before/After School Programs)
(cf. 6145.2 – Athletic Competition)
(cf. 6153 – School-Sponsored Trips)
8. Report to a student's parent/guardian and the site administrator any refusal ~~of~~ **by the** student to take his/her medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects~~-~~.
11. Counsel other designated school personnel regarding the possible effects of the medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose~~-~~.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.21(g)

12. Ensure that any unused, discontinued, ~~and~~ or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances:

13. ~~In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, if needed, and report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement.~~ directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance

14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

~~Additional Requirements for Management of Epileptic Seizures~~

~~In addition to applicable provisions in preceding sections above, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7; 5 CCR 620-627)~~

~~1. Services or Accommodations: Whenever a parent/guardian requests a nonmedical district employee be trained to provide emergency medical assistance to his/her child, the parent/guardian shall be notified that the child may qualify for services or accommodations pursuant to 20 USC 1400-1482, the Individuals with Disabilities Education Act (IDEA), or 29 USC 794, Section 504 of the federal Rehabilitation Act of 1973 (Section 504).~~

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6164.4—Identification and Evaluation of Individuals for Special Education)~~

~~(cf. 6164.6—Identification and Education Under Section 504)~~

~~The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.~~

~~If the student's parent/guardian refuses to have him/her assessed for services or accommodations under IDEA or Section 504, the Superintendent or designee may develop an individualized~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.21(h)

~~health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the student's health care needs in school.~~

~~2. Request for Volunteers: The Superintendent or designee shall distribute an electronic notice to school staff, no more than twice per school year per student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the request for a volunteer school employee, the training that such volunteer school employee will receive, the voluntary nature of the program, and the timelines for the volunteer school employee to rescind his/her offer. No other means of soliciting volunteer school employees shall be conducted.~~

~~(cf. 4112.9/4212.9/4312.9) —Employee Notifications)~~

~~If no employee volunteers to administer emergency antiseizure medication to a student, the Superintendent or designee shall again notify the student's parent/guardian of the option to have the student assessed for services and accommodations under IDEA or Section 504.~~

~~3. Training: Any employee who volunteers to administer an emergency antiseizure medication shall receive from a licensed health care professional the training specified in 5 CCR 623 before administering such medication. The training shall include, but not be limited to:~~

~~—a. Recognition and treatment of difference types of seizures~~

~~—b. Administration of an emergency antiseizure medication~~

~~—c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room.~~

~~d. Techniques and procedures to ensure student privacy~~

~~(cf. 4131/4231/4331 —Staff Development)~~

~~(cf. 5122 —Student and Family Privacy Rights)~~

~~When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training and a student who may need the administration of an emergency antiseizure medication is enrolled in the school, the employee shall be retrained in order to retain the ability to administer an emergency antiseizure medication.~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Students

AR 5141.21(i)

~~4.—Notification of Administration: The Superintendent or designee shall establish a process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site~~

~~5.—Supervision of Volunteers: Volunteer school employees shall be supervised by a licensed health care professional in accordance with 5 CCR 617.~~

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

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

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414, and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-

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injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be ~~provided to each volunteer and retained in his/her personnel file~~ restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414)

(cf. 4112.6/4212.6/4312.6 – Personnel Files)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying ~~of~~ out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 – Gifts, Grants, and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

(cf. 3580 - District Records)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such

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AR 5141.21(k)

medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind his/her offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on his/her offer to volunteer and that there will be no retaliation against any employee for rescinding his/her offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during his/her regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

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ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5141.21(l)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Adopted: 9-1-92

Amended: 9-17-02, 5-17-05, 11-10, 11-11, 2-14, 2-15, 4-18-17

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: APRIL 18, 2018

SUBJECT: B.4.d. APPROVE AMENDMENT TO BOARD POLICY 6146.1 – HIGH SCHOOL GRADUATION REQUIREMENTS – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6146.1 – High School Graduation Requirements?

BACKGROUND: Board Policy 6146.1 updated to reflect NEW LAW (AB 2306, 2016) which generally exempts from district-established graduation requirements any student who transfers into a district school from a juvenile court school after the second year of high school, unless it is determined that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Policy 6146.1 is being submitted with language recommended by CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 6146.1 – High School Graduation Requirements.
2. Do not amend Board Policy 6146.1 – High School Graduation Requirements.

RECOMMENDATION:
Approval of Alternative #3.

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 6000

Instruction

BP 6146.1(a)

High School Graduation Requirements

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and ~~or~~ employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6143 – Courses of Study)

(cf. 6146.3 – Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

Forty (40) semester credits in English

2. Thirty-five (35) semester credits of social science to include: ten (10) semester credits of United States history and geography; ten (10) semester credits of world history, culture, and geography; five (5) semester credits in American government and civics; five (5) semester credits in economics; and five (5) credits of world geography. (Education Code 51225.3)

3. Five (5) semester credits of health education.

4. Thirty (30) semester credits of science including biological and physical sciences (Education Code 51225.3) Students attending Oak View High School must complete twenty (20) semester credits of science including life science and physical science. An Oak View High school student may elect to complete ten (10) extra credits of science, including one year of global science, and be recognized as graduating with a “special emphasis in science”.

(cf. 6142.93 - Science Instruction)

5. Thirty (30) semester credits of mathematics including ten (10) semester credits of Algebra I (or twenty (20) semester credits of Algebra 1A and 1B ten (10) each) and ten (10) credits of geometry.

At least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra 1. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete three mathematics courses in grades 9-12. (Education Code 51224.5)

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Series 6000

Instruction

BP 6146.1(b)

(cf. 6011 – Academic Standards)
(cf. 6142.92 – Mathematics Instruction)

6. Twenty (20) semester credits of physical education. (Education Code 51225.3)

(cf. 6142.7 - Physical Education)

7. Ten (10) semester credits of visual or performing arts, foreign language, or American Sign Language. (Education Code 51225.3)

(cf. 6142.2 – World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)

8. Five (5) semester credits of practical skills (industrial arts, technology education [beyond required], journalism, yearbook, auto, architectural, or vocational education).

(cf. 6178 – Career Technical Education)
(cf. 6178.2 – Regional Occupational Center/Program)

9. Five (5) semester credits of computer education course.

10. Five (5) semester credits of a life skills course in senior year.

11. Fifty-five (55) additional general education elective credits to total two hundred and forty (240).

12. All freshmen and sophomore students will complete a standards based guidance program to develop a personal learning plan.

Oak View High School students will graduate with two hundred and thirty (230) credits unless they chose to complete an additional ten (10) credits of science as stated in #4 above.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless children, or children of military families in accordance with Education Code

**OAK PARK UNIFIED SCHOOL DISTRICT
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Series 6000

Instruction

BP 6146.1(c)

51225.1 and 49701

Exemptions and Waivers

A foster youth, homeless student, or former juvenile court school student who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3 but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it.

(Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 – Education for Homeless Children)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6173.3 – Education for Juvenile Court School Students)

In addition, the Superintendent or designee shall facilitate the on-time graduation of children of military families by waiving specific course requirements for graduation if the student has satisfactorily completed similar coursework in another district. (Education Code 49701)

(cf. 6173.2 – Education for Children of Military Families)

Retroactive Diplomas

Until July 31, 2018, any student who completed grade 12 in the 2003-~~2004~~ school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma.

(Education Code 60851.6)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school

48200 Compulsory attendance

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

48980 -Required notification at beginning of term ~~Notification of parent/guardian~~

49701 Interstate Compact on Educational Opportunity for Military Children

51224 Skills and knowledge required for adult life

~~51224 Skills and knowledge required for adult life~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(d)

51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas; foreign exchange students
[51225.6 Compression-only cardiopulmonary resuscitation](#)
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51412 Diplomas
51420-51427 High school equivalency certificates
[51440 Retroactive high school diplomas](#)
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
60851.5 Suspension of high school exit examination
60851.6 Retroactive diploma; completion of all graduation requirements except high school exit examination
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of ~~students~~[pupils](#) from grade 12 and credit toward graduation
[4600-4687 Uniform complaint procedures](#)
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

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

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Adopted: 4-26-78

Amended: 2-5-91, 8-14-01, 9-17-02, 3-22-05, 2-21-06, 2-17-10, 3-20-12, 4-8-14, 5-17-16,
[4-18-17](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: APRIL 18, 2017

SUBJECT: B.4.e. APPROVE AMENDMENT OF BOARD POLICY AND ADMINISTRATIVE REGULATION 0460 – LOCAL CONTROL AND ACCOUNTABILITY PLAN – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 0460 – Local Control and Accountability Plan?

BACKGROUND: Board Policy 0460 is being updated to reflect NEW LAW (Proposition 58, 2016) which requires the local control and accountability plan (LCAP) development process to include solicitation of parent/guardian and community input on effective and appropriate instructional methods, including language acquisition programs. Policy also reflects the State Board of Education's (SBE) adoption of evaluation rubrics (the "California School Dashboard") that will assist districts in evaluating progress toward their LCAP goals. Board Policy 0450 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve adoption of Board Policy 0460 – Local Control and Accountability Plan.
 2. Do not adopt Board Policy 0460 – Local Control and Accountability Plan.

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 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(a)

Local Control and Accountability Plan

The Governing Board desires to ensure the most effective use of available ~~state~~-funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The Board shall adopt a districtwide local control and accountability plan (LCAP), following the template provided in 5 CCR 15497.5, that addresses the state priorities ~~specified~~ in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060; 5 CCR 15497.5)

(cf. 3100 – Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP ~~or the annual update~~ are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

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Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(b)

(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)
(cf. 4140/4240/4340 - Bargaining Units)
(cf. 6020 - Parent Involvement)

Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent

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Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(c)

advisory committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. ~~5145.6~~ ~~5145.9~~ – Parental Notifications)

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the ~~budget~~public hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(d)

Not later than five days after adoption of the LCAP, the Board shall file the LCAP ~~or the annual update~~ with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. [Evaluation shall include, but not be limited to, an assessment of district and school performance based on evaluation rubrics adopted by the State Board of Education pursuant to Education Code 52064.5.](#) Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

Technical Assistance/Intervention

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

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Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(e)

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

[33430-33436 Learning Communities for School Success Program; grants for LCAP implementation](#)

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 5

15494-15497.5 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

~~[Impact of Local Control Funding Formula on Board Policies, November 2013](#)~~

~~[Local Control Funding Formula 2013, Governance Brief, August 2013](#)~~

~~[State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013](#)~~

[Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016](#)

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Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(f)

[LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016](#)

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

[Every Student Succeeds Act - Update #6, January 18, 2017](#)

[LCFF Frequently Asked Questions](#)

WEB SITES

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

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

Adopted: 6-17-14

Amended: 6-16-15, [4-18-17](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: B.4.f. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5113 – ABSENCES AND EXCUSES – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 5113 – Absences and Excuses?

BACKGROUND: Board Policy 5113 Policy updated to reflect the requirement for a board resolution approving reasonable methods by which students can verify absences due to illness or quarantine. Policy also deletes section on "Effect of Absence on Grades/Credits," as that material is covered in BP/AR 5121 - Grades/Evaluation of Student Achievement and BP 6154 - Homework/Makeup Work. Regulation updated to reflect NEW LAW (AB 1593, 2016) which provides that a student's attendance at his/her own naturalization ceremony constitutes an excused absence. Regulation also includes parent notification requirement formerly in BP, and adds notifications that a student may be excused for religious exercises or instruction and that a student's grade will not be lowered following an excused absence provided that missed schoolwork is completed within a reasonable period of time.

ALTERNATIVES: 1. Approve the amendment to Board Policy 5113 – Absences and Excuses
 2. Do not amend Board Policy 5113 – Absences and Excuses.

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 5000

Students

BP 5113(a)

Absences and Excuses

The Governing Board believes that regular attendance plays an important role in student achievement. ~~The Board recognizes its responsibility under the law to ensure that students attend school regularly.~~ The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct the problems of ~~excessive~~ chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6154 - Homework/Makeup Work)

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administration regulations. (Education Code 48205)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Inasmuch as school attendance and class participation ~~is an~~ are integral ~~part of~~ to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

~~At the beginning of each school year, the Superintendent or designee shall send notification to the parents/guardians of all students, and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)~~

(cf. 5145.6 - Parental Notifications)

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

~~Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)~~

Effect of Absence on Grades/Credits

~~If a student's absence is excused under Education Code 48205, he/she shall be allowed to~~

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 5000

Students

BP 5113(b)

~~complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)~~

~~A student's grades may be affected by excessive unexcused absences in accordance with Board policy.~~

~~(cf. 5121—Grades/Evaluation of Student Achievement)~~

~~(cf. 6154—Homework/Makeup Work)~~

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

2550-2558.6 Computation of revenue limits

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48210-48216 Exclusions from attendance

48240-48246 Supervisors of attendance

48260-48273 Truants

48292 Filing complaint against parent

48320-48324 School attendance review boards

48340-48341 Improvement of student attendance

48980 Parental notifications

49067 Unexcused absences as cause of failing grade

49701 Provisions of the interstate compact on educational opportunities for military children

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor [for medical treatment](#)

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

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

66 Ops.Cal.Atty.Gen. 244~~5~~,~~249~~ (1983)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

Management Resources:

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 5000

Students

BP 5113(c)

CSBA PUBLICATIONS

Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

WEB SITES

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

Adopted: 5-15-84

Amended: 5-20-86, 6-23-92, 9-17-02, 3-20-12, [4-18-17](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113(a)

Absences And Excuses

Excused Absences

A student's absence shall be excused for **any of** the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

(cf. 5112.2 - Exclusions from Attendance)

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state- (Education Code 48205)

"Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/-daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment ~~during school hours~~ of a child to whom the student is the custodial parent (Education Code 48205)

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

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats ~~not to exceed~~ **for no more than** four hours per semester
 - e. Attendance at an employment conference

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113(b)

f. Attendance at an educational conference offered by a non-profit organization on the legislative or judicial process

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

(cf. 6142.3 – Civic Education)

9. To spend time with ~~his/her~~ an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. (Education Code 48205)

(cf. 6173.2 - Education of Children of Military Families)

10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)

11. Participation in religious exercises or to receive moral or religious instruction in accordance with district policy, **subject to the following conditions:** (Education Code 46014)

a. The student's parent/guardian shall provide written consent for the absence.

b. ~~In such instances~~, the student shall attend at least the minimum school day.

~~b~~c. The student shall be excused **from school** for this purpose on no more than four days per school month.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Method of Verification

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian; **or** parent representative.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113(c)

2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:

- a. Name of student
- b. Name of parent/guardian or parent representative
- c. Name of verifying employee
- d. Date(s) of absence
- e. Reason for absence

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.

4. Physician's verification.

a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may **request contact** a **note from the** medical office to confirm the time of the appointment.

b. ~~When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness must be verified by a physician.~~ If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

2. Notify students in grades 7-12 and the parents/guardians of all students that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of

**OAK PARK UNIFIED SCHOOL DISTRICT
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Series 5000

Students

AR 5113(d)

Education Code 48205 in the notice (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

Adopted: 5-15-84

Amended: 5-20-86, 6-23-92, 9-17-02, 12-8-04, 11-07, 11-11, 4-18-17

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: VII.1. MONTHLY ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 8 of the 2016-17 school year?

BACKGROUND: As student enrollment and attendance plays a key roll in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period. To assist in this review, and for purposes of identifying trends in both enrollment and attendance, data from the same reporting period for the preceding year is also included for the Board's information.

RECOMMENDATION:None. Information only.

Prepared by: Shannan Kaesberg, Senior Accountant
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting April 18, 2017

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Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
BES										
K	97	91.52	94	92.00	95	92.53	95	91.06	95	92.36
1	73	69.97	73	71.11	72	70.32	72	69.53	72	69.29
2	94	90.71	95	92.42	95	91.95	95	91.24	95	91.43
3	107	101.92	103	100.94	103	101.37	103	100.71	104	101.50
4	94	90.64	93	91.26	93	90.95	93	90.59	93	91.57
5	126	121.95	124	121.53	125	123.25	125	122.05	125	121.56
SDC	0	-	0	-	0	-	0	-	0	-
Total	591	566.71	582	569.26	583	570.37	583	565.18	584	567.71
ADA % **		95.89%		97.81%		97.83%		96.94%		97.21%
OHES										
K	95	91.20	95	91.74	95	93.11	95	91.82	94	90.07
1	73	70.02	71	69.95	70	69.00	71	69.47	72	70.21
2	69	67.33	70	68.79	70	68.74	70	68.59	69	68.79
3	84	80.57	84	82.63	84	82.47	83	81.24	83	80.21
4	93	89.53	90	88.11	91	88.73	92	89.82	91	90.43
5	93	89.65	93	91.78	92	91.00	92	90.47	92	89.79
SDC	0	-	0	-	0	-	0	-	0	-
Total	507	488.30	503	493.00	502	493.05	503	491.41	501	489.50
ADA % **		96.31%		98.01%		98.22%		97.70%		97.70%
ROES										
K	95	91.35	97	93.68	95	91.84	94	91.42	96	91.86
1	98	92.30	93	88.63	95	92.63	95	93.18	96	92.71
2	96	91.19	95	92.15	92	90.68	91	90.24	91	87.93
3	106	103.30	106	103.16	106	104.32	105	103.18	106	104.00
4	96	92.05	95	92.32	95	92.79	95	92.45	94	92.29
5	121	117.77	119	117.11	120	116.42	122	119.06	122	119.28
SDC	0	-	0	-	0	-	0	-	0	-
Total	612	587.96	605	587.05	603	588.68	602	589.53	605	588.07
ADA % **		96.07%		97.03%		97.63%		97.93%		97.20%
MCMS										
6	361	353.51	363	359.37	366	360.32	364	356.94	363	355.64
7	362	350.20	362	355.74	362	353.53	363	354.17	363	344.86
8	379	367.08	381	372.00	379	369.89	380	370.89	379	367.57
SDC	4	3.88	4	4.00	4	3.95	4	3.83	4	3.93
Total	1106	1,074.67	1110	1,091.11	1111	1,087.69	1111	1,085.83	1109	1,072.00
ADA % **		97.17%		98.30%		97.90%		97.73%		96.66%
OPHS										
9	384	375.50	387	381.63	387	377.05	387	379.22	385	375.71
10	387	379.25	398	389.63	396	383.63	395	383.33	395	380.36
11	374	364.04	389	376.00	387	368.05	387	369.33	387	365.14
12	341	324.86	345	331.58	344	327.85	345	329.44	345	321.93
SDC	5	4.86	5	4.95	5	4.89	5	4.95	5	4.79
Total	1491	1,448.51	1524	1,483.79	1519	1,461.47	1519	1,466.27	1517	1,447.93
ADA % **		97.15%		97.36%		96.21%		96.53%		95.45%
OVHS										
10-12	41	40.93	41	40.21	42	40.44	42	40.30	42	41.17
ADA % **		99.83%		98.07%		96.29%		95.95%		98.02%
OPIS										
K-12	220	212.87	211	197.95	220	211.95	221	218.17	221	217.93
ADA % **		96.76%		93.82%		96.34%		98.72%		98.61%
Other ***	6	4.41	1	1.00	4	0.68	6	0.89	6	2.65
TOTALS										
K-12	4574	4,424.36	4577	4,463.37	4584	4,454.33	4587	4,457.58	4585	4,426.96
ADA % **		96.73%		97.52%		97.17%		97.18%		96.55%

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

**% of Attendance is ratio of ADA generated during the period divided by last day enrollment.

***Other is Home Hospital, Non Public Schools, and Extended Year.

April 7, 2017

MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting April 18, 2017

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Site/ Grade	Month 5		Month 6		Month 7		Month 8		Month 9		Month 10	
	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA
BES												
K	95	88.26	96.00	91.00	96	91.78	97	93.25				
1	72	68.26	73.00	69.84	73	70.33	73	69.25				
2	95	88.63	95.00	89.16	95	90.33	94	89.75				
3	104	99.32	107.00	103.00	107	103.61	107	104.10				
4	93	88.74	94.00	89.21	94	91.72	94	90.30				
5	126	121.58	126.00	122.00	126	121.79	126	121.00				
SDC		-	0	-	0	-	0	-				
Total	585	554.79	591	564.21	591	569.56	591	567.65				
ADA % **		94.84%		95.47%		96.37%		96.05%				
OHES												
K	94	90.05	95.00	89.58	95	90.78	95	90.80				
1	73	70.53	73.00	69.26	73	70.39	73	70.75				
2	67	66.37	68.00	65.53	68	65.33	69	66.55				
3	82	80.47	82.00	77.89	82	78.78	84	80.00				
4	94	88.74	94.00	90.11	93	89.94	93	89.90				
5	92	87.95	92.00	87.84	92	88.61	93	89.25				
SDC		-	0	-	0	-	0	-				
Total	502	484.11	504	480.21	503	483.83	507	487.25				
ADA % **		96.44%		95.28%		96.19%		96.10%				
ROES												
K	95	90.43	96.00	88.78	95	90.33	95	91.35				
1	96	91.42	97.00	91.00	98	93.78	98	95.10				
2	93	87.63	96.00	92.53	96	93.28	96	92.55				
3	107	103.42	107.00	103.00	106	101.50	106	103.15				
4	95	90.94	95.00	90.42	94	91.17	96	93.05				
5	122	116.58	122.00	117.74	122	117.88	121	117.90				
SDC		-	0	-	0	-	0	-				
Total	608	580.42	613	583.47	611	587.94	612	593.10				
ADA % **		95.46%		95.18%		96.23%		96.91%				
MCMS												
6	362	345.00	362.00	347.28	362	350.89	361	349.35				
7	361	341.79	363.00	348.33	361	349.06	362	350.10				
8	378	359.37	379.00	362.44	380	366.11	379	366.55				
SDC	4	3.68	4	3.89	4	3.94	4	3.80				
Total	1105	1,049.84	1108	1,061.94	1107	1,070.00	1106	1,069.80				
ADA % **		95.01%		95.84%		96.66%		96.73%				
OPHS												
9	381	377.42	384.00	371.94	383	369.78	384	369.70				
10	387	381.16	387.00	373.61	387	370.00	387	372.40				
11	376	366.68	376.00	358.00	375	352.78	374	355.70				
12	343	325.27	342.00	324.56	342	318.94	341	318.85				
SDC	5	4.84	5	5.00	5	4.44	5	4.95				
Total	1492	1,455.37	1494	1,433.11	1491	1,421.60	1491	1,421.60				
ADA % **		97.54%		95.92%		96.10%		95.35%				
OVHS												
10-12	39	41.43	43.00	40.29	42	40.88	41	39.36				
ADA % **		106.23%		93.70%		97.33%		96.00%				
OPIS												
K-12	218	219.84	217	212.33	220	217.22	220	213.30				
ADA % **		100.84%		97.85%		98.74%		96.95%				
Other ***	6	2.81	6	3.78	6	4.18	6	4.41				
TOTALS												
K-12	4555	4,388.61	4576	4,379.34	4572	4,389.55	4574	4,396.47				
ADA % **		96.35%		95.70%		96.01%		96.12%				

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

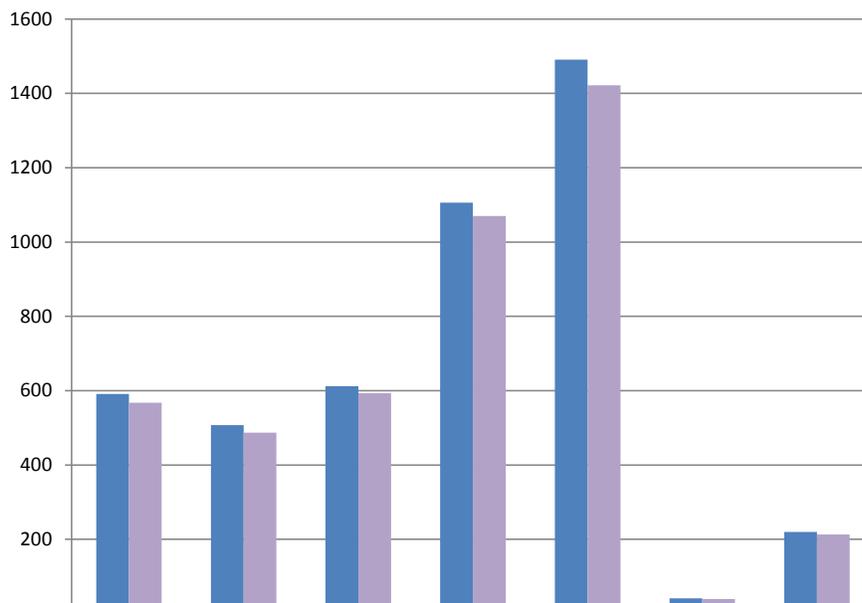
**% of Attendance is ratio of ADA generated during the period divided by last day enrollment.

***Other is Home Hospital, Non Public Schools, and Extended Year.

April 7, 2017

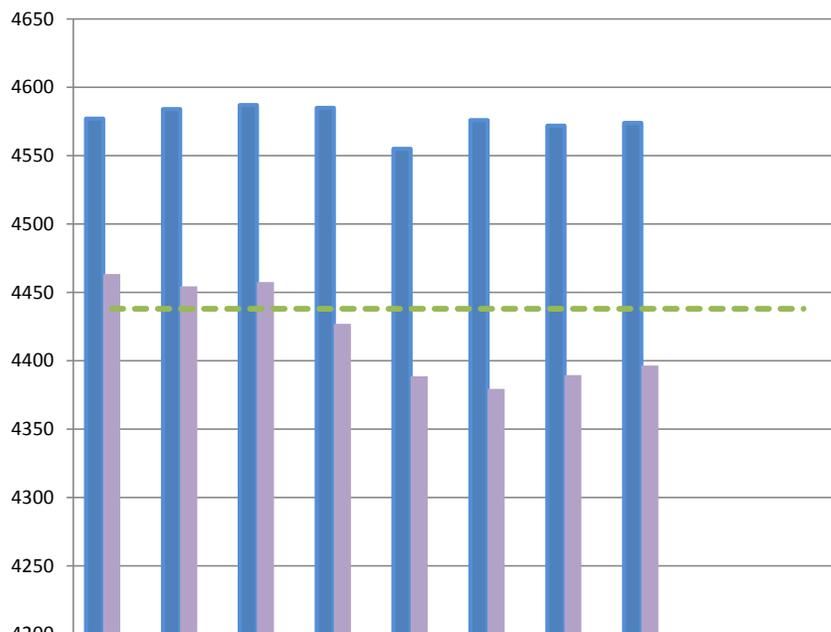
OAK PARK USD - ATTENDANCE

Month 8 - OPUSD 2016-17



	BES	OHES	ROES	MCMS	OPHS	OVHS	OPIS
Enroll	591	507	612	1106	1491	41	220
ADA	567.65	487.25	593.1	1069.8	1421.6	39.36	213.3
Percent	96.05%	96.10%	96.91%	96.73%	95.35%	96.00%	96.95%
PY %	94.99%	96.57%	96.21%	96.44%	95.35%	87.24%	97.32%

OPUSD - Total District Enrollment & ADA



	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Actual Enroll	4577	4584	4587	4585	4555	4576	4572	4574		
Actual ADA	4463.37	4454.33	4457.58	4426.96	4388.61	4379.34	4389.55	4396.47		
Percent	97.52%	97.17%	97.18%	96.55%	96.35%	95.70%	96.01%	96.12%	0.00%	0.00%
Budget ADA	4438.01	4438.01	4438.01	4438.01	4438.01	4438.01	4438.01	4438.01	4438.01	4438.01

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2017
SUBJECT: VII.2. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow as of March 31st of the 2016-17 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. In his January 2017 budget proposal, citing the failure of State revenues to meet projections, Governor Brown has once again recommended deferring current year cash apportionments to the subsequent fiscal year, a common State practice during the Great Recession. Continuing its routine of the last several years, the Business Office produces a cash flow report each month as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash and remaining cash-solvent. This month's report is included for the Board's information and review.

RECOMMENDATION:None - for information only.

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

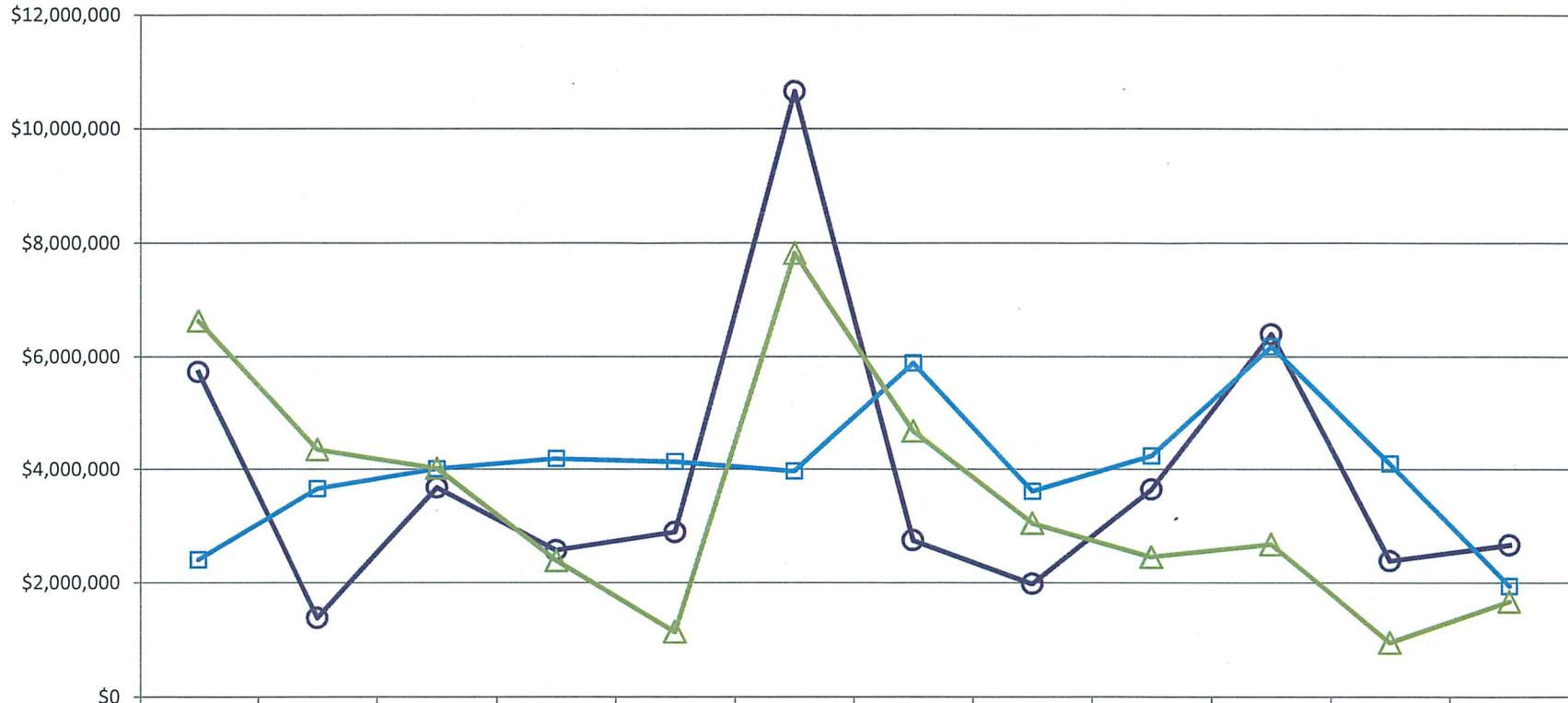
Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW										
Year: 2016-17 Budget										
Budget: 2nd Interim										
Actuals through March 31, 2017										
BEGINNING BALANCE BASED ON 2015-16 YEAR-END ACTUALS										
	Object	July	August	September	October	November	December	January	February	March
A. BEGINNING CASH	9110	\$3,313,613	\$6,637,681	\$4,359,005	\$4,022,429	\$2,395,179	\$1,141,632	\$7,823,890	\$4,684,375	\$3,049,574
B. RECEIPTS										
Revenue Limit Sources										
Principal Apportionment	8010-8019	965,968	965,968	3,218,353	1,738,742	1,738,742	3,218,353	1,738,742	1,517,761	3,094,096
Property Taxes	8020-8079	7,700	49,852	265	33,601	20,984	6,142,533	156,764	17	40,630
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	2,376	0	52,794	0	2,250	25,279	0	0	60,860
Other State Revenue	8300-8599	319,640	1,355	0	239,319	19,563	605,180	541,369	0	-228,217
Other Local Revenue	8600-8799	220,494	243,775	373,249	503,806	534,986	461,309	317,716	426,713	410,841
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,516,179	1,260,950	3,644,661	2,515,468	2,316,525	10,452,654	2,754,591	1,944,491	3,378,210
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	165,775	2,003,557	2,058,612	2,060,513	2,041,915	2,044,735	2,040,553	2,049,667	2,047,032
Classified Salaries	2000-2999	201,337	542,519	571,444	570,134	572,320	603,996	546,470	591,748	591,884
Employee Benefits	3000-3999	73,535	855,029	865,361	867,753	861,181	864,062	868,790	868,401	870,318
Books, Supplies	4000-4999	34,875	123,166	152,564	152,900	266,180	90,881	66,778	87,238	48,190
Services	5000-5999	139,513	293,893	438,516	607,327	491,133	414,881	344,367	493,003	368,413
Capital Outlay	6000-6599	21,771	0	156,448	121,532	10,193	-26,288	5,767	745	-16,975
Other Outgo - Excess Costs	7000-7499	3,799	32,244	6,838	819	21,356	6,838	111,868	17,652	3,134
Interfund Transfers Out	7600-7629	25,000	0	0	0	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		665,606	3,850,408	4,249,783	4,380,979	4,264,278	3,999,105	3,984,593	4,108,454	3,911,996
D. BALANCE SHEET TRANSACTIONS										
Accounts Receivable	9200	158,347	122,193	35,751	54,718	575,032	204,657	-6,897	37,752	267,262
Accounts Payable	9500	-1,739,851	188,589	232,794	183,544	119,174	24,052	124,885	491,411	-332,507
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	4,055,000	0	0	0	0	0	-2,027,500	0	0
TOTAL PRIOR YEAR TRANSACTIONS		2,473,496	310,782	268,546	238,262	694,206	228,709	-1,909,512	529,163	-65,245
E. NET INCREASE/DECREASE (B-C+D)		3,324,069	-2,278,676	-336,576	-1,627,249	-1,253,547	6,682,257	-3,139,515	-1,634,800	-599,031
F. ENDING CASH (A+E)		6,637,681	4,359,005	4,022,429	2,395,179	1,141,632	7,823,890	4,684,375	3,049,574	2,450,543
G. ENDING CASH, PLUS ACCRUALS										

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW						
Year: 2016-17 Budget						
Budget: 2nd Interim						
Actuals through March 31, 2017						
	Object	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$2,450,543	\$2,671,365	\$948,680		
B. RECEIPTS						
Revenue Limit Sources						
Principal Apportionment	8010-8019	1,517,761	1,517,761	1,420,846	1,663,791	24,316,884
Property Taxes	8020-8079	3,696,924	48,394	507,780	-10,096	10,695,347
Miscellaneous Funds	8080-8099	0	0	0	0	0
Federal Revenue	8100-8299	0	11,875	537,284	295,887	988,605
Other State Revenue	8300-8599	325,049	1,515	5,350	704,266	2,534,389
Other Local Revenue	8600-8799	843,514	786,227	174,049	308,243	5,604,922
Interfund Transfers In	8910-8929	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0
TOTAL RECEIPTS		6,383,249	2,365,772	2,645,308	2,962,092	44,140,148
C. DISBURSEMENTS						
Certificated Salaries	1000-1999	2,049,667	2,049,667	437,268	0	21,048,964
Classified Salaries	2000-2999	574,173	580,563	327,675	0	6,274,264
Employee Benefits	3000-3999	854,093	850,596	113,730	0	8,812,848
Books, Supplies	4000-4999	72,161	79,292	106,344	0	1,280,571
Services	5000-5999	348,868	229,261	305,126	0	4,474,301
Capital Outlay	6000-6599	35,507	35,507	35,508	0	379,715
Other Outgo - Excess Costs	7000-7499	3,825	14,783	204,711	0	427,867
Interfund Transfers Out	7600-7629	25,000	77,153	225,000	0	352,153
All Other Financing Sources	7630-7699	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0
TOTAL DISBURSEMENTS		3,963,294	3,916,823	1,755,361	0	43,050,682
D. BALANCE SHEET TRANSACTIONS						
Accounts Receivable	9200	14,106	14,106	14,106	0	1,491,133
Accounts Payable	9500	-185,739	-185,739	-185,739	0	(1,265,125)
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	-2,027,500	0	0	0	0
TOTAL PRIOR YEAR TRANSACTIONS		-2,199,133	-171,633	-171,633	0	226,008
E. NET INCREASE/DECREASE (B-C+D)		220,822	-1,722,684	718,314	2,962,091	1,315,473
F. ENDING CASH (A+E)		2,671,365	948,680	1,666,994	2,962,091	1,315,473
G. ENDING CASH, PLUS ACCRUALS					4,629,086	

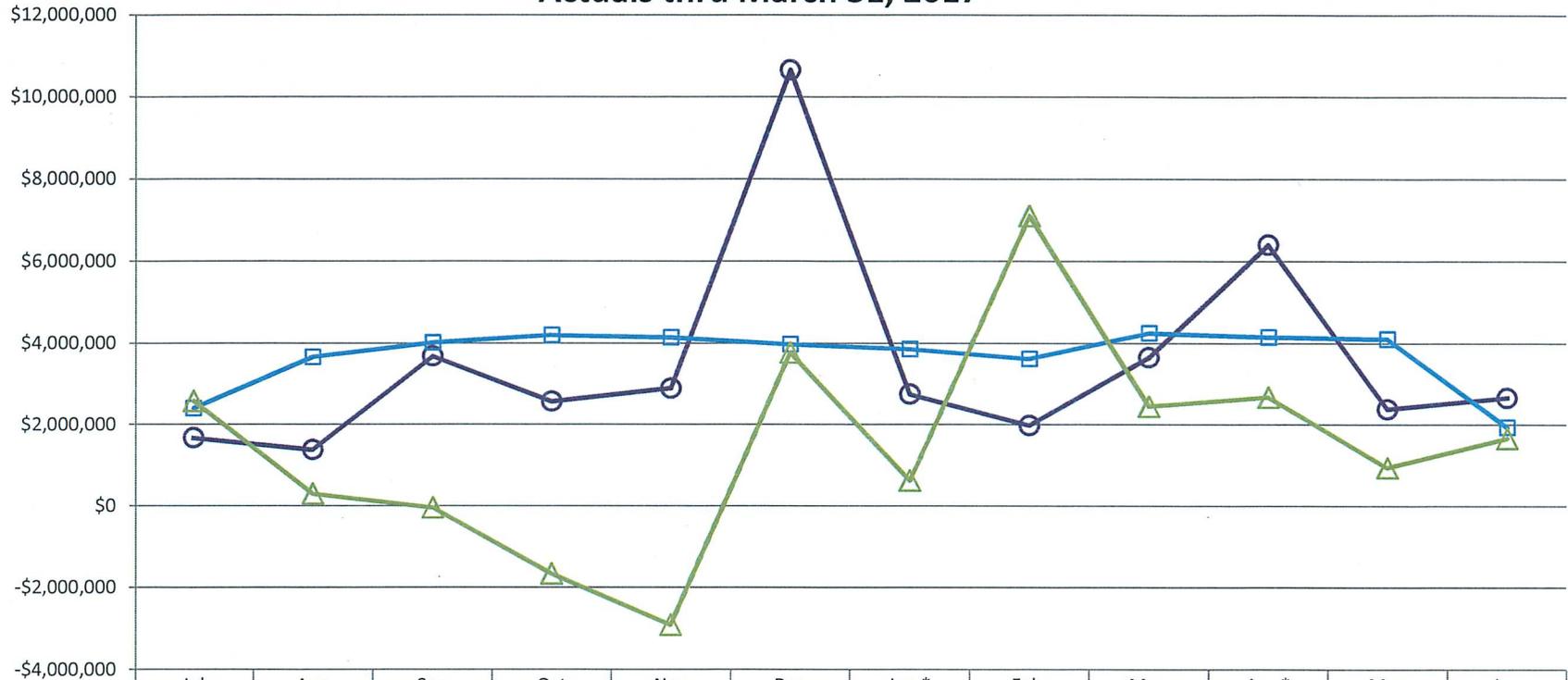
OPUSD - Cashflow Actuals thru March 31, 2017



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	5,729,525	1,383,143	3,680,412	2,570,185	2,891,558	10,657,310	2,747,694	1,982,243	3,645,472	6,397,355	2,379,878	2,659,414
Expense + AP	2,405,457	3,661,819	4,016,989	4,197,435	4,145,104	3,975,053	5,887,208	3,617,044	4,244,503	6,176,533	4,102,562	1,941,100
Cash Balance	6,637,681	4,359,005	4,022,429	2,395,179	1,141,632	7,823,890	4,684,375	3,049,574	2,450,543	2,671,365	948,680	1,666,994

* NOTE: TRAN loan proceeds included in Revenue and Cash Balance lines: July \$4,055,000.
TRAN repayment included in Expense and Cash Balance lines: January \$2,027,500 and April \$2,027,500.

OPUSD - Cashflow without TRAN Actuals thru March 31, 2017



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	1,674,525	1,383,143	3,680,412	2,570,185	2,891,558	10,657,310	2,747,694	1,982,243	3,645,472	6,397,355	2,379,878	2,659,414
Expense + AP	2,405,457	3,661,819	4,016,989	4,197,435	4,145,104	3,975,053	3,859,708	3,617,044	4,244,503	4,149,033	4,102,562	1,941,100
Cash Balance	2,582,681	304,005	-32,571	-1,659,821	-2,913,368	3,768,890	629,375	7,104,574	2,450,543	2,671,365	948,680	1,666,994

*** NOTE:** TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$4,055,000.
TRAN repayment not included (January \$2,027,500 and April \$2,027,500).

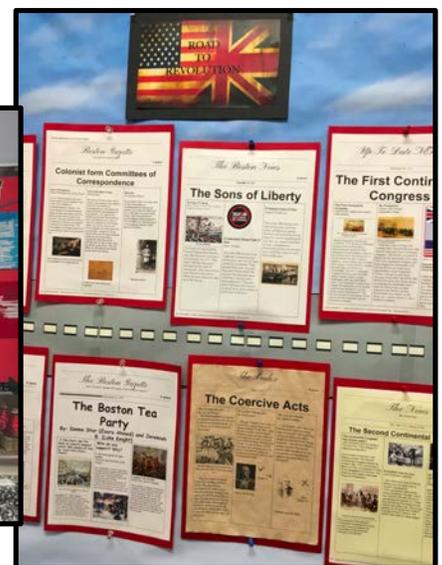
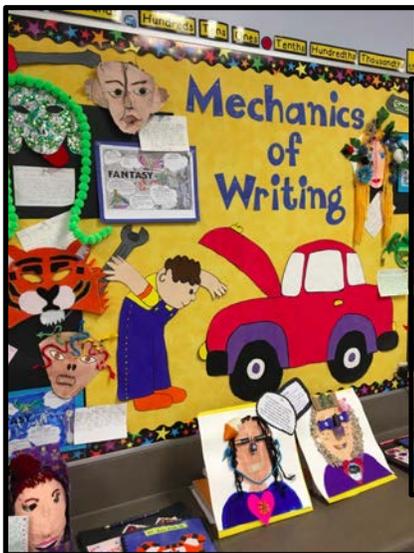
TO: MEMBERS, BOARD OF EDUCATION
FROM: SARA AHL, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL
DATE: APRIL 18, 2017
SUBJECT: X.1. MONTHLY BOARD REPORT

SCHOOL EVENTS:

2017 Jog-A-Thon Goal Exceeded: Our PTA Jog-A-Thon brought in over \$25,000, which exceeded this year's goal of \$20,000! Aside from the spirit and enthusiasm shown by all of our classes on the day of the event, students stepped up to the plate to secure pledges that will allow the PTA to continue to support BES programs, activities, and staffing. Students are very excited to turn Mrs. Ahl into a human ice-cream sundae on April 24. Students also earned prizes such as becoming Principal for the Day, PE Coach for the Day, Breakfast with Mrs. Ahl, Class Parties, and a variety of other prizes.

Wonder League Robotics Team: Among the two Brookside 3rd-Grade Teams to advance to the final round of the Wonder League Robotics tournament, the older team (9-12 age group) placed in the top 30 internationally (5,000 teams initially entered the competition) and placed number one in California. These students, along with their coach, Mrs. Kathy Strong, were very committed to the competition throughout its duration and learned a great deal about collaboration, persistence, and teamwork.

Open House: Showcased in this year's Open House is a wide variety of evidence of student learning. From writing fluency to the integration of disciplines, Brookside teachers have wonderful pieces of student work to share with parents and the community. See some wonderful examples below of student learning.





SCHOOL SITE COUNCIL:

Our School Site Council met on March 14. Agenda items included Single Plan for Student Achievement, the ELA Curriculum Pilot, the Solar Project, DOC Update, and Big Sunday. The committee will meet again on April 18, 2017.

CALENDAR HIGHLIGHTS:

- | | |
|-------------|---|
| April 4 | Open House |
| April 6 | 5th Grade to Riley's Farm |
| April 7 | 3rd Grade "Home Alone" Program |
| April 10-14 | Spring Break |
| April 18 | School Site Council |
| April 19 | First Grade Musical Performance - 12:00 pm |
| April 20 | Volunteer Brunch |
| April 21 | Disney Science of Imagineering Cohort to Disneyland |

Respectfully submitted,

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: JON A. DUIM, PRINCIPAL, RED OAK ELEMENTARY SCHOOL

DATE: APRIL 18, 2017

SUBJECT: X.2. MONTHLY BOARD REPORT

Jog-A-Thon

Our annual Jog-A-Thon occurred on Friday, March 10. This PFA-sponsored event promoted the value of exercise and raised money for our school. This year students ran through an obstacle course and funds were raised by collecting a set pledged sum. Special Jog-A-Thon T-shirts decorated with a winning student design were worn that day. Water, music and encouragement were provided by a large group of parent volunteers. There were fundraising goals set to encourage donations and the whole event was considered a great success.

Women in American History

As part of Red Oak's annual celebration of Women in American History, parent volunteer-actors brought the lives of five noteworthy American women to life. This occurred during a week of March 13. Five distinguished characters were represented in classroom visits scheduled throughout the week. The characters were J.K. Rowling, Shirley Chisholm, Rachel Carson, Maya Lin, and Eugenie Clark.

Open House

Open House for Discovery Kindergarten through third grade occurred on Wednesday, March 29. There was great attendance by our parents as students served as tour guides for parents around the classrooms. Early attendees were able to purchase food from a Sharky's booth.

Track and Field Day

On March 31, at recess and lunch, we had our annual Track and Field Day for third, fourth and fifth grade students. Students signed up to race in individual distance and/or team relay races. The races were divided and run by grade level. Their fellow students cheered on all participating students and our students showed that Red Oak has a lot of fast students. Ribbons were awarded to students on that day.

Respectfully submitted,

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: APRIL 18, 2017
SUBJECT: X.3. MONTHLY SCHOOL REPORT

Music Festival April 2nd: Sponsored by OPIMA, MCMS hosted year two of this musical extravaganza (with food, performances and fun) from 12 noon-4:00 p.m.

8th Grade Culmination Photos: April 5, A-L; April 6, M-Z 2:45-3:45: Eighth grade students will have their photographs taken. This photograph will be part of a Culmination Folio, which is a decorative folder containing the Culmination certificate and, of course, this photograph. Each eighth grader will receive one, free of charge, at the Culmination ceremony.

8th Grade Panorama Pictures April 7: The annual class picture takes place up on the field @2:10.

CAASPP 2017 Testing Begins at MCMS on April 17 and continues through May 5th.

Open House April 20: Come for dinner (beginning at 5:30) and other treats, visit classrooms (7:00-8:00) and celebrate a great year at Medea.

MCMS Mock Trial Students Visit Simi Valley Court House April 20: Students learn about the inner workings of the court.

MCMS Spring Music Concerts April 25 for MCMS Jazz Band and Intermediate Band; Chorus, Beginning and Advanced Band Performances April 27: Two musical showcase events held at OPHS. Our students share their year-long efforts. With thanks and appreciation to Elana Levine, Elayne Roesner, and Zach Borquez for their caring and hard work this year in preparing students for this big event.

Inter mural Softball April 27: Our 8th graders play Lindero students on their campus, beginning@ 3:00.

Music Festival at Knott's Berry Farm, Saturday April 29: Our band and choir students compete at this annual event, accompanied by their teachers, Elayne Roesner, Zach Borquez, and Elana Levine.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL
DATE: APRIL 18, 2017
SUBJECT: X.4. MONTHLY BOARD REPORT

COURSE ADVISEMENT – 2016-17

Course advisement is complete at the high school and the counselors have already visited MCMS to meet with the eighth-grade students for elective selections. Course selection is concluded for incoming 10-12 students and counselors are now having one-on one meetings with each and every student to review their academic programs for next year.

ATHLETICS

Twenty six percent of Oak Park High students (353) are participating in Spring sports. League and tournament competition is well underway in track and field, lacrosse, volleyball, baseball, softball, tennis, and golf. Winter sports were extremely successful and both boys Basketball won the CIF Championship. We have added a JV Softball team this year and Baseball is fielding three teams.

STUDENT ACTIVITIES

There are still lots of student activities to complete during the fourth quarter. We have Prom, awards ceremonies, concerts, CAASPP and AP testing, Junior college advisement, a rally, a student Spotlight Drama Production, Powderpuff game, Senior Week, Commencement, as well as athletic competitions and awards banquets, fundraisers and comedy sports.

DRAMA

Also thanks to Allan Hunt, Heidi Cissel, and Zachary Borquez for jointly directing Hair. Three sold out shows and an almost capacity crowd for the Sat Matinee. a completely student-run production including cast, crew, costume crew, and orchestra, 110 students in all. Thanks also to the Oak Park Performing Arts Alliance (OPPAA) without whom; this program would not be possible.

INTERNATIONAL STUDENTS

We are currently accepting applications from international students for the school year of 2017-18 and have accepted six applications with three more pending. Most of these students are attending OPHS for a full school year and will be hosted by OPHS families. Lisa Solny is our OPHS/Educatus host-family coordinator and has found Oak Park homes for most of them so far. We believe that being hosted by an OPHS family is critical to ensure that these students enjoy a successful OPHS experience. We are also going to run a special fall semester orientation class for these students.

PARKING AND TRAFFIC

The solar project parking situation is very manageable and so far, has gone very smoothly. Ten students have received refunds and it turns out the project has displaced just 146 spaces. It appears that many more students are carpooling or getting dropped off so the demand has decreased. The parking on Kanan is not too heavy and for the most part is contained on the school side of the street and between Deerhill and Oak Hills Drive.

Respectfully Submitted by:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION
DATE: APRIL 18, 2017
SUBJECT: X.5. MONTHLY BOARD REPORT



BOTH SCHOOLS



CAASPP TESTING

Both schools are beginning testing for the last part of March and into April. Testing has been going well, overall. We have had several students who have had to opt out of testing because of their filming schedules. We are optimistic that they will be able to complete the makeup testing.

VC INNOVATES

We are in discussion about possibly adding a Cosmetology class next year, for both OPIS and OVHS students. This class would be offered on Fridays. We are hoping to find out by the end of the year if we are able to have this class as an option for our students. We feel this class would be extremely popular and something career-oriented for students.



OAK PARK INDEPENDENT SCHOOL



OSB

High School OSB - High School OSB is working on gathering donations for our silent auction, which begins on 4/27 at our informational night. We are also working on wrapping the 8th grade graduation gifts and the senior gifts.

Casa Pacifica was a big success. We had roughly 30 OPIS students attend and around 60 Casa Pacifica Kids. The kids partook in the photo booth; decorating ceramic pots, dream catchers, decorating cookies and arts and crafts activities. At the end of the day, many of the students played basketball. Everyone had a really great time.

Middle School OSB - Middle School OSB is working on wrapping up the year. We are discussing what our final philanthropic project will be, as well as adding more team building activities. Casa Pacifica was extremely successful. Our middle school students were thrilled that they were included and I think the experience was beneficial for them.

RENAISSANCE PLEASURE FAIRE FIELD TRIP

The Faire is a rollicking romp through Elizabethan England..." Students will be able to immerse themselves in a village of more than 1,500 costumed performers and artisans including dazzling acrobats, internationally acclaimed musicians and entertainers, juggling jokers and jesters, willful wenches and jousting knights. The day will be completed with 16th Century games, rides, arts, crafts, food, music and dance.

TWITTER/NEW OPIS GEAR

The OPIS Twitter was alive and well this month. OSB was able to handout several sweatshirts to our OSB students. The students had a real kick by teasing, "they wear school uniforms." Some of our students, who have accounts that have a high twitter following, had a significant amount of likes on their pages with our @OakPark_AltEd in the feed.

The students went on to have a good laugh with my way of thanking them as well and not following the twitter etiquettes. This is all in all good fun and a great way to promote our school activities.



Respectfully submitted,

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL

DATE: APRIL 18, 2017

SUBJECT: X.6. MONTHLY BOARD REPORT

Our Snow Carnival was a huge success: We had over 1,100 paid entries and made over \$13,000. The weather was spectacular, which contributed to many people staying for the entire carnival and purchasing additional game tickets, drinks and food. The money we raised at the Snow Carnival is for a beautification project on the kindergarten yard. When we enter the yard from the preschool, the area has lots of sand, not shade and weed filled planters. We worked with Debra Leith to come up with a design and have the OPUSD grounds crew doing the work. They have begun and the trees are planted. The goal is to have the project completed during spring break.



The children have been working on a long-term project involving worms. They have learned a lot about worms and used their knowledge to write a play. They made costumes and a set and have been practicing their roles. They will be performing for their parents on April 5th. We are looking forward to the play.

The teachers have been working on the Desired Results Developmental Profiles (DRDP) and preparing for the Parent/Teacher Conferences. The parents of our soon to be kindergarteners get anxious about kindergarten as soon their children take the kindergarten assessment, so the conferences and DRDP's are a good way to reassure the parents.

Please come by anytime between 9:00 am and 1:00 pm to see our preschoolers at work.

Respectfully submitted,

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

