

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #937

DATE: January 17, 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**

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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](mailto:raggarwal@opusd.org)

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

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

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

*All Board Actions and Discussion are electronically recorded and maintained for thirty days.  
Interested parties may review the recording upon request.  
Agenda and supporting documents are available for review prior to the meeting at the District  
Office located at 5801 Conifer Street, Oak Park, CA 91377*

**NEXT REGULAR MEETING**

**Tuesday, February 21, 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.**

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**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #937  
January 17, 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**

**B. PUBLIC EMPLOYEE EMPLOYMENT :** Health Tech Sub, Campus Supervisor, Subs, Custodial Subs, Elementary PE Teacher, Long Term Sub Chinese, Guest Teachers

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss  
Employee organizations: Oak Park Teachers Association and Oak Park Classified Association

**D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

PURSUANT TO SUBDIVISION (A) OF GOVERNMENT SECTION 549569.9;  
Case No. CFP-15-514477

**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**

## **ACTION**

### **2. BUSINESS SERVICES**

#### **a. Approve the Lottery Process for District of Choice Admission into Oak Park Unified for 2017-2018 – Conduct Lottery**

*According to Education Code, the Board must approve the lottery process used for the District of Choice program each year.*

#### **b. Conduct District of Choice Lottery**

*District administrative staff will use a number generator program Random.org to create a random number list of District of Choice applicants*

## **VI. OPEN COMMUNICATIONS/PRESENTATIONS**

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

1. Presentation to Oak Park High School Students from Ms. Lory's Geometry Class
2. Remarks from Board Members
3. Remarks from Student Board Member
4. Remarks from Superintendent
5. Report from School Site Councils
6. Report from Oak Park Education Foundation
7. Discussion and Updates on District of Choice

### **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 Organizational Board Meeting December 6, 2016**

#### **b. Public Employee/Employment Changes 01CL23300-01CL23313 & 01CE08142-01CE08165**

#### **c. Approve Purchase Orders – November 21-December 31, 2016**

*Board Policy 3300 requires Board approval of Purchase Orders*

#### **d. Approve Overnight Trip for Oak Park High School Debate Team Members to Stanford, CA, February 10, 2017 – February 13, 2017**

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

#### **e. Approve Out of State Travel for Certificated Employees to Attend NAEA National Convention – New York, March 1, 2017 – March 5, 2017**

*Board Policy 3350 requires Board approval for employee out of state travel*

#### **f. Approve Quarterly Report on Williams Uniform Complaints – January 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*

#### **g. Approve and Accept 2016-2017 First Period Attendance Report**

*Board Policy requires Board approval for enrollment and attendance reports*

#### **h. Approve Notice of Completion – Project 16-09F, Districtwide Interior Lighting Retrofit**

*Board approval required for Notice of Completion*

**i. Approve Notice of Completion – Project 16-05F, Districtwide Carpet Replacement**

*Board approval required for Notice of Completion*

**ACTION**

**2. BUSINESS SERVICES**

**c. Ratify Consultant Agreement with Sage Renewable Energy Consulting, Inc., for Independent Third-Party Review of Proposed Solar Power Design/Build Project**

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

**d. Approve Resolution #17-01: Approval of Findings Pursuant to Government Code Section 4217.12 and Approval of Solar Power Design/Build Contract with PFMG Construction, LTD**

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

**e. Approve Resolution #17-02, Authorizing Parcel Tax Election**

*Board approval required to call special election for parcel tax*

**f. Approve Agreement for Parcel Tax Election Consultant Services**

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

**g. Amend and Approve Resolution No. 16-27, Resolution of the Board of Education of the Oak Park Unified School District Establishing an Independent Citizens' Bond Oversight Committee and Approving Bylaws for Measure S Therefore**

*Board approval required to amend resolution. Amendment is being submitted to include rules of order for conducting Committee meetings*

**h. Approve Annual Audit Reports for Fiscal Year 2015-2016, Including Bond Measures R and C6**

*Education Code 41020 and Board Policy 3460 requires the Board to approve the annual audit report of the district's financial records*

**i. Approve and Certify 2016-2017 School Bell Schedules and Minimum Instructional Minutes**

*Board approval required for school bell schedules and instructional minutes*

**j. Approve Acceptance of Donations**

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

**k. Approve Measure C6 Bond Fund Equipment Purchase – Classroom Cleaning Equipment for All Sites**

*Board approval required for Measure C6 Bond purchases*

**l. Discuss Governor's 2017-18 Budget Proposal for K-12 Education**

*Staff will present latest information on the Governor's Budget Proposal for 2017-18 for Education*

**m. Approve Project 15-13R, Language Lab Facilities at Oak Park High School as Measure R Project**

*Board approval required for projects funded by Measure R Bond Fund*

**n. Authorize Establishment of Measure S Construction Management Department and Approve Construction Manager Position**

*Board approval required to establish new department and position to be funded by Measure S Bond Fund*

**3. BOARD POLICIES**

**a. Approve Amendment to Board Policy and Administrative Regulation 3311 - Bids - First Reading**

*Board policy and regulation updated to move some material into new BP/AR 3311.1 - Uniform Public Construction Cost Accounting Procedures, AR 3311.2 - Lease-Leaseback Contracts, AR 3311.3 - Design-Build Contracts, and AR 3311.4 - Procurement of Technological Equipment. Regulation also revises section on "Award of Contract" to expand the exceptions to awarding contracts based on lowest responsible bidder to include lease-leaseback contracts, which are based on "best value" as defined.*

**b. Approve and Adopt New Board Policy and Administrative Regulation 3311.1 – Uniform Public Construction Cost Accounting Procedures – First Reading**

*New Board and regulation include material formerly in BP/AR 3311 - Bids pertaining to requirements of the Uniform Public Construction Cost Accounting Act (UPCCAA). Policy also adds prohibition against splitting a project or purchase into smaller work orders in order to evade requirements for competitive bidding, and legal authority to suspend the UPCCAA bidding process for the replacement or repair of a school facility in cases of emergency. Regulation also clarifies the requirement to disseminate the bid notice to the district's list of contractors.*

**c. Approve Amendment to Board Policy and Administrative Regulation 5116.1 – Intradistrict Open Enrollment – First Reading**

*Board policy and regulation updated to delete priority for intradistrict open enrollment for students transferring out of a school identified for program improvement (PI), as the Every Student Succeeds Act (ESSA) (P.L. 114-95) eliminated requirements to offer such transfers. Policy also clarifies that Open Enrollment Act transfers for the 2016-17 school year are to be based on the CDE's 2015-16 list of open enrollment schools since the Academic Performance Index is currently suspended. Regulation also reflects ESSA requirement that students who were previously granted intradistrict transfers out of a PI school must be allowed to remain in the school to which they transferred until the highest grade offered by the school.*

**d. Approve and Adopt New Board Policy 5116.2 – Involuntary Student Transfer - First Reading**

*New Board policy reflects NEW LAW (SB 1343, 2016) which authorizes districts to involuntarily transfer a student who has been convicted of a specified violent felony or a misdemeanor associated with possession of a firearm, whenever the student is enrolled at the same school as the victim of the crime for which he/she was convicted. In order to exercise this authority, the district is mandated to adopt policy with specified components and provide notice of the policy to parents/guardians as part of the annual parental notification.*

**e. Approve Amendment to Board Policy 6142.95 – History-Social Science Instruction -First Reading**

*Board Policy updated to reflect key concepts in the History-Social Science Framework for California Public Schools adopted by the State Board of Education in July 2016, including, but not limited to, a new emphasis on developing student's literacy skills within the context of history-social science instruction. Policy also reflects law that encourages the use of personal testimony through oral history, videos, or other multimedia formats and establishes requirements for personal testimony provided through oral histories.*

**f. Approve Amendment to Board Policy 6164.2 – Guidance/Counseling Services - Second Reading**

*Board policy updated to reflect NEW LAW (SB 451, 2015) which expresses legislative intent regarding the responsibilities of school counselors, specifies required and optional components to be included in a comprehensive counseling program if the district chooses to offer such a program, and requires that certain strategies be included in professional development related to career and vocational counseling. Policy also clarifies options regarding access to students by college and employment recruiters, including military recruiters.*

**g. Approve Amendment to Board Policy 6179 – Supplemental Instruction - First Reading**

*Board policy updated to delete reference to the requirement to provide supplemental educational services to eligible students from low-income families in Title I schools identified for program improvement, as the requirement was repealed by the Every Student Succeeds Act (ESSA) (P.L. 114-95), and to add the requirement to provide alternative supports to eligible students in accordance with the CDE's ESSA transition plan.*

**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. Oak Hills Elementary School Report**
- 3. Red Oak Elementary School Report**
- 4. Medea Creek Middle School Report**
- 5. Oak Park High School Report**
- 6. Oak View High School/Oak Park Independent School**
- 7. Oak Park Neighborhood School**

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 17, 2017**

**SUBJECT: B.2.a. APPROVE THE LOTTERY PROCESS FOR DISTRICT OF CHOICE ADMISSION INTO OAK PARK UNIFIED FOR 2017-18**

**ACTION**

**ISSUE:** Shall the Board of Education approve the random lottery process by which District of Choice applicants will be accepted for enrollment into the Oak Park Unified School District for school year 2017-18?

**BACKGROUND:** The California State Legislature passed, and the Governor approved, Senate Bill 680 in October, 2009 extending the Education Code provisions authorizing a school district to designate itself as a District of Choice. The provisions of SB 680 are reflected in the revisions to Education Code 48300 *et seq* and are authorized through the year 2017-18. Oak Park Unified has participated in the District of Choice Program since 2004 and, by law, must hold a random lottery process to admit new District of Choice applicants if the number of children requesting to enroll exceeds the number of vacancies at a grade level. The application period for school year 2017-18 ended on December 31, 2016 and the total number of applications received were approximately 500. The number of applicants at grade 9 exceeded the projected vacancies for next year and, as a result, the lottery will need to be held for that grade level. The district will be able to accept all of the applicants at the other grade levels. The attached documentation outlines the DOC lottery procedures for admitting new students into Oak Park Unified for school year 2017-18.

- ALTERNATIVES:**
1. Approve the District of Choice Lottery Process
  2. Do not approve the District of Choice Lottery Process.

**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	_____	_____	_____	_____





## OAK PARK UNIFIED SCHOOL DISTRICT

### District of Choice Lottery Procedures

**Attendance at the lottery is not required as the family lottery number will be posted on the OPUSD website the day following the lottery.**

If the number of students requesting to enroll in the Oak Park Unified School District exceeds the number of available spaces, students will be selected through a random lottery process at a regularly scheduled board meeting. The lottery will be conducted on **Tuesday, January 17, 2017 at 6:00 p.m.** on the campus of Oak Park High School, Room G-9 located at 899 Kanan Road in Oak Park.

#### **What will happen prior to the Board Meeting/Lottery on January 17, 2017?**

Parents/Guardians will have the opportunity to fill out a District of Choice (DOC) application online from November 10 until December 31, 2016. **Each student must have their own individual application.** After the December 31 deadline passes, two lists will be created.

The first list is for new applicants that have siblings currently enrolled in our district. (The Sibling List Has Priority). By law, these students have preference for placement in our district as long as there is availability in the grade that is requested. The second list is for applicants who do not have a sibling currently enrolled. The two lists will then be alphabetized prior to running the lottery. By alphabetizing both lists we facilitate the process of confirming that all applications are included. **Applications received after December 31 are not eligible to be included in the lottery.**

#### **What will happen at the Board Meeting?**

The lottery will be conducted by the Oak Park Unified School District administrative staff using a number generator program through [random.org](http://random.org). The process of running the generator program will be displayed live on a large screen visible to the public. The program will assign a number to each family on the two alphabetized lists (sibling list and non-sibling list).

During the public meeting each of the two lists will be completed to finalize the relative standing of each applicant. Applicants will not be informed of whether or not a student has been accepted into the district at this board meeting. **Attendance at the lottery is not required as the results will be posted on the OPUSD website on the day following the lottery.**

Notification to applicants regarding acceptance for enrollment will take place by Thursday, February 16, 2017. Lists of admitted students will be posted on our website at that time.

### **What happens after the lottery has been completed?**

The two lottery lists will be used to place applicants into the grade level openings identified by district staff and approved by the governing Board of Education. Families who have siblings currently enrolled in OPUSD will have priority and will be placed first. If no space is available at a grade level for one or more family members, these students will be placed on a Sibling Wait List based on their family lottery number.

For students who do not have siblings currently attending the Oak Park Unified School District the procedure will be similar to that described in the above paragraph. After the Sibling list applicants are placed, the Non-Sibling List applicants will be placed where there are grade level vacancies. If there are remaining applicants who were not placed due to all grades being filled, then they will be placed on a Non-Sibling Wait List based on their lottery number. Once all vacancies have been filled, the two wait lists will be finalized based on lottery number order, with the Sibling List having priority, and will be monitored throughout the spring to fill any vacancies that may occur.

Applicants will be notified by email no later than **February 16, 2017** as to acceptance into OPUSD and will have a defined period of time to accept the admission and complete all paperwork and pre-enrollment forms.

### **Families of newly admitted students who do not follow through with enrollment or other mandatory appointments on the designated dates will forfeit their space.**

Since the district is required to notify applicants as to their final acceptance/denial prior to May 15 each year, the pre-enrollment process in late February and early March will be strictly followed to ensure opportunities for all applicants on the wait lists.

### **How many spaces are there at each grade level for new DOC students?**

The Oak Park Unified School District Board of Education will establish a district capacity for the 2017-18 school year and an approved projected enrollment that will be followed. In addition, depending upon new resident enrollment there could be fewer vacancies in any given year. These constraints must be considered as we accept new students for the following school year. We always accept a percentage above our projections to account for attrition and change of plans on the part of students and parents.

**For 2017-18 there will be limited space in certain grade levels. At the elementary level grades K and 4 will have the most openings. All other elementary grades will have limited space, but depending upon the number of applications the board may open up additional classes as space allows. For middle school Grades 7 and 8 applications are limited to siblings of current OPUSD students only while Grade 6 will have the most vacancies. Grade 9 will have the most openings at the high school while grades 10-12 will have limited space for new students.**

**MINUTES OF REGULAR BOARD MEETING      12-6-16      #935**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 5:03 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**PUBLIC COMMENTS**

None

**ADMINISTRATION OF OATH OF OFFICE TO BARBARA LAIFMAN AND DENISE HELFSTEIN**

Dr. Knight administered the Oath of Office to newly elected Board Members Barbara Laifman and Denise Helfstein.

**ADJOURN TO CLOSED SESSION**

Board President Allen Rosen reported that in Closed Session the Board would be discussing:

- PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE
- PUBLIC EMPLOYEE EMPLOYMENT: Instructional Assistant I - Math, Food Service Sub, Custodian Sub
- CONFERENCE WITH LABOR NEGOTIATORS:  
Agency designated representatives: Leslie Heilbron and Martin Klauss  
Employee organizations: Oak Park Teachers Association and Oak Park Classified Association
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO SUBDIVISION (A) OF GOVERNMENT SECTION 54956.9  
Civil Action No. 2:16-cv-08087 JEM
- CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION  
Student v. Oak Park Unified School District, OAH Case No. 2016080829 GOVERNMENT SECTION 54956.9(a) and(d)(1)
- CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION  
Student v. Oak Park Unified School District, OAH Case No. 2016070872 GOVERNMENT SECTION 54956.9(a) and(d)(1)

The Board adjourned to Closed Session at 5:07 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:33 p.m. at the Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

Sharon Lavene led the Pledge of Allegiance to the Flag.

## **REPORT ON CLOSED SESSION**

Dr. Knight reported that in closed session with respect to Item III E and F on the Agenda the Board took the following action:

The Board voted unanimously of 5-0 to ratify a settlement agreement of the student in the case named *Student v. Oak Park Unified School District*, OAH Case No. 2016080829. The District will pay a total of \$46,700.00 to settle this case.

The Board voted unanimously of 5-0 to ratify a settlement agreement of the student in the case named *Student v. Oak Park Unified School District*, OAH Case no. 2016070872. The District will pay a total of \$11,000 to settle this case.

The Board took no other action in closed session.

## **ADOPTION OF AGENDA**

On motion of Barbara Laifman, seconded by Denise Helfstein the Board of Education adopted the agenda as presented except to move Item B.1.b out of consent to action. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

## **PUBLIC SPEAKERS**

None

## **REPORT FROM BOARD MEMBERS**

Board Member Barbara Laifman wished everyone Happy Holidays and a restful Winter Break.

Board Member Denise Helfstein stated that she was very happy to be serving another term on the Board. Denise reported that she did not attend the GATE-DAC meeting as it was canceled, Denise attended the Curriculum Council and the CSBA Annual Education Conference.

Board Member Derek Ross, reported that the November MAC meeting was canceled. Derek congratulated Red Oak on organizing a very successful Holiday Boutique. Derek wished everyone Happy Holidays and stated that he was looking forward to seeing the Winter choir concert.

Board Member Drew Hazelton reported that he attended the Brookside Elementary School Book Fair. Drew wished everyone a Happy Holidays.

Board Member Allen Rosen thanked the Board for allowing him to attend the CSBA Annual Education Conference. Allen expressed how honored he felt to serve as the Board President for 2016.

Student Board Member Meghan Cleary reported that she attended the CSBA Annual Education Conference. This is the first time a student Board member has attended this conference. Meghan felt it was very beneficial and she learned a lot by interacting with other student board members. Meghan reported that at the High School it is Rally week and the theme is Star Wars. The canned food drive recently held at the school was very successful.

Superintendent Tony Knight attended the CSBA Annual Education Conference and he took a group of students from the SPAE club to Farm Sanctuary. Dr. Knight reported that the District of Choice night was a great success, although he was unable to attend and thanked Leslie, Jay, and Cliff for doing an amazing job.

### **REPORT FROM SCHOOL SITE COUNCILS**

The Board received School Site Council reports from Medea Creek Middle and Oak Park High Schools.

### **DISTRICT OF CHOICE UPDATE**

The Board heard an update from Dr. Knight regarding District of Choice. Dr. Knight was unable to attend the meeting today at Sacramento with Assemblymember Jacqui Irwin and our Lobbyist due to the Board meeting conflict. The plan is to work on the provisions of the bill that meet the needs of the DOC districts. Assemblymember Jacqui Irwin is eager to sponsor the bill.

### **B.1. CONSENT AGENDA**

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

- a. [Approve Minutes of Regular Board Meeting November 15, 2016](#)
- b. [Approve Purchase Orders – November 1 - November 22, 2016](#)
- c. [Approve Overnight Trip for Oak Park High School Boys' Basketball Team to attend the Damien Holiday Classic Tournament in La Verne, CA December 26, 2016 – December 31, 2016](#)
- d. [Approve Overnight Trip for Oak Park High School Girls' Soccer Team to attend Tournament in Simi Valley, CA December 9, 2016 – December 11, 2016](#)

### **ACTION**

- a. [Public Employee/Employment Changes 01CL23271-01CL23299 & 01CE08125-01CE08141](#)

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Public Employee/Employment Changes 01CL23271-01CL23299 & 01CE08125-01CE08141. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No - 0. Allen Rosen recused himself.

### **B.2. BOARD**

- a. **Election of Officers of the Board of Education**

On nomination of Derek Ross, seconded by Barbara Laifman, the Board of Education appointed Drew Hazelton, President of the Board for 2017. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On nomination of Barbara Laifman, seconded by Denise Helfstein, the Board of Education appointed Derek Ross, Vice President of the Board for 2017. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On nomination of Allen Rosen, seconded by Barbara Laifman, the Board of Education appointed Denise Helfstein, Clerk of the Board for 2017. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

- b. Confirmation and Designation of Board Representatives to District Committees**  
On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the choices of District Committees to serve on during 2017. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- c. Approve Proposed Board Meeting Schedule for Calendar Year 2017**  
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Board Meeting Schedule for Calendar Year 2017 changing Board Study Session to June 12, 2017 and Regular June Meeting to June 19, 2017, Board Retreat in June TBD. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- d. Approve Certification of Signatures**  
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the Certification of Signatures. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- e. Select and Approve School Board Representative to the County Committee on School District Organization**  
On nomination of Derek Ross, seconded by Barbara Laifman, the Board of Education appointed Denise Helfstein, School Board Representative to the County Committee on School District Organization. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- f. Approve Designation of Secretary/Authorized Agent of the Board of Education**  
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the appointment of Dr. Anthony W. Knight as the Secretary/Authorized Agent of the Board of Education. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

### **B3. BUSINESS SERVICES**

- a. Approve Resolution #16-26 – Entering Election Results into Board Minutes and Certification of Proceedings in the November 8, 2016, Measure S General Obligation Bond Election**  
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Resolution #16-26 – Entering Election Results into Board Minutes and Certification of Proceedings in the November 8, 2016, Measure S General Obligation Bond Election, pending the final signature. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.
- b. Approve Resolution No. 16-27, Resolution of the Board of Education of the Oak Park Unified School District Establishing an Independent Citizens’ Bond Oversight Committee and Approving Bylaws for Measure S**  
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Resolution No. 16-27, Resolution of the Board of Education of the Oak Park Unified School District Establishing an Independent Citizens’ Bond Oversight Committee and Approving Bylaws for Measure S. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**c. Approve Resolution No. 16-28, Resolution of the Board of Education of the Oak Park Unified School District Approving a Debt Issuance and Management Policy in Accordance with S.B. 1029**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Resolution No. 16-28, Resolution of the Board of Education of the Oak Park Unified School District Approving a Debt Issuance and Management Policy in Accordance with S.B. 1029. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**d. Approve Fiscal Year 2016-17 First Interim Financial Report, Certification and Budget Revisions**

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

**e. Approve Amendment 7 to Agreement for Measure R Program/Construction Management Services**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Amendment 7 to Agreement for Measure R Program/Construction Management Services

**f. Approve Measure C6 Bond Fund Equipment Purchase - Classroom Technology Equipment for 2016-17 School Year**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Measure C6 Bond Fund Equipment Purchase - Classroom Technology Equipment for 2016-17 School Year

**g. Discuss and Approve Enrollment Projections for School Year 2017-2018**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Enrollment Projections for School Year 2017-2018

**h. Authorize Measure S Bond Fund Project – Districtwide Solar Installation**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education authorized Measure S Bond Fund Project – Districtwide Solar Installation. To permit administration to go ahead with third party evaluation and conduct community outreach before installation.

**i. Approve Acceptance of Donation**

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

**B.4. CURRICULUM**

**a. Approve New Course for Oak View High School – Expository Reading and Writing**

On Motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved New Course for Oak View High School – Expository Reading and Writing. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**b. Approve District Instructional Calendars for 2018-2019**

On Motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved District Instructional Calendars for 2018-2019 with the change that elementary schools can pick six consecutive days between October 22 and November 2 for each site for conference days. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B.5. HUMAN RESOURCES**

**a. Approve Compensation Adjustment for Guest Teachers**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Compensation Adjustment for Guest Teachers with the change in daily rate to \$120.00 and long term rate to \$205.00. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**b. Approve 2018-2019 Classified Employees Holiday Calendars**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved 2018-2019 Classified Employees Holiday Calendars. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**c. Approve Early Retirement Incentive Memorandum of Understanding**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Early Retirement Incentive Memorandum of Understanding. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B.6. BOARD POLICIES**

**a. Approve Amendment to Board Policy and Administrative Regulation 0450 – Comprehensive Safety Plan – Second Reading**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy and Administrative Regulation 0450 – Comprehensive Safety Plan – Second Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

**There being no further business before this Board, the Organizational Regular meeting is declared adjourned at 10:05 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: JANUARY 17, 2017**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – NOVEMBER 21, 2016 THROUGH DECEMBER 31, 2016**

CONSENT

**ISSUE:** Shall the Board approve the attached purchase orders issued for the period November 21, 2016 through December 31, 2016?

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
 Superintendent

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

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

Includes Purchase Orders dated 11/21/2016 - 12/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00040	Southwest School Supply	PFA: Open PO for supplies	Medea Creek Middle School	010	3,000.00
B17-00124	Do-It Center	2016-2017 Supplies for Maintenance & Op	Business Administration	010	4,600.00
B17-00129	Southwest School Supply	Open PO for Custodial & Office Supplies	Business Administration	010	12,000.00
B17-00152	Pacificom	2016-2017 Communication Repairs and Supplies	Business Administration	010	3,000.00
B17-00165	Village Automotive Ctr, Inc.	2016-2017 District Vehicle Repairs	Business Administration	010	4,400.00
B17-00166	Time Warner Cable	2016-2017 Open PO for High-speed Data (HSD) Svs.	Business Administration	010	3,200.00
B17-00169	Roadside Lumber & Hardware,	Open PO 2016-2017 for Lumber and Supplies	Business Administration	010	2,000.00
B17-00171	Home Depot	2016-2017 Maintenance Supplies and Tools	Business Administration	010	10,000.00
B17-00260	Golden State Elevator	MCMS Wheelchair Lift Inspection/Testing/State Cert	Business Administration	010	3,000.00
B17-00261	Carlson's Building Materials	PFA: Site Improvement Projects	Medea Creek Middle School	010	2,000.00
B17-00262	AT & T/CALNET3	2016/2017 AT&T Telephone DO	Business Administration	010	5,000.00
B17-00263	Agoura Wholesale Electric Corp	2016-2017 Electrical Supplies	Business Administration	010	1,000.00
B17-00264	National Science Teachers	NSTA Membership & Conference LA March 30-April 2.	Curriculum	010	2,399.00
B17-00265	Caroline M Wolf	New ASL Interpreter - C. Wolf	Human Resources	010	1,000.00
B17-00266	Hunter Browneller	Band Coach/OPIMA/ASB	Oak Park High School	010	4,000.00
B17-00267	Document Systems	2016 - 2017 Copier Color Copies and Staples	Business Administration	010	2,500.00
DIR17-00032	Thousand Oaks Electric	Install Dyson Hand Dryers at Designated Sites	Business Administration	010	3,885.00
FS17-00051	M/M Mechanical, Inc	Small Various Plumbing Jobs	Food Services	130	2,500.00
P17-00221	Lux Solutions LLC	Proj 16-09F Install Int Lighting District Wide	Business Administration	010	89,801.67
P17-00369	A2Z Educational Advocates N. Jane DuBovy, M.S., J.D.	SpEd Settlement - Attorney Fee	District-wide	010	12,000.00
P17-00370	Welsh Structures, Inc.	Pro15-02R DSA Eng-Elementary Shade Structures	Business Administration	213	19,914.29
P17-00371	Guided Discoveries Inc.	DON: Catalina Trip Balance Due	Medea Creek Middle School	010	510.00
P17-00372	Southwinds Transportation	DON: Transportation to Civic Arts Plaza	Medea Creek Middle School	010	831.20
P17-00373	Riddell/All American Sports Cp	Ath/Helmets/DO Reimb	Oak Park High School	010	4,304.66
P17-00374	Sprinkle Tire, Inc dba Gold Coast Tire	Turf Tires for Grounds Tractor	Business Administration	010	2,005.45
P17-00375	First Presbyterian Nursery Sch	Professional Development/Reggio Tours	Neighborhood Pre-School Program	010	825.00
P17-00376	Electronix Express	VC1B Engineering - Supplies	Oak Park High School	010	77.63

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

ESCAPE ONLINE

Includes Purchase Orders dated 11/21/2016 - 12/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00377	Cal-Coast Machinery, Inc.	Filter kit/labor/oil suppl/John Deere/	Oak Park High School	010	330.57
P17-00378	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Transportation to Lokrantz School	Oak View High School	010	352.80
P17-00379	Chester J. Seto Dba Cjseto Support Services	Hazardous Waste Disposal, SDS Sheets & Binders	Business Administration	010	12,305.88
P17-00380	Southwest School Supply	Student Chairs for OPHS Computer Class	Business Administration	010	554.70
P17-00381	Houghton Mifflin Harcourt	Protocol Order - SpEd Psychs	District-wide	010	948.52
P17-00383	San Bernardino County Superintendent of School	ADR Conference - March 21, 2017	District-wide	010	275.00
P17-00384	Data Finch Technologies	SpEd - Catalyst Subscription	District-wide	010	809.68
P17-00385	Children's Developmental Milestones	Children's Developmental Milestones Srvs 2016-17	District-wide	010	53,760.00
P17-00386	U.S. Bank Trust Nat'l Assn.	Admin Fees GOB Election 2006, Series 2007 (C6)	Business Administration	212	770.00
P17-00387	Thousand Oaks Repertory Co	DON: Fieldtrip - A Christmas Carol	Medea Creek Middle School	010	826.00
P17-00388	iDesign Solutions USA Corp	VC1C Robotics Equipment	Oak Park High School	010	5,482.44
P17-00389	Thousand Oaks Repertory Co	donation - 2nd grade field trip	Brookside School	010	1,316.00
P17-00390	Compuwave Inc.	Toner/Drum	Oak View High School	010	204.25
P17-00391	The Lampo Group, Inc.	Student Textbooks/Bks/Mat/DISC	Oak Park High School	010	1,236.68
P17-00392	Riddell/All American Sports Cp	Ath/ASB	Oak Park High School	010	604.26
P17-00393	Naviance, Inc	Naviance Renewal	Home Independent Study Program	010	1,155.00
P17-00394	Cengage Learning	VC1C Software & System Development Online EPack	Oak Park High School	010	2,970.00
T17-00024	BrightBytes, Inc	Technology & Learning Module & Parent Data	Curriculum	010	8,427.60
T17-00025	Apple Computer, Inc. Ms:198-3E D	16-13C Apple iPod Touch for VR mobile lab	Technology Coordinator	212	13,863.45
T17-00026	CDI Computer Dealers Inc.	16-12C Dell Chromebooks (3120) - 1to1 Pilot	Technology Coordinator	212	8,617.00
T17-00027	CDI Computer Dealers Inc.	16-11C Dell Chromebooks (3120) - MCMS Science	Technology Coordinator	212	17,234.00
T17-00028	CDI Computer Dealers Inc.	16-14C Dell Chromebooks (3120) - BES 3rd Grade	Technology Coordinator	212	8,617.00
T17-00029	Compuwave Inc.	HP Server Maintenance DL360G7x4	Technology Coordinator	010	2,942.40
T17-00030	DI Technology Group Inc DBA Data Impressions	16-12C Acer Chromebooks (R11) 1to1 pilot	Technology Coordinator	212	14,372.00
<b>Total Number of POs</b>			<b>51</b>	<b>Total</b>	<b>357,729.13</b>

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

ESCAPE ONLINE

Includes Purchase Orders dated 11/21/2016 - 12/31/2016

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	43	271,841.39
130	Cafeteria Fund	1	2,500.00
212	Measure C6 Technology Bond Fun	6	63,473.45
213	Measure R FACILITIES Bond Fund	1	19,914.29
		<b>Total</b>	<b>357,729.13</b>

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

ESCAPE ONLINE

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 2017**  
**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
 SPEECH AND DEBATE TEAM - Feb. 10-13, 2017**

**CONSENT**

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Speech and Debate Team?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this tournament scheduled for Feb.10-13, 2017 at Stanford University, in Palo Alto, CA. Approximately 10-13 debaters, team coach and 3 or 4 OPHS parent volunteers will travel by district approved drivers to the airport and then fly to San Jose. The group will depart on Friday, Feb. 10<sup>th</sup> after school and return the evening of Feb. 13<sup>th</sup> in private vehicles. Team and chaperones will stay at the Hilton Garden Inn Palo Alto. Members will pay approximately \$550-650 to cover the cost of tournament, airfare, and hotel. Each student will be responsible for his/her meals. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

- ALTERNATIVES:** 1. Approve field trip as presented.  
 2. Do not approve field trip as presented.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 2017**  
**SUBJECT: B.1.e. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE NAEA NATIONAL CONVENTION IN NEW YORK – March 1-5, 2017**

CONSENT

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park certificated employees to attend the National Art Education Association(NAEA) National Convention?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Malia Cadle from Medea Creek Midle School and Anna Bojorquez from Oak Park High School will be attending the NAEA National Convention from March 2-4, 2017. The Certificated staff will be leaving on March 1, 2017 and returning on March 5, 2017. The three-day convention includes over 1,000 participatory workshops, panels, seminars for job-alike groups, research reports, discussions, exhibits, and tours, keynote addresses by world-acclaimed educators, artists, researchers, and scholars. About 110-200 exhibitor booths displaying the latest art textbooks, high-tech software, prints, slides, curriculum materials, equipment, and programs, as well as the latest studio and art history media are made available for examination and review by art educator delegates. Both Anna Bojorquez and Malia Cadle are committed to taking their knowledge and helping K-5 teachers improve art instruction in the elementary schools.

- ALTERNATIVES:**
1. Approve the out of state travel for employees to attend the NAEA National Convention in New York.
  2. Do not approve the out of state travel for employees to attend the NAEA National Convention in New York.

**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	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 2017**  
**SUBJECT B.1.f. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JANUARY, 2017**

CONSENT

**ISSUE:** Shall the Board of Education Approve the Quarterly Williams Uniform Complaints- January 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 – January 2017
  2. Do not approve the Quarterly Report on Williams Uniform Complaints – January 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: 01/17/2017

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: JANUARY 17, 2017**

**SUBJECT: B.1.g. ACCEPT 2016-17 FIRST PERIOD ATTENDANCE REPORT** CONSENT

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**ISSUE:** Shall the Board receive, review, and accept the 2016-17 First Period (P-1) Attendance Report on the status of the District's Average Daily Attendance (ADA) ending with the fourth school month?

**BACKGROUND:** The District's Local Control Funding Formula (LCFF) funding is based on its ADA, which is reported to the State three times annually. The First Period Attendance Report, commonly referred to as P-1, is filed with the State at the end of the fourth school month. The Second Period Attendance Report, typically called P-2, reports the average of month one through the last school month that ends on or before April 15th of the current school year (usually Month 7). The District's actual LCFF funding is based on the P-2 Report. The third and final report, the Annual Report, is filed at the conclusion of the fiscal year. The first reporting period has concluded and the District's P-1 Report is included.

**RECOMMENDATION:** None - information only.

Prepared by: Barbara Dickerson, Director of Fiscal Services  
 Shannan Kaesberg, Senior Accountant

Respectfully submitted,

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

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

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

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 0434CBC2

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,054.95	986.03	767.09	1,645.21	4,453.28
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	A-2	0.35	0.00	0.00	0.00	0.35
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.39	0.22	0.42	0.23	1.26
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.29	0.13	0.09	0.22	0.73
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (Sum of A-1 through A-5)</b>	<b>A-6</b>	<b>1,055.98</b>	<b>986.38</b>	<b>767.60</b>	<b>1,645.66</b>	<b>4,455.62</b>
<b>Other</b>						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	9.17	21.66	42.15	138.02	211.00
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 0434CBC2

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	61.65				61.65
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				40.65	40.65
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 0434CBC2

Prior Year ADA Adjustment (P-1 and P-2 only)		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
<p>Prior Year P-2 ADA for pupils attending a charter school sponsored by the district in the current year who attended a non-charter school of the district in the prior year [EC 42238.051(a) (2) (B)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-1	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-2	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (C-1 + C-2)</b>	<b>C-3</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<p>Prior Year P-2 ADA for pupils attending a non-charter school in the current year who attended a charter school sponsored by the district in the prior year [EC 42238.051(a) (2) (C)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-4	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-5	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (C-4 + C-5)</b>	<b>C-6</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 0434CBC2

Prior Year P-2 ADA attributable to district resident pupils attending a non-charter school [EC 42238.052].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-7	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-8	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (C-7 + C-8)</b>	<b>C-9</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Gain or Loss of ADA due to a Reorganization or Transfer of Territory [EC 42238.05 (a) (3)]. If the ADA adjustment is a loss, report the loss as a negative number in Line C-10 or C-11.						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-10	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-11	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (C-10 + C-11)</b>	<b>C-12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17,2017**  
**SUBJECT: B.1.h. APPROVE NOTICE OF COMPLETION, PROJECT 16-09F, DISTRICTWIDE INTERIOR LIGHTING RETROFIT**

CONSENT

**ISSUE:** Shall the Board approve a notice of completion for Project 16-09F, Districtwide Interior Lighting Retrofit?

**BACKGROUND:** At its meeting on October 18, 2016, the Board of Education approved Project 16-09F, Districtwide Interior Lighting Retrofit, funded from Proposition 39 energy funding grant and Southern California Edison (SCE) rebates. At that same meeting, the Board awarded contracts with the following contractors for the work of this project:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING SOURCE
Regency Enterprises	T-8 LED lamps/less SCE Rebate	\$ 70,369	Prop 39 Grant
Lux Solutions	Labor, installation, and disposal	\$ 89,802	Prop 39 Grant
<b>Total Project Cost</b>		<b>\$ 160,171</b>	

The work under these contracts 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 16-09F, Districtwide Interior Lighting Retrofit, contracted with the contractors identified above.
  2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

Description: Brookside Elementary School, 165 N. Satinwood Avenue, Oak Park, CA 91377; Oak Hills Elementary School, 1010 N. Kanan Road, Oak Park, CA 91377; Red Oak Elementary School, Rockfield Street, Oak Park, CA 91377; Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377; Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377; Oak View High School, 5701 E. Conifer Street, Oak Park, CA 91377; and District Administration Offices, 5801 E. Conifer Street, Oak Park, CA 91377.

That on or about October 18, 2016 the said Oak Park Unified School District of Ventura County entered into a contract with Regency Enterprises of Chatsworth, California, and Lux Solutions of Woodstock, Georgia, for Project 16-09F, Districtwide Interior Lighting Retrofit, on certain real property hereinbefore described: that said building and improvements were actually completed on December 31, 2016: that the address of said Oak Park Unified School District is 5801 Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17,2017**  
**SUBJECT: B.1.i APPROVE NOTICE OF COMPLETION, PROJECT 16-05R, DISTRICTWIDE CARPET REPLACEMENT**

ACTION

**ISSUE:** Shall the Board approve a notice of completion for Project 16-05R, Districtwide Carpet Replacement?

**BACKGROUND:** At its meeting on August 16, 2016, the Board of Education approved Project 16-05R, Districtwide Carpet Replacement, funded from the Measure R bond fund. Utilizing the provisions of the California Uniform Public Construction Cost Accounting Act (CUPCCAA), a contract was awarded to Premier Carpet, in the amount of \$81,904, for classroom carpet replacement at Brookside, Oak Hills, and Red Oak elementary schools, Medea Creek Middle School, Oak Park High School, and the District Administration offices.

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 16-05R, Districtwide Carpet Replacement, contracted with Premier Carpet.
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: Brookside Elementary School, 165 N. Satinwood Avenue, Oak Park, CA 91377; Oak Hills Elementary School, 1010 N. Kanan Road, Oak Park, CA 91377; Red Oak Elementary School, Rockfield Street, Oak Park, CA 91377; Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377; Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377; and District Administration Offices, 5801 E. Conifer Street, Oak Park, CA 91377.

That on or about August 16, 2016 the said Oak Park Unified School District of Ventura County entered into a contract with Premier Carpet of Chatsworth, California, for Project 16-05R, Districtwide Carpet Replacement, on certain real property hereinbefore described: that said building and improvements were actually completed on January 17, 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: JANUARY 17, 2017**  
**SUBJECT: B.2.c. RATIFY CONSULTANT AGREEMENT WITH SAGE RENEWABLE ENERGY CONSULTING, INC., FOR INDEPENDENT THIRD-PARTY REVIEW OF PROPOSED SOLAR POWER DESIGN/BUILD PROJECT**

ACTION

**ISSUE:** Shall the Board ratify a consultant agreement with Sage Renewable Energy Consulting, Inc., for independent third-party review of proposed solar power design/build project?

**BACKGROUND:** At its meeting on December 6, 2016, the Board of Education approved, in concept, a districtwide solar installation project. In order to verify the projected benefits, costs, and savings, the District entered into a consultant agreement with Sage Renewable Energy Consulting, Inc., for independent third-party review of the proposed solar power design/build project. The agreement for these services accompanies this report for the Board’s review.

- ALTERNATIVES:**
1. Ratify the consultant agreement with Sage Renewable Energy Consulting, Inc., in the amount of \$10,000, for independent third-party review of proposed solar power design/build project.
  2. Do not ratify the consultant agreement with Sage Renewable Energy Consulting, Inc.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted,

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

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

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



## Professional Services Agreement – Renewable Energy Consulting

**Date:** December 30, 2016 (“Effective Date”)

This Professional Services Agreement (the “Agreement”) is entered between the parties identified below: (each a “Party” and collectively the “Parties”)

Legal Name	Sage Renewable Energy Consulting, Inc. (“SAGE”)
Business Entity	California Corporation
Principal Place of Business	1719 5 <sup>th</sup> Avenue San Rafael, CA 94901

and

Legal Name	Oak Park Unified School District (“CLIENT”)
Business Entity	California Public School District
Principal Place of Business	5801 Conifer Street Oak Park, CA 91377

The CLIENT and SAGE hereby agree as follows:

### 1. Services

SAGE agrees to provide energy consulting services and deliverables as more particularly described in mutually executed Task Orders that will be issued under, and subject to, this Agreement (the “Services”). All executed Task Orders are incorporated into this Agreement by reference, and this Agreement is likewise incorporated into each Task Order. In the event of a conflict between or among the provisions of any Task Order(s) and this Agreement, the provisions of the most recent Task Order shall prevail.

### 2. Compensation

CLIENT will compensate SAGE for the Services as specified in each Task Order and reimburse SAGE for expenses directly attributable to the Services, including but not limited to, printing and reproduction, shipping and postage, extraordinary computer services, supplies and other project-specific expenses resulting from the Services. Notwithstanding the foregoing, all reimbursable expenses for Task 1 - PFMG Solar PV Proposal Review are inclusive of the fee quoted. SAGE invoices shall be paid within 30 days from the invoice date, and late payments will be subject to interest charged at 1.5% per month (18% per year) or such lesser rate constituting the maximum rate permitted by law.

### 3. Notices

All formal notice provided under this Agreement shall be provided in writing and sent by overnight courier, or registered or certified mail with return receipt requested, addressed to the Party's authorized representative listed above or the individual who signs this Agreement on that Party's behalf. Either Party may change their address or authorized representative recipient by providing the other Party notice as provided in this section.

### 4. Insurance

SAGE shall maintain at least the following minimum insurance coverage through the performance of the Services:

- (a) General Liability: \$2,000,000 per occurrence and \$4,000,000 aggregate;
- (b) Professional Liability: \$2,000,000 per occurrence and \$2,000,000 aggregate; and
- (c) Workers Compensation in amounts required by law.

### 5. Term; Termination; Suspension and Force Majeure

This Agreement takes effect on the Effective Date and continues through the performance of all Services. Either Party may terminate further performance of this Agreement and Services as provided below, in which event CLIENT shall pay SAGE for all Services rendered through the effective date of such termination.

(a) For Cause. Either Party may suspend or, at its option terminate, further performance of the Agreement or any Task Order if the other Party commits a material breach of its obligations under this Agreement and fails to remedy the same within 21 days after the first party issues written notice of the breach. If the breach cannot reasonably be cured within such time period, the breaching party shall be given a reasonable period of time to cure the breach before the noticing Party proceeds with any termination, provided that within that initial 21 day time period, the breaching Party (i) provides the other a written response explaining why the breach cannot be cured within that period and a timeline detailing the steps that will be taken to cure the breach, and then (ii) diligently commences and continues the cure according to the plan.

(b) For Convenience. Either Party may terminate further performance of the Agreement for convenience and without cause by providing the other Party written notice at least 21 days prior to the effective date of such termination. Upon receiving such notice from CLIENT, SAGE will take reasonable steps to mitigate any expenses. The Parties will cooperate in an orderly termination or transition of the Services during the notice period, as applicable.

(c) Force Majeure. Neither Party shall be liable for any delay in the performance of its obligations due to force majeure events, including, but not limited to: acts of God; compliance with law; extreme weather events; earthquake; acts of war, terrorism or rebellion; strike or any other labor disruption; or other events beyond the Party's reasonable control. Force majeure shall not include shortage of funds or cash flow difficulties. If the force majeure event continues for more than 60 days, the Party so affected may terminate further performance of this Agreement or any Task Order by providing the other Party 21 days prior written notice.

## 6. Indemnification

(a) SAGE Indemnification. SAGE will indemnify and hold harmless CLIENT and all of its officers, directors, employees, agents, and representatives from claims, actions, losses, damages, and liabilities of every kind that arise out of or result from SAGE's negligence or willful misconduct in connection with SAGE's performance under this Agreement or any action taken by SAGE that is not permitted by or pursuant to the terms of this Agreement or failure to take action required by the terms of this Agreement and any applicable Task Order.

(b) CLIENT Indemnification. CLIENT will indemnify and hold harmless SAGE and all of its officers, directors, employees, agents, and representatives from claims, actions, losses, damages, and liabilities of every kind that arise out of or result from any act or omission constituting gross negligence or willful misconduct by any officer, director, or employee of CLIENT in connection with CLIENT's performance under this Agreement.

## 7. Dispute Resolution; Arbitration

Any dispute, controversy or claim that arises out of or relates to this Agreement, any Task Order or the Services shall be resolved through binding arbitration administered by Judicial Arbitration and Mediation Services (JAMS) or any other arbitration service mutually agreeable to the Parties. Arbitration fees will be divided equally between the Parties. If either Party refuses or fails to name an arbitrator, furnish required arbitration payments or information demanded, or participate in the arbitration on or before applicable deadlines, then arbitration may proceed before an arbitrator named by the participating Party, and the arbitrator is hereby authorized to decide the dispute *ex parte* (without the other Party's participation), based upon the information presented to the arbitrator. This duty to arbitrate shall survive termination of this Agreement or either Party's performance of it. The arbitration shall be final and judgment may be entered in any court having jurisdiction. In no event may arbitration be demanded on any claim after the applicable statute of limitation for commencing litigation has expired. The Parties understand that by signing this Contract they are giving up their right to have the dispute litigated in a court or jury trial. These arbitration rights shall be specifically enforceable under the Federal Arbitration Act at 9 U.S.C. § 1.

#### 8. Limitation of Liability

SAGE's pricing reflects the allocation of risk and limitation of liability specified in this section. CLIENT acknowledges and agrees that SAGE's total liability for all claims arising out of this Agreement, any Task Order and the Services is limited to the insurance coverage listed in section 4 above.

#### 9. Marketing and Promotion.

SAGE is proud of its work and believes it is important to inform clients of the services it has provided to others. Accordingly, SAGE shall be permitted to identify CLIENT and the Services in its marketing materials.

#### 10. Applicable Law

This Agreement will be governed by the laws of the State of California without regard to its rules pertaining to conflicts of law. Any dispute, arbitration, lawsuit or action will be venued in the county where CLIENT's principal place of business is located. The prevailing Party in any arbitration or court proceedings related to this Contract or its performance shall be awarded its costs, including attorneys' fees.

#### 11. Assignment; No Third Party Beneficiaries

Neither Party shall assign or transfer their obligations or any interest in this Agreement without the other Party's prior written consent. Any assignment without such consent is void. Notwithstanding the foregoing, SAGE may subcontract with others to perform any part of the Services within their relevant area of expertise. Nothing in this Agreement shall create a contractual relationship with or give rise to a cause of action in favor of any third-party against CLIENT or SAGE.

#### 12. Mutual Representations

Each Party warrants and represents that: (i) it has, holds, and possesses all applicable licenses, permits, and other governmental authorizations as required and necessary to conduct its business and to perform each and every one of its obligation under this Agreement; (ii) it has all requisite power, authority and capacity to enter into this Agreement and to perform each and every obligation under this Agreement; and (iii) the person signing this Agreement on behalf of each Party is fully authorized and empowered to sign this Agreement and any other documents which comprise this Agreement

#### 13. Miscellaneous

Time is of the essence in this Agreement. No modification or waiver of any provision of this Agreement or any Task Order is valid unless written and signed by the Parties. This document,

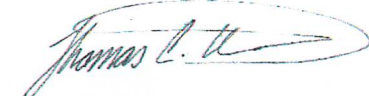



together with any subsequent Task Order(s), constitute the Parties' entire integrated agreement and supersede all prior agreements and discussions. Neither Party is bound by any representation, warranty, promise, statement, or information, unless it is specifically incorporated into this Agreement. If any part of this Agreement is held to be unenforceable for any reason, then that part will be stricken and the remainder of this Agreement will remain in full force and effect. This Agreement may be executed and initialed in one or more counterparts, and faxed, e-mailed or other forms of electronic signatures are equally effective and binding as originals.

IN WITNESS WHEREOF, both SAGE and CLIENT have executed this Agreement as of the Effective Date set forth above.

**SAGE**

**CLIENT**

By:   
Name: Thomas C. Williard  
Title: Principal  
Date: December 30, 2016

By:   
Name: Martin Klaus  
Title: Asst. Supt., Business Services  
Date: January 3, 2017

Task Order	PFMG Solar PV Proposal Review Oak Park Unified School District
Task Order No.	16061-1

This Task Order is entered pursuant and subject to the Professional Services Agreement (“PSA”) between Sage Renewable Energy Consulting, Inc. (“SAGE”) and Oak Park Unified School District (“CLIENT”) dated December 30, 2016. The PSA is incorporated into this Task Order by reference.

This Task Order must be mutually executed before work is commenced.

Project Information	
Project Name	PFMG Solar PV Proposal Review
Physical Location	5801 Conifer Street, Oak Park, CA 91377
Estimated Start Date	January 2, 2017
Estimated End Date	Draft Report: January 6, 2017; Final Report: January 10, 2017
Terms of Compensation	Fixed Fee per Task as detailed below.

## Project Managers

For SAGE	For CLIENT
Tom Williard	Martin Klaus
Email: tom@sagerenew.com	Email: mklauss@opusd.org
Phone: (415) 847-9066	Phone: (818) 735-3254

## Project Description

Sage will assist Oak Park Unified School District in evaluating a proposal for a General Obligation Bond financed, district-wide solar photovoltaic (PV) system proposed by PFMG Solar. Sage will conduct a high-level evaluation of the proposed project for the following criteria:

- Appropriate PV system sizing given historical and anticipated electrical loads on the utility electrical meters being offset.
- Component selection and siting.
- Proposed turnkey cost of the project based on project size, components, mounting type, location and construction difficulty.
- Completeness of the proposal including performance guarantee(s), warranties, Operations and Maintenance (O&M), etc.
- Project schedule.
- Projected financial returns from the project.



Project construction is to commence during the spring while school is in session with the intent to achieve Permission to Operate (PTO) by June 30, 2017 to qualify for NEM 1.0. This date may also be important for achieving 10-year grandfathering of Southern California Edison’s (SCE) Time Of Use (TOU) periods. To interconnect the systems by June 30, 2017, PFMG will be required to commence construction during the school year. To accommodate construction in campus parking lots, phasing and alternative parking arrangements will need to be implemented.

## Scope of Services

### Task 1 - Review of PFMG Solar’s Project Proposal

- Gather historical usage data, energy efficiency plans (Proposition 39) and anticipated facilities/demographic changes to model PV system sizing
- Evaluate component selection and siting
- Evaluate turnkey cost of the project based on project size, components, mounting type, location and construction difficulty
- Evaluate completeness of the proposal including performance guarantee(s), warranties, Operations and Maintenance (O&M), etc.
- Evaluate project schedule for risks to target PTO dates
- Estimate financial returns from the project based on G.O. bond financing
- **Site Visits:** None.

## Schedule and Deliverables

Task	Deliverable	Due Date
Task 1 - <u>PFMG Solar PV Proposal Review</u>	- Draft Report	- January 6, 2017
	- Final Report	- January 10, 2017

## Project Requirements and Assumptions

1. Client to provide all historical usage data, usage changes (Proposition 39 efficiency measures) and other information that may impact electricity usage for meters where PV systems will be connected.
2. Client to provide all project information from PFMG including proposals, contracts, equipment specifications and layouts, estimated project returns, etc.
3. Client will review and return comments on Draft Report by 4:00 pm PST, January 9, 2017.
4. Target system PTO is June 30, 2017.
5. Additional scope of services not specified in this Task Order will be fully detailed on separate Task Orders. Sage will not commence work on additional scope prior to fully executed Task Orders, Purchase Order or equivalent.

## Fee and Payment Schedule

The Fees shown below are fixed cost but are negotiable should Client alter scope or schedule substantially.

### Fee Proposal by Task

Task	Total Fee
Task 1 - <u>PFMG Solar PV Proposal Review</u>	\$10,000

### Reimbursable Expenses

All reimbursable expenses are inclusive of the fee quoted.

### Term of Fee Schedule

The Fee Schedule described above is for project work completed through January 31, 2017. SAGE reserves the right to revisit the Task fee schedule if the project extends beyond this term.

### Payment Terms

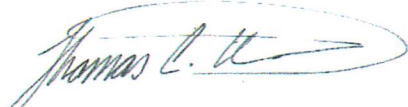

Net 30 days after receipt of invoice. Each task of the project will be billed individually on a percent complete basis. Invoices will be emailed monthly. If Project or task is cancelled, Sage will only bill for services completed.

## Additional Services

All additional services must be requested by CLIENT and will be executed under a separate Task Order. Sage often provides the following services to our school district clients:

- Contracting Support – technical review and input on contract documents.
- Design Review – detailed review of design submittals to ensure that the project meets contract requirements and that financial returns goals are maintained.
- Technical Construction Support through full Construction Management (CM) – technical support of your CM resources to review change orders and other submittals. Sage can also provide CM services up to full-time, boots-on-the-ground CM as necessary.
- Commissioning Verification and Project Closeout – oversight and statistically significant spot checking of the vendor's commissioning process to ensure systems are built and functioning to design requirements. Sage also ensures that all permitting and project deliverables are fully closed out prior to vendor release.
- Performance Management – Sage's asset management support services to ensure that systems are operating optimally, that O&M contract requirements and Performance Guarantees are met, and to provide annual financial performance reports for the project.

IN WITNESS WHEREOF, authorized representatives of both SAGE and CLIENT have executed this Task Order as of the date set forth above.

SAGE	CLIENT
By: 	By: 
Name: Thomas C. Williard	Name: Martin Klauss
Title: Principal	Title: Asst. Supt., Business Services
Date: December 30, 2016	Date: January 3, 2017

00536-00140/3379385.1

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 2017**  
**SUBJECT: B.2.d. APPROVE RESOLUTION NO. 17-01: APPROVAL OF FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 4217.12 AND APPROVAL OF SOLAR POWER DESIGN/BUILD CONTRACT WITH PFMG CONSTRUCTION, LTD**

ACTION

**ISSUE:** Shall the Board adopt Resolution No. 17-01, approving findings pursuant to Government Code Section 4217.12, and approving a solar power design/build contract with PFMG Construction, LTD?

**BACKGROUND:** Under the Solar Power Design/Build Contract ("Solar Agreement"), PFMG Construction, LTD will design, construct and install a districtwide photovoltaic system ("Solar Facility") to be located on each campus. The District will own the Solar Facility and will benefit from long term energy savings resulting from lower cost energy generated by the Solar Facility. In addition, as the owner of the Solar Facility, the District will benefit from available environmental incentives, including rebates, credits, reductions, offsets, and entitlements of any kind.

District staff recommends approval of the Solar Agreement in substantially the same form as presented, subject to minor revisions during the finalization of the documents that may be necessary to effect the intent of the parties, but which will not materially alter the terms of the Agreement presented to the Board. The resolution, findings, proposed contract, and independent third-party analysis may be accessed at the following link: <https://goo.gl/c8ca78>

**ALTERNATIVES:**

1. Adopt Resolution No. 17-01, approving findings pursuant to Government Code Section 4217.12, and approving a solar power design/build contract with PFMG Construction, LTD.
2. Do not adopt Resolution No. 17-01.

**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: JANUARY 17, 2017**  
**SUBJECT: B.2.e. APPROVE RESOLUTION NO. 17-02, AUTHORIZING PARCEL TAX ELECTION**

ACTION

**ISSUE:** Shall the Board of Education adopt Resolution No. 17-02, Calling for a May 2, 2017 All-Mail Ballot Election to Renew Quality Education Parcel Tax?

**BACKGROUND:** The District’s current parcel tax, approved by Oak Park voters in 2008, sunsets on June 30, 2017. At this evening’s meeting, the Board will consider authorizing an election to renew the parcel tax at its current rate. Accompanying this report is Resolution No. 17-02, Resolution of the Board of Trustees of the Oak Park Unified School District Calling for a May 2, 2017 All-Mail Ballot Election to Renew Quality Education Parcel Tax. The resolution, if approved, must be filed in the Ventura County election Office by January 18, 2017 for the May 2, 2017 election.

**ALTERNATIVES:**

1. Adopt Resolution No. 17-02, Resolution of the Board of Trustees of the Oak Park Unified School District Calling for a May 2, 2017 All-Mail Ballot Election to Renew Quality Education Parcel Tax.
2. Do not adopt Resolution No. 17-02.

**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	_____	_____	_____	_____

Resolution # 17-02

RESOLUTION OF THE BOARD OF TRUSTEES OF THE OAK PARK  
UNIFIED SCHOOL DISTRICT CALLING FOR A MAY 2, 2017 ALL-  
MAIL BALLOT ELECTION TO RENEW QUALITY EDUCATION  
PARCEL TAX

WHEREAS, the Oak Park Unified School District (the “District”) is devoted to quality, well-rounded public education; and

WHEREAS, the District believes schools with quality teachers and strong core programs in math, science, technology, reading and writing will make our neighborhoods desirable, attract families and keep our property values strong; and

WHEREAS, in 2008 the voters of the District approved a parcel tax (the “Measure C”) for a period of eight years; and

WHEREAS, revenues from the Measure C provide a stable source of \$900,000 annually funding that support local Oak Park schools and cannot be taken by the State; and

WHEREAS, stable local funding is needed to protect neighborhood schools’ academic excellence, enhance student success, retain highly qualified teachers, limit class sizes and preserve academic programs; and

WHEREAS, unless Measure C is extended by voters, the loss of \$900,000 annual funding will result in a reduction of educational programs; and

WHEREAS, Article XIII A, Section 4 of the California Constitution and Sections 50075 *et seq.*, of the California Government Code permit a school district to renew a parcel tax for specified purposes and to levy such tax following approval by at least two-thirds of voters voting upon the proposition; and

WHEREAS, the Board of Trustees (the “Board”) of the District proposes to place a measure on the May 2, 2017 ballot to continue its quality education parcel tax upon parcels of land within the District for the purposes set forth in this Resolution; and

WHEREAS, such renewal will maintain and preserve all existing senior exemptions to Measure C, without any further application being required from those eligible persons;

WHEREAS, the Board will apply all the proceeds of the parcel tax to preserve quality education by protecting neighborhood schools’ academic excellence, enhancing student success, attracting and retaining qualified teachers, preserving quality core academic programs, providing up-to-date instructional materials and for uses as set forth in this Resolution, and will not use any of said proceeds for administrator’s salaries, benefits or pensions; and

WHEREAS, all expenditures of the parcel tax will continue to be subject to citizen oversight and annual reports to ensure funds are spent appropriately; and

WHEREAS, the Board proposes to continue the parcel tax because the revenues will benefit only the District's schools and cannot be taken by the State of California or by other school districts; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Oak Park Unified School District as follows:

Section 1. This Board finds and determines that the foregoing recitals are true and correct.

Section 2. This Board hereby proposes to renew and extend the levy of the quality education renewal parcel tax to provide Oak Park schools stable local funding the State cannot take away to help:

- Protect neighborhood schools' academic excellence;
- Enhance student success;
- Attract and retain qualified teachers;
- Preserve academic programs, including math, science and technology;
- Provide up-to-date instructional materials; and
- Limit class sizes.

UNDER NO CIRCUMSTANCES SHALL ANY OF THE PROCEEDS OF THE QUALITY EDUCATION PARCEL TAX BE USED FOR ADMINISTRATORS' SALARIES, BENEFITS OR PENSIONS.

Pursuant to Government Code Section 50075.1 the Board determines that the proceeds of the quality education renewal parcel tax shall only be applied for the purposes stated above.

Section 3. Subject to voter approval, the existing \$197 per parcel per year parcel tax which, will expire on June 30, 2017 shall be renewed for eight years starting from July 1, 2017.

As used herein, the term "Parcel" means any parcel of land which lies wholly or partially within the boundaries of the District, for which the Ventura County Assessor/Tax Collector (together, "Tax Collector") issues a separate tax bill for *ad valorem* property taxes; provided, however, that any such parcels which are (i) contiguous, and (ii) used solely for owner-occupied, single-family residential purposes, and (iii) held under identical ownership, may, by submitting an application of the owners thereof by June 15 of any year to the District

be treated as a single parcel for purposes of the levy of this quality education renewal parcel tax.

Section 4. Subject to voter approval as set forth below, the parcel tax shall be levied commencing with the 2017-2018 (starting on July 1, 2017 upon the expiration of Measure C) fiscal year of the District, and shall be collected with, and in the same manner and subject to the same interest and penalties as, general *ad valorem* taxes collected by the Ventura County Treasurer and Tax Collector. In accordance with the requirements of Government Code Section 50075.1(c), the District shall create a separate account into which the proceeds of the special tax shall be deposited.

Section 5. The levy and collection of the parcel tax is not intended to decrease or offset any increase in local, state or federal government funding sources that would otherwise be available to the District at any time during which the parcel tax may be levied. In the event that the levy and collection of the parcel tax does have such an effect, the District shall reduce the parcel tax levy to the extent of any such decrease or offset. Additionally, any persons who are the owner of a Parcel used solely for owner-occupied, single-family residential purposes, and either (a) 65 years of age or older on or before June 30 of the fiscal year immediately preceding the fiscal year in which the tax should apply, or (b) receiving Supplemental Security Income for a disability regardless of age, or (c) receiving Social Security Disability Insurance benefits, regardless of age, whose yearly income does not exceed 250 percent of the 2012 federal poverty guidelines issued by the United States Department of Health and Human Services, may obtain an exemption from the levy of the high quality education renewal parcel tax, by submitting to the District an application of such owners or persons, prior to June 15 of any year.

Persons who currently receive an exemption from the District's Measure C parcel tax, shall automatically qualify for an exemption from this renewal without needing to file a new application for that exemption.

The District may establish administrative procedures to periodically verify the continued qualification of any previously granted exemption.

Section 6. The Board shall provide in each year (pursuant to Section 7902.1 of the Government Code) for any increase in the District's appropriation limit as shall be necessary to ensure that proceeds of the parcel tax may be spent for the authorized purposes set forth in Section 2 above and Section 7 below.

Section 7. The Board hereby requests that the Ventura County Registrar of Voters submit, by mail ballot pursuant to Elections Code Section 1500, the measure attached hereto as Exhibit B to the voters of the District and to print the entire Full Ballot Text in the ballot pamphlet to be published and mailed for the special all-mail ballot election scheduled for Tuesday, May 2, 2017.

The abbreviated text of the ballot proposition with respect to the foregoing measure shall read as shown in Exhibit A hereto.



The District's Superintendent, or designee, is hereby authorized and directed to make any changes to the text of the measure, or to the abbreviated form of the measure, as may be convenient or necessary to comply with the intent of this Resolution, the requirements of elections officials, and requirements of law.

Section 8. The measure set forth in Exhibits A and B shall be submitted to the voters of the District at an all-mail ballot election to be held on May 2, 2017. If approved by at least two-thirds of the voters voting on the measure, the measure shall take effect on July 1, 2017.

Section 9. This Resolution shall stand as the order to the Ventura County Registrar of Voters, respectively, to call an election within the boundaries of the District on May 2, 2017. This Board requests that the District election be consolidated with any and all elections to be held within the boundaries of the District on May 2, 2017. Pursuant to Elections Code Section 10403 the Board acknowledges that the consolidation election will be held and conducted in the manner described in Elections Code Section 10408.

Section 10. The Board hereby requests that the Ventura County Registrar of Voters or other appropriate election officials of Ventura County, take all actions which are necessary or appropriate in connection with the election, including, but not limited to, printing and mailing sample ballots, arguments and applications for absentee ballots, canvassing election returns and certifying the results of the election to the Board. The Board hereby agrees to reimburse Ventura County in full for any services performed by each for the District upon presentation of an invoice to the District.

Section 11. The Secretary of the Board is hereby authorized and directed to deliver a copy of this Resolution to the Ventura County Superintendent of Schools by January 18, 2017 and the Registrars of Voters/Elections Department of Ventura County, as well as the Clerk of the Board of Supervisors of Ventura County, not later than January 18, 2017 and to give notice of the election by causing the Registrar of Voters/Elections Department to publish the text of the measure and other items, not later than 15 days before the date of the election. The Secretary of the Board is hereby further authorized and directed to post a copy of this Resolution on or near the doors of the District Office and in three public places within the District for at least two weeks before the date of the election.

Section 12. If any section, subsection, phrase or clause of this Resolution is for any reason found to be invalid, such section, subsection, phrase or clause shall be severed from, and shall not affect the validity of, all remaining portions of this Resolution which can be given effect without the severed portion.

Section 13. The members of the Board are hereby authorized, but not directed, to prepare and file with the Ventura County Registrar of Voters/Election Department, respectively, a ballot argument in favor of the proposition contained in Section 7 hereof, within the time established by such Department.

Section 14. Subject to two-thirds approval of the District's voters, the parcel tax shall be collected by the Ventura County Tax Collector, at the same time and manner and shall be

subject to the same penalties as *ad valorem* property taxes collected by the Tax Collector. The Parcel Tax shall bear interest at the same rate for unpaid *ad valorem* property taxes until paid.

Section 15. The chief fiscal officer of the District shall, pursuant to Government Code Section 50075.3, file an annual report to the Board of Trustees as provided herein accounting for the high quality education renewal tax revenues collected and the manner in which they have been spent.

Section 16. The officers of the District are, and each of them acting alone is, hereby directed to take such other actions and to execute such other documents as are necessary to carry out the purposes of this Resolution.

Section 17. Pursuant to Elections Code Section 10400 the Board requests the governing body of any such other political subdivision, or any officer otherwise authorized by law, to partially or completely consolidate such election and to further provide that the canvass be made by any body or official authorized by law to canvass the returns of the election, and that the Board consents to such consolidation.

The foregoing Resolution was adopted by the Board of Trustees of the Oak Park Unified School District at a regular meeting held on January 17, 2017 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

/s/ \_\_\_\_\_  
President, Board of Trustees  
Oak Park Unified School District

ATTEST:

/s/ \_\_\_\_\_  
Clerk, Board of Trustees  
Oak Park Unified School District

EXHIBIT A

ABBREVIATED BALLOT TEXT

“Oak Park Unified School District Academic Excellence Renewal Measure. To protect neighborhood schools’ academic excellence, enhance student success, attract and retain qualified teachers, limit class sizes, provide up-to-date instructional materials, and preserve academic programs, including math, science and technology, shall Oak Park Unified School District **renew without increasing** its expiring \$197 annual parcel tax for eight years, with exemptions for seniors, annual public audits, independent citizens’ oversight, and no funds for administrator salaries?”

Yes \_\_\_\_\_

No \_\_\_\_\_

## EXHIBIT B

\*START OF FULL BALLOT TEXT\*

OAK PARK UNIFIED SCHOOL DISTRICT

\_\_\_\_\_ Measure \_\_

### **INTRODUCTION AND PURPOSE**

To continue funding to protect the academic excellence of neighborhood schools, provide up-to-date instructional materials, and attract and retain qualified teachers, provide local reliable funding for local schools that cannot be taken by the State, with no proceeds used for administrators' salaries, benefits and pensions, the Oak Park Unified School District ("District") proposes to renew and extend its existing quality education parcel tax for a period of eight years from its current expiration date (June 30, 2017), starting on July 1, 2017 at the current rate of \$197 per parcel per year, with an exemption available for senior citizens and certain disabled persons, and to implement accountability measures, including citizen oversight, to ensure the funds are used to help:

- Protect neighborhood schools' academic excellence;
- Enhance student success;
- Attract and retain qualified teachers;
- Preserve academic programs, including math, science and technology;
- Provide up-to-date instructional materials; and
- Limit class sizes.

The proceeds of the parcel tax shall be deposited into a separate account created by the District.

## **DEFINITION OF “PARCEL”**

For purposes of the quality education renewal parcel tax, the term “Parcel” means any parcel of land which lies wholly or partially within the boundaries of the Oak Park Unified School District, that receives a separate tax bill for *ad valorem* property taxes from the Ventura County Assessor/Tax Collector, as applicable. All property that is otherwise exempt from or upon which are levied no *ad valorem* property taxes in any year shall also be exempt from the quality education renewal parcel tax in such year.

For purposes of this quality education renewal parcel tax, any such “Parcels” which are (i) contiguous, and (ii) used solely for owner-occupied, single-family residential purposes, and (iii) held under identical ownership may, by submitting to the District an application of the owners thereof by June 15 of any year, be treated as a single “parcel” for purposes of the levy of the high quality education renewal parcel tax.

## **EXEMPTION FOR SENIORS AND SSI RECIPIENTS**

Pursuant to California Government Code Section 50079 (b)(1), any owner of a Parcel used solely for owner-occupied, single-family residential purposes and who are either (a) 65 years of age or older on or before June 30 of the fiscal year immediately preceding the year in which the tax would apply, or (b) persons receiving Supplemental Security Income for a disability, regardless of age, or (c) receiving Social Security Disability Insurance benefits, regardless of age, whose yearly income does not exceed 250 percent of the 2012 federal poverty guidelines issued by the United States Department of Health and Human Services, may obtain an exemption from the parcel tax by submitting an application therefore, by June 15 of any year, to the District. Once granted, exemptions remain in place until the property is transferred or not owner-occupied by a qualifying person.

Persons who are owners of Parcels used solely for owner-occupied, single-family residential purposes and currently exempted from the District’s expiring Measure C parcel tax shall automatically be exempted from this Measure without having to file a new application.

The District may establish administrative procedures to periodically verify the continuance of any previously granted exemption.

With respect to all general property tax matters within its jurisdiction, the Ventura County Treasurer and Tax Collector or other appropriate county tax officials, shall make all final determinations of tax exemption or relief for any reason, and that decision shall be final and binding. With respect to matters specific to the levy of the high quality education renewal parcel tax, including any exemptions and the classification of property for purposes of calculating the tax, the decisions of the District shall be final and binding.

## **REDUCTION IN TAX IF RESULT IS LESS OTHER GOVERNMENT SUPPORT**

The collection of the quality education renewal parcel tax is not intended to decrease or offset any increase in local, state or federal government revenue sources that would otherwise be available to the District during the period of the parcel tax. In the event that the levy and collection does have such an effect, the District may cease the levy or shall reduce the parcel tax to the extent that such action would restore the amount of the decrease or offset in other revenues.

## **ACCOUNTABILITY MEASURES**

In accordance with the requirements of California Government Code Sections 50075.1 and 50075.3, the following accountability measures, among others, shall apply to the parcel tax levied in accordance with this Measure: (a) the specific purposes of the parcel tax shall be those purposes identified above; (b) the proceeds of the parcel tax shall be applied only to those specific purposes identified above; (c) a separate, special account shall be created into which the proceeds of the quality education renewal parcel tax must be deposited; and (d) an annual written report shall be made to the Board of Trustees of the District showing (i) the amount of funds collected and expended from the proceeds of the high quality education renewal parcel tax and (ii) the status of any projects or programs required or authorized to be funded from the proceeds of the parcel tax, as identified above. In addition to the accountability measures required by law, the District will maintain its existing Citizens' Oversight Committee to provide oversight as to the expenditure of parcel tax revenues.

\*End of Full Ballot Text of Measure\*

EXHIBIT C

FORMAL NOTICE OF PARCEL TAX ELECTION

NOTICE IS HEREBY GIVEN to the qualified electors of the Oak Park Unified School District that in accordance with the provisions of the Government Code of the State of California, an all-mail ballot election will be held on May 2, 2017, at which election the following proposition shall be submitted to the qualified electors of the District and voted upon:

“Oak Park Unified School District Academic Excellence Renewal Measure. To protect neighborhood schools’ academic excellence, enhance student success, attract and retain qualified teachers, limit class sizes, provide up-to-date instructional materials, and preserve academic programs, including math, science and technology, shall Oak Park Unified School District **renew without increasing** its expiring \$197 annual parcel tax for eight years, with exemptions for seniors, annual public audits, independent citizens’ oversight, and no funds for administrator salaries?”

The Ventura County Superintendent of Schools, by this Notice of Election, has called the election pursuant to a Resolution of the Board of Trustees of the Oak Park Unified School District, adopted on January 17, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Ventura County Superintendent of  
Schools



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 2017**  
**SUBJECT: B.2.f. APPROVE AGREEMENT FOR PARCEL TAX ELECTION CONSULTANT SERVICES**

ACTION

**ISSUE:** Shall the Board consider and approve a consultant agreement for parcel tax election advisory services?

**BACKGROUND:** The District’s current parcel tax, approved by Oak Park voters in 2008, sunsets on June 30, 2017. At this evening’s meeting, the Board will consider authorizing an election to renew the parcel tax at its current rate. In the event that the Board authorizes this election, it is the recommendation of staff that the Board enter into a consultant agreement for parcel tax election advisory services with CliffordMoss. The proposed agreement for services accompanies this report for the Board’s review. If approved, the fee for services will be funded from one-time discretionary funds.

**ALTERNATIVES:**

1. Approve a consultant agreement with CliffordMoss, in the amount of \$26,000, for parcel tax election advisory services
2. Do not approve a consultant agreement with CliffordMoss.

**RECOMMENDATION:** Alternate No. 1.

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

Respectfully submitted,

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

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

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

# CliffordMoss.

January 5, 2017

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

Sent Via Email: [mklauss@opusd.org](mailto:mklauss@opusd.org)

## Re: Agreement for Professional Services

Dear Martin:

This letter confirms our agreement for professional services (“Agreement”) and takes effect on the Commencement date provided below by and between **CliffordMoss** (“Provider”) and **Oak Park Unified School District** (“Client”).

### 1. Scope of Agreement.

Provider will, with consultation from Client and for the direct benefit of Client, provide strategic assessment and public communication services to OPUSD. Provider’s scope of work in this process will include:

#### A. Communications & Strategic Assessment Services

- Review relevant background material on Client’s program needs.
- Assist with ongoing strategic communications to keep the Board, District leaders and community informed.
- Provide ongoing project-related strategic counsel as needed.

**Commencement Date:** January 17, 2017

**Expiration Date:** April 10, 2017

**Compensation:** Public Communication Services: \$6,500/month

### 2. Compensation Payment Schedule.

Provider’s monthly fee shall be payable monthly for January, February, March and April, due upon invoice. Provider’s reasonable business expenses shall be invoiced monthly and are in

addition to Provider's service fee (see section 3, below).

**3. Provider's Expenses.**

Client shall separately reimburse Provider for Provider's reasonable and necessary expenses (the "Expenses") including, travel (airfare, car rental, gas and other related transportation expenses), lodging, meals, teleconferencing, and/or cellular telephone charges; photocopying and faxes; express mail, messenger or delivery service incurred in performing the Services hereunder. Provider shall be reimbursed by Client within thirty (30) days following presentation of Provider's invoice or statement.

**4. Vendor Costs and Payments.**

Subject to prior approval of Client, Provider is authorized to enter into third party contracts on behalf of Client for Client's public information efforts. Payment of vendor for all good, services, and costs shall be Client's sole responsibility, and shall be in addition to the Compensation or any other fees for the Services. Such third party contracts include, without limitation, contracts for printing, paid field and phone calling, graphic artwork, demographic data and voter data, opinion research (polling services), mailing services, and postage.

**5. Client's Obligations.**

At all times while Provider is providing the Services described above or otherwise assisting Client and with the mutual consent of Client, Client shall promptly provide Provider with access to the facilities, personnel and other resources necessary for Provider to provide the Services.

**6. LIMITED WARRANTY; LIMITATION ON LIABILITY.**

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER OR ANY OTHER PERSON FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY OR INCIDENTAL DAMAGES, INCLUDING WITHOUT LIMITATION, LOST PROFITS, HOWEVER CAUSED AND BASED ON ANY THEORY OF LIABILITY, ARISING OUT OF OR RELATING TO THIS AGREEMENT, WHETHER OR NOT CUSTOMER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EACH PARTY'S LIABILITY SHALL BE LIMITED TO THE AMOUNT PAYABLE BY CUSTOMER TO COMPANY UNDER THIS AGREEMENT FOR DELIVERABLES PROVIDED PRIOR TO THE CLAIMS.

**7. Indemnification.**

Each party agrees to indemnify, defend and save harmless from all loss, liability, damage, claim, cost or expense (including reasonable attorney fees or court costs) to the extent caused by the actual or alleged infringement of any patent, copyright, trade secret, or other proprietary right arising from or related to any material it furnished to such other party pursuant to this Agreement. Each party agrees to indemnify, defend, and save harmless the other party from all loss, liability, damage, claim, cost or expense (including reasonable attorney fees or court costs) arising from or relating to any personal injury, death, damage to property, or economic loss to the extent caused by the Indemnifying Party's sole negligent act or omission, intentional misconduct, or other breach of duty. In the event both Provider and Client are at fault,

indemnification shall be proportionate to their respective shares of fault. In the event neither party is at fault, each party shall bear responsibility for its own losses, expenses and liabilities.

**8. Term; Termination.**

- (a) The term of this Agreement shall commence on the Commencement Date and continue through the Expiration Date as those terms are defined in Section 1 (Scope of Agreement) above.
- (b) Either party may terminate this Agreement with or without cause by sending written notice of termination at least thirty (30) days prior to terminating the Agreement. In the event of termination, Client shall pay the outstanding balance of all fees due to Provider provided by this Agreement within ten (10) days of the termination.
- (c) The parties may agree to extend this Agreement at any time by mutual written consent.

**9. Agreement Is Confidential.**

Client agrees that Client shall not during, or at any time following termination of Agreement with Provider, disclose or divulge to other parties, the specific terms of this Agreement, except as required by law.

**10. Ownership of Work Product.**

All finished documents and other materials prepared by Provider under this contract shall be jointly owned by Client and Provider. Joint ownership means that either Client or Provider can use documents or materials as needed at their discretion. The only exception to this joint ownership agreement is artistic renderings. Joint future use of such artistic renderings by Client shall be subject to negotiation between Client and the appropriate artist/sub-vendor.

**11. Protection of Confidential Information.**

Provider has and will develop, compile, and own certain proprietary techniques and confidential information and data that have great value in its business (such techniques, and information and data are referred to in this Agreement collectively as "Confidential Information"). Confidential Information includes, without limitation, (a) all information that has or could have commercial value or other utility in the business in which Provider is engaged or in which it contemplates engaging and (b) all information of which the unauthorized disclosure could be detrimental to the interests of Provider, whether or not such information is identified as Confidential Information by Provider.

Client shall keep confidential any and all Confidential Information regardless of means of transmission and storage except as required by law. Failure to mark any of the Confidential Information as confidential or proprietary shall not affect its status as Confidential Information under the terms of this Agreement. Client shall take all reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information. Without limiting the foregoing, Client shall take at least those measures that Client takes to protect its own most highly confidential information. Client acknowledges that it is impossible to measure fully, in money, the injury that will be caused in the event of a breach or threatened breach of

this provision and Provider shall be entitled to injunctive relief to enforce the provisions of this Agreement, without prejudice to any other remedy that such party may have at law or in equity.

**12. Late Charges.**

Provider may charge a late fee of 1.5% per month on any payment due under this Agreement and not paid in full on the date due, and on any balance due and unpaid more than thirty (30) days after presentation of any statement or invoice from Provider.

**13. Notice.**

All notices required or permitted under this Agreement must be in writing and will be deemed given (a) when delivered personally, (b) two (2) days after having been sent by commercial express courier with written verification of receipt, (c) on transmission by facsimile, provided that receipt is confirmed by a report generated the facsimile machine transmitting such notice, or (d) on the earlier of receipt or seven (7) business days after having been sent by U.S. first class mail, return receipt requested, postage prepaid. The delivery address for any such notice shall be as follows:

Oak Park Unified School District  
Attention: Martin Klauss Asst. Supt. Business  
5801 East Conifer Street  
Oak Park, CA 91377

CliffordMoss  
Attention: Tom Clifford  
5111 Telegraph Avenue, No. 307  
Oakland, CA 94609

**14. Survival.**

All terms and provisions hereof intended to be observed and performed by the parties after the termination hereof, shall survive such expiration or termination and shall continue thereafter in full force and effect, subject to applicable statutes of limitations.

**15. Severability.**

If a court of competent jurisdiction finds any provision of this Agreement void, illegal, invalid or unenforceable as applied to any person or circumstance, the remainder of this Agreement and the application of such provision to other persons or circumstances shall be interpreted so as best to effect the intent of the parties hereto. The parties further agree to replace any such void, illegal, invalid or unenforceable provision with a valid and enforceable provision that will achieve, to the fullest extent possible, the economic, business, and other purposes of such provision.

**16. Assignment Prohibited; Binding Effect; No Third Party Rights.**

No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempt to assign such rights or obligations shall be null and void. Notwithstanding the prior

limitation, this Agreement shall be binding on and inure to the benefit of the parties hereto, their successors and assigns. This Agreement shall not create any rights or benefits to parties other than Client and Provider. No third party shall have the right to rely on Provider opinions rendered in connection with the Services without the prior written consent of Provider.

**17. Governing Law; Venue.**

This Agreement shall be governed by the laws of the State of California without regard to any conflicts of law doctrine. In any action or proceeding brought to enforce this Agreement or any other claim arising out of or related to this Agreement, the venue shall be Ventura County, California, if the action is brought by Client or Alameda County, California, if the action is brought by Provider. Each party waives, to the maximum extent permitted by law, any and all rights, either substantive or procedural, which in any way limit or prevent enforcement of the terms of this Agreement.

**18. Entire Understanding; Waiver; Modification.**

This Agreement constitutes the complete and exclusive statement of the agreement among the parties about the described subject matter. It supersedes all prior written and oral statements, including any prior representation or statement. No waiver or indulgence of any failure to keep or perform any promise or condition of this Agreement shall be a waiver of any preceding or succeeding breach of the same or any other promise or condition. No waiver of any right shall be construed as a waiver of any other right. Neither party shall be required to give notice to enforce strict adherence to all terms of this Agreement. No waiver or modification of any of the terms of this Agreement shall be valid unless in writing, signed by the party to be bound.

**Provider: CliffordMoss**

Address: 5111 Telegraph Avenue, No. 307, Oakland 94609

By: \_\_\_\_\_  
Tom Clifford, Principal

Date: \_\_\_\_\_

**Client: Oak Park Unified School District**

Address: 5801 East Conifer Street, Oak Park CA 95051

By: \_\_\_\_\_  
Martin Klauss, Assistant Superintendent

Date: \_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 2017**  
**SUBJECT: B.2.g. AMEND AND APPROVE RESOLUTION NO. 16-27, RESOLUTION OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT ESTABLISHING AN INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE AND APPROVING BYLAWS FOR MEASURE S THEREFORE**

ACTION

**ISSUE:** Shall the Board amend and approve Resolution No. 16-27, Resolution of the Board of Education of the Oak Park Unified School District Establishing an Independent Citizens' Bond Oversight Committee and Approving Bylaws for Measure S Therefore?

**BACKGROUND:** Upon voter approval of the Measure S general obligation bond on November 8, 2016, at its meeting on December 6, 2016, the Oak Park Unified School District Board of Education approved Resolution No. 16-27, establishing an independent Citizens' Bond Oversight Committee and approving related Bylaws. It is recommended that the Board amend and approve Resolution No. 16-27 to modify the Committee Bylaws, to specify that Committee meetings shall be conducted in accordance with Rosenberg's Rules of Order (2011 Revision). There are no other recommended changes or modifications to Resolution 16-27 as previously approved by the Board.

**ALTERNATIVES:**

1. Approve amended Resolution No. 16-27, Resolution of the Board of Education of the Oak Park Unified School District Establishing an Independent Citizens' Bond Oversight Committee and Approving Bylaws for Measure S Therefore, modified to specify that Committee meetings shall be conducted in accordance with Rosenberg's Rules of Order (2011 Revision).
2. Do not amend and approve Resolution No. 16-27.

**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	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 16-27 (AMENDED)**

**RESOLUTION OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT ESTABLISHING AN INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE AND APPROVING BYLAWS THEREFORE**

**WHEREAS**, the Board of Education of the District previously adopted a resolution requesting the County to call an election for general obligation bonds (the "2016 Election") held on November 8, 2016 ("Measure S"); and

**WHEREAS**, notice of the 2016 Election was duly given and on November 8, 2016, the 2016 Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$60 million; and

**WHEREAS**, based on the Canvass and Statement of Results for the County, more than fifty-five percent of the votes cast on Measure S were in favor of issuing the aforementioned bonds; and

**WHEREAS**, the Board of Education of the District (the "Board") desires to charge its independent citizens' bond oversight committee (the "Committee") with responsibilities in connection with issuance of bonds under Measure S; and

**WHEREAS**, the Board also desires to approve bylaws governing such Committee; and

**NOW, THEREFORE, THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:**

Section 1. **Authorization.** Measure S was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Section 2. **Establishment of Committee.** An Independent Citizens' Bond Oversight Committee (the "Committee") is hereby established for the purposes set forth in the Act.

Section 3. **Bylaws.** The Committee shall operate pursuant to the Board approved Bylaws, **as amended by the Board at its meeting on January 17, 2017.** The Committee shall have only those responsibilities granted to them in the Act and in the Bylaws. The Bylaws, as submitted herewith and attached hereto, are hereby approved.

Section 4. **Other Actions.** Officers of the Board and members of the Committee established hereunder are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.



ADOPTED, SIGNED AND APPROVED this 17th day of January, 2017.

BOARD OF EDUCATION OF THE OAK PARK  
UNIFIED SCHOOL DISTRICT

---

President

ATTEST:

---

Secretary

STATE OF CALIFORNIA            )  
  )ss  
VENTURA COUNTY                )

I, Anthony W. Knight, do hereby certify that the foregoing is a true and correct copy of Resolution No. 16-27 (**Amended**), which was duly adopted by the Board of Education of the Oak Park Unified School District at the meeting thereof held on the **17th day of January, 2017**, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By \_\_\_\_\_  
Secretary

**OAK PARK UNIFIED SCHOOL DISTRICT  
INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS**

**Section 1. Committee Established.** The Oak Park Unified School District (the "District") has a standing Independent Citizens' Bond Oversight Committee established in 2006 which has the authority to review bond expenditures from the District's Measures C6 and R, as well as the District's Measure C parcel tax (the "Prior Measures"). The District was successful at the election conducted on November 8, 2016 in obtaining authorization from the District's voters to issue up to \$60 million aggregate principal amount of the District's general obligation bonds (the "Measure S Election"). The Measure S Election, like those for Measure R and C6, was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish an Independent Citizens' Bond Oversight Committee in order to satisfy the accountability requirements of Prop 39. The Board of Education of the District (the "Board") has established an Independent Citizens' Bond Oversight Committee (the "Committee") and had adopted Procedures, Policies and Guidelines summarizing the Committee's responsibilities. The Board has approved new Bylaws to govern the ongoing activities of the Committee which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

**Section 2. Purposes.** The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to proceeds generated under the Prior Measures and Measure S. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review. However, to the extent that facilities are financed with a combination of Measure S and Prior Measures monies and other non-bond funds, such projects shall be subject to Committee oversight and review.

**Section 3. Duties.** To carry out its stated purposes, the Committee shall perform only the duties set forth in Sections 3.1, 3.2, and 3.3 hereof, and shall refrain from those activities set forth in Sections 3.4 and 3.5.

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure R, Measure C6 and Measure S; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report for the Prior Measures and Measure S which shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of contracts,
- (ii) Approval of change orders,
- (iii) Expenditures of bond funds,
- (iv) Handling of all legal matters,
- (v) Approval of project plans and schedules,
- (vi) Approval of all deferred maintenance plans, and
- (vii) Approval of the sale of bonds.

3.5 Prior Measures and Measure S Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

**Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive copies of the District's annual, independent performance audit and annual, independent financial audit required by Prop 39 (Article XIII A of the California Constitution) (together, the "Audits") at the same time said Audits are submitted to the District by March 31<sup>st</sup> of each year, and review the Audits.

(b) Inspect District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent.

(c) Review copies of deferred maintenance plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

(e) Receive from the Board, within three months of the District receiving the Audits, responses to any and all findings, recommendations, and concerns addressed in the Audits, and review said responses.

**Section 5. Membership.**

5.1 Number.

The Committee shall consist of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

- (a) To be a qualified person, he or she must be at least 18 years of age.
- (b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest.

(a) Members of the Committee are not subject to the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete Form 700; but each member shall comply with the Committee Ethics Policy attached as “Attachment A” to these Bylaws.

(b) Pursuant to Section 35233 of the Education Code, the prohibitions contained in Article 4 (commencing with Section 1090) of Division 4 of Title 1 of the Government Code (“Article 4”) and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code (“Article 4.7”) are applicable to members of the Committee. Accordingly:

(i) Members of the Committee shall not be financially interested in any contract made by them in their official capacities or by the Committee, nor shall they be purchasers at any sale or vendors at any purchase made by them in their official capacity, all as prohibited by Article 4; and

(ii) Members of the Committee shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to duties as a member of the Committee or with the duties, functions, or responsibilities of the Committee or the District. A member of the Committee shall not perform any work, service, or counsel for compensation where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of the Board, except as permitted under Article 4.7.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing as of the date of appointment by the Board. No member may serve more than three (3) consecutive terms. At the Committee’s first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed. Terms commence on the date or number is appointed to the Committee by the Board.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District will advertise in the local newspapers, on its website, and in other customary forums, as well as solicit appropriate local groups for applications; (b) the Superintendent will review the applications; and (c) the Superintendent will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse, for failure to comply with the Committee Ethics Policy or a failure to adequately carry out their functions as members of the Committee. Upon a member’s removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the

Committee. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; (c) the Committee shall not establish subcommittees for any purpose; and (d) the Committee shall have the right to request and receive copies of any public records relating to projects funded by the Prior Measures and Measure S.

## **Section 6. Meetings of the Committee.**

6.1 Regular Meetings. The Committee shall meet at least once a year, but shall not meet more frequently than quarterly.

6.2 Location. All meetings shall be held within the boundaries of the Oak Park Unified School District, located in Ventura County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

6.4 Rules of Order. Committee meetings shall be conducted in accordance with [Rosenberg's Rules of Order \(2011 Revision\)](#).

## **Section 7. District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation, translation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.

**Section 8. Reports.** In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9. Officers.** The Superintendent shall appoint the Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

**Section 10. Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the Board. The Committee shall have no authority to amend these Bylaws.

**Section 11. Termination.** The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all funds of the Prior Measures and Measure S.



**CITIZENS' BOND OVERSIGHT COMMITTEE  
ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

**POLICY**

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to bidding on projects funded by the bond proceeds.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Oak Park Unified School District.
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.



# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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## INTRODUCTION

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The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion**. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

**First**, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

**Second**, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

## Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

## Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?*

*Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

## The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.




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## **OAK PARK UNIFIED SCHOOL DISTRICT APPLICATION FOR INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**

The Board of Education of the Oak Park Unified School District is seeking qualified, interested individuals to serve on a committee of community leaders which will serve as the Independent Citizens' Oversight Committee ("COC") for the implementation of the District's Measure S school facilities bond program.

### **Proposition 39 Bond Elections**

The District's voters have previously approved bond authorizations known as Measure R in 2008, Measure C6 in 2006 and a parcel tax election (Measure C) in 2008.

On November 8, 2016, voters residing within the Oak Park Unified School District passed Measure S. Measure S is a \$60 million bond measure that authorizes funding for needed repairs, upgrades, and new construction projects to the District's schools. Proposition 39 required a 55% supermajority for approval; Measure S was passed by 63.5%.

### **Establishment of a Citizens' Oversight Committee**

After a bond authorized under Proposition 39 is passed, state law requires that the Oak Park Unified School District Board of Education appoint an Independent Citizens' Oversight Committee ("COC") to work with the District. The District has a COC and has expanded its power to include Measure S.

### **Committee Responsibilities**

In accordance with Education Code Section 15278(b), the Citizens' Oversight Committee shall:

- Inform the public concerning the District's expenditure of bond proceeds of Measure R, C6 and Measure S.
- Review expenditure reports produced by the District to ensure that Measure R, C6 and Measure S bond proceeds were expended only for the purposes set forth in Measure R, C6 and Measure S, respectively; and
- Present to the Board in public session, an annual written report outlining their activities and conclusions regarding the expenditure of bond proceeds of Measure R, C6 and S.

The Bylaws which govern the Citizens' Oversight Committee are attached to this Application.

### **Appointment of Committee Members**

All appointments will be made by the Board from applications submitted to the District. The Committee shall consist of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers' association.
- Two (2) members of the community at-large.

### **Time Commitment and Term**

Initial appointments will be staggered, such that some of the initial appointees will be appointed to serve one full two-year term. The other initial appointments will serve a one-year term, but will be eligible for reappointment by the Board for a second and third two-year term.

### **Would You Be Interested in Serving?**

If you wish to serve on this important committee, please review the committee Bylaws for more information about the committee's role and responsibilities and complete the attached application. Completed applications should be sent to Oak Park Unified School District by **4:30 PM on March 1, 2017 to Oak Park Unified School District, 5801 Conifer Street, Oak Park, CA 91377.**

**OAK PARK UNIFIED SCHOOL DISTRICT  
APPLICATION FOR INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**

*(Please Print or Type)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

FAX #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Why do you want to serve on the Independent Citizens' Oversight Committee?**

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**Do you have any special area of expertise or experience that you think would be helpful to the committee?**

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**If you have served on other school district, city or community committees please list and briefly describe your role:**

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**I would be able to represent the following constituencies in the District:** *(check all that apply)*

- Business Representative** - Active in a business organization representing local business  
*Organization:* \_\_\_\_\_
- Senior Citizen Group Representative** - Active member in a senior citizens' organization.  
*Organization:* \_\_\_\_\_
- Taxpayer Organization Member** - Active in a bona fide taxpayers' association.  
*Organization:* \_\_\_\_\_
- Parent or Guardian of Child Enrolled in District.**  
*Child's Name and School:* \_\_\_\_\_  
*Child's Name and School:* \_\_\_\_\_
- Parent /Guardian of Child Enrolled in District & Active in a Parent-Teacher Organization**  
*Child's Name and School:* \_\_\_\_\_  
*Child's Name and School:* \_\_\_\_\_  
*Organization:* \_\_\_\_\_
- At-Large Community Member** – Resident of the Oak Park Unified School District.  
*Name:* \_\_\_\_\_  
*Name:* \_\_\_\_\_

**Please note any additional information you feel should be considered as part of your application:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1. Are you an employee of the District?\*
2. Are you a vendor, contractor, or consultant to the school district?\*
3. Do you have conflicts that would preclude your attending quarterly meetings?
4. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Independent Citizens' Oversight Committee?\*
5. Are you willing to comply with the ethics code included in the bylaws?

YES	NO

(\*Employees, vendors, contractors, and consultants of the Oak Park Unified School District are prohibited by law from being members of the Citizens' Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.)

**Signature of Applicant**

All answers and statements in this document are true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed applications must be received at **Oak Park Unified School District, 5801 Conifer Street, Oak Park, CA 91377, no later than at 4:30 pm, March 1, 2017.** If you have any questions, please call Oak Park Unified School District at 818.735.3206.

It is the policy of the Oak Park Unified School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 2017**  
**SUBJECT: B.2.h. ANNUAL AUDIT REPORTS FOR FISCAL YEAR 2015-16, INCLUDING BOND MEASURES R AND C6**

ACTION

**ISSUE:** Shall the Board receive and accept the annual audit reports for fiscal year 2015-16, including the audits for Bond Measures R and C6?

**BACKGROUND:** As required by Education Code Section 41020 and Article XIII.B of the State Constitution, the Board of Education has employed an independent accounting firm to audit all District financial records and procedures for the fiscal year ending June 30, 2016. Included is the District’s general financial audit, as well as the financial and performance audits of the District’s two bond funds, Fund 212 (Measure C6) and Fund 213 (Measure R). The audit reports prepared by the accounting firm of Christy White Accountancy Corp. may be accessed at the following links:

- [OPUSD 2015-16 Audit – District Financial Statements](#)
- [OPUSD 2015-16 Audit – Measure R Bond Fund](#)
- [OPUSD 2015-16 Audit – Measure C6 Bond Fund](#)

**ALTERNATIVES:**

1. Accept as record the 2015-16 annual audit reports.
2. Do not accept the 2015-16 annual audit reports.

**RECOMMENDATION:** Alternative No. 1

**RATIONALE:** Acceptance of the annual audits fulfills the Board’s obligation as required by EC 41020 and Article XIII.B of the State Constitution.

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: JANUARY 17, 2017**  
**SUBJECT: B.2.i. APPROVAL AND CERTIFICATION OF 2016-17 SCHOOL BELL SCHEDULES AND MINIMUM INSTRUCTIONAL MINUTES**

ACTION

**ISSUE:** Shall the Board of Education approve the 2016-17 school bell schedules and certify compliance with the minimum number of instructional minutes as required by Education Code (EC) Section 46201?

**BACKGROUND:** Education Code (EC) Section 46201 requires the governing board of every school district to certify that each school and each grade level has met the minimum number of instructional minutes as described in EC 46201 and meets the intent of the longer school day provisions of SB 813. As described in EC 46201.5, school bell schedules must provide for the minimum number of instructional minutes as follows:

Kindergarten = 36,000 minutes/year      Grades 1–3 = 50,400 minutes/year  
 Grades 4–8 = 54,000 minutes/year      Grades 9–12 = 64,800 minutes/year

The District’s audit firm, as a part of the District’s financial audit, reviews compliance with the instructional time requirement annually. There are severe financial penalties for programs with less than the required minimum number of instructional minutes. The 2016-17 bell schedules and instructional minutes for each school site may be accessed at the following link: <https://goo.gl/tEpPPt>.

**ALTERNATIVES:**

- Approve the 2016-17 school bell schedules and certify compliance with the minimum number of instructional minutes as required by EC 46201.
- Do not approve the 2016-17 school bell schedules.

**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: JANUARY 17, 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 has been made to the District:

Site/Program	Gift/Donor	Gift
District Office	Conrad N. Hilton Foundation/Luis Franco	5 Lateral File Cabinets
Oak Park High School Woodshop	Lightning Brothers Construction/Forest Plywood	Lumber
Brookside Elementary School	C & K Construction and Design	Installation of Glass Mosaic "B" in School Courtyard

**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: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 2016**  
**SUBJECT: B.2.k. APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASE – CLASSROOM CLEANING EQUIPMENT FOR ALL SITES**

ACTION

**ISSUE:** Shall the Board approve the purchase of classroom cleaning equipment for all school sites utilizing Measure C6 funds?

**BACKGROUND:** As approved by Oak Park voters, Bond Measure C6 specifically provides “to improve student safety and replace aging equipment.” For the 2016-17 school year, staff conducted a Districtwide audit of custodial equipment and identified the need to replace six carpet extracting machines with accessories, two floor burnishers, two floor buffers, and three back pack vacuums to improve classroom cleaning and sanitizing.

Requests for quotes from local vendors resulted in two responses. After review of the two quotes received and demonstration of the preferred equipment, staff is recommending acceptance of the accompanying proposal submitted by Southwest School Supply of Ontario, California for the purchase of the equipment outlined, utilizing Measure C6 funds.

- ALTERNATIVES:**
1. Approve the purchase of six carpet extracting machines with accessories, two floor burnishers, two floor buffers, and three back pack vacuums, per the proposal submitted by Southwest School Supply, in the total amount of \$24,479, to be funded from the Measure C6 bond fund.
  2. Do not approve the equipment purchase.

**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	_____	_____	_____	_____



# QUOTE

805 N. Barrington Ave  
Ontario, CA 91764  
Phone: 909-980-7777  
Fax: 909-980-7159

Prepared by: *Gregg Ethier*  
Email: [gregg@southwestschool.com](mailto:gregg@southwestschool.com)

Date:	11/9/16
Quote #:	OPUSD-00474
Customer ID:	121300
Valid Until:	12/28/16

## CUSTOMER

Name: Annette Segal  
Business Name: Oak Park USD  
Address: 5801 E. Conifer St.  
City/State/Zip: Oak Park, CA 91377  
Phone: 818 735-3208

ITEM NUMBER	QTY	UNIT	ITEM DESCRIPTION	COST	EXTENSION
SODEDIC800PSN	6	EA	Supernova Two-Way Self-Contained Extractor, 50 PSI Pump, Dual 2-Stage Vacs, 8-Gallon, 200 CFM, 19" Cleaning Path	\$ 2,753.00	\$ 16,518.00
SODEDIC1204ACH	6	EA	12" Wide Single Jet Powerwand , For Use With Supernova Extractors, 2500 RPM Brush, See-Through Vac Port, 15 lbs.	\$ 415.50	\$ 2,493.00
SOD20HS2000-BK	2	EA	Saturn 20" 2000 RPM High Speed Burnisher, Powder Coated Brush Cover, Belt Drive, Pad Driver Included	\$ 726.25	\$ 1,452.50
SOD20DS3-BK	2	EA	Saturn 20" 320 RPM 1.5 HP, Dual Speed Buffer, Black Powder Coated Steel Brush Cover	\$ 649.50	\$ 1,299.00
SSS87745	3	EA	ProTeam, SuperCoach Pro10, Backpack Vacuum	\$ 336.00	\$ 1,008.00

## TERMS AND CONDITIONS

- Customer will be billed after indicating acceptance of this quote
- Payment authorization will be due prior to delivery of goods
- Please deliver the signed price quote to the preparer listed above
- Payment terms are Net 30 upon delivery

Subtotal:	\$ 22,770.50
Tax Rate:	7.500%
Tax Due:	\$ 1,707.79
Freight:	INCLUDED
Discount:	
Installation:	INCLUDED
<b>Total:</b>	<b>\$ 24,478.29</b>

Signature: \_\_\_\_\_

Estimated Delivery: 1 - 7 days

**Thank You For Your Business**

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 17, 2017**

**SUBJECT: B.2.1 GOVERNOR'S 2017-18 BUDGET PROPOSAL FOR K-12 EDUCATION**  
 DISCUSSION

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**ISSUE:** Shall the Board receive and discuss information pertaining to the Governor's January budget proposal for the 2017-18 fiscal year?

**BACKGROUND:** The Governor is required to provide his proposal for the State's 2017-18 budget by January 10, 2017, including his funding plan for K-12 education. It is anticipated that staff will provide the Board with a preliminary overview of the Governor's proposal at this evening's meeting. District staff will be attending the School Services of California workshop in Ontario on January 18, 2017 to receive detailed information regarding the Governor's proposal. Staff will share the information obtained at the workshop with the Board at subsequent meetings to discuss the anticipated impact of the proposal on Oak Park schools in the upcoming budget year.

**ALTERNATIVES:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
 Superintendent

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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: JANUARY 17, 2017**  
**SUBJECT: B.2.m. APPROVE PROJECT 15-13R, LANGUAGE LAB FACILITIES AT OAK PARK HIGH SCHOOL AS MEASURE R PROJECT**

ACTION

**ISSUE:** Shall the Board provide specific authorization to contract with the Ventura County Library for the now-completed Project 15-13R, OPHS Language Lab Facilities at Oak Park Library, and authorize the related expenditures to be charged to the Measure R bond funds.?

**BACKGROUND:** At its meeting on June 28, 2015, the Board approved Amendment No. 1 to the Oak Park Joint-Use Library Agreement, modifying its terms to permit structural modifications to the Oak Park Library building. Although the original joint-use agreement was amended for the purpose of allowing the construction of a language lab for use by Oak Park High School, no specific language was included to authorize this now-completed project. Administration is now requesting the Board’s specific authorization to contract with the Ventura County Library Services for Project 15-13R, OPHS Language Lab Facilities at Oak Park Library, at a cost of \$59,814, and authorize the related expenditures to be charged to the Measure R bond funds.

- ALTERNATIVES:**
1. Authorize the contract with the Ventura County Library for the now-completed Project 15-13R, OPHS Language Lab Facilities at Oak Park Library, and authorize the related expenditures to be charged to the Measure R bond funds.
  2. Do authorize the contract for Project 15-13R.

**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: JANUARY 17, 2017**  
**SUBJECT: B.2.n. AUTHORIZE ESTABLISHMENT OF MEASURE S CONSTRUCTION MANAGEMENT DEPARTMENT AND APPROVE CONSTRUCTION MANAGER POSITION**

ACTION

**ISSUE:** Shall the Board approve and authorize establishment of Measure S Bond Construction Management Department and Bond Construction Manager position?

**BACKGROUND:** With the passage of the Measure S in November 2016, among the top priorities in implementing the new bond program is the determination of the delivery method of construction management services. Based on its experience with Measure R, Administration is recommending that the Board establish a Bond Construction Management Department, headed by a Bond Construction Manager with 3 to 4 support personnel, all employed directly by the District. The Administration finds this to be the most cost-effective way to deliver construction management services, which will be paid from the Measure S bond fund.

At this evening's meeting, Administration is requesting that the Board approve establishment of the new management position of Bond Construction Manager and the accompanying job description and placement on the Administrative/Confidential salary schedule. Upon filling the position, Administration and the Construction Manager will develop the structure and staffing of the new department for the Board's review and approval at the earliest subsequent meeting possible.

- ALTERNATIVES:**
1. Approve establishment of the new Bond Construction Manager position and related job description, to be funded from the Measure S bond fund.
  2. Authorize the Administration and the Construction Manager to develop the structure and staffing of a Construction Management Department for the Board's review and approval at the earliest subsequent meeting possible
  3. Do not authorize establishment of Measure S Bond Construction Management Department and Construction Manager position.

**RECOMMENDATION:** Alternative Nos. 1 and 2.

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

Respectfully submitted,

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

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: CONSTRUCTION MANAGER – BOND FACILITIES PROGRAM**

**DEFINITION**

*This is an 8 hour a day, twelve (12) month position – 222 days*

*Salary: Range N on Administrative and Confidential Salary Schedule (\$137,715-\$155,000 annually)*

Under general direction of the Assistant Superintendent, Business and Administrative Services, the incumbent is responsible for the coordination and management of facility improvements, renovations and new construction projects relating to general obligation bond expenditures; coordination of plan design, review and approval for projects with Architect, maintenance department, and school site staff; review of change order costs and responsibilities; management and direct DSA inspection and closeout responsibilities; and supervision of assigned classified bond construction management personnel.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

This job description is not intended to be a list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle elements of the job. Incumbents may perform any combination of the following essential functions below.

1. Responsible for the management of district-wide facility improvements, renovations and new construction projects during planning design, bid, construction, closeout and certification related to the General Obligation Bond, Developer Fee, State Modernization and New Construction funds, as applicable;
2. Responsible for oversight of construction project design review and evaluation; construction mobilization and supervision; bid evaluation; cost-benefit analysis; project scheduling; claims review and negotiation; general management and administration of a construction project;
3. Ensures proper coordination of scope design and construction scheduling with all stakeholders;
4. Evaluates current bid climate and product costs to determine most cost effective construction delivery approach;
5. Assists in the selection of consultants for assigned project, the negotiation of appropriate fees and recommends approval of contracts;
6. Administers construction contracts, directs efforts of project team, including contractors, designers and project managers; interprets contract requirements and ensure proper documentation;
7. Conducts regular meetings with appropriate staff, contractors, and design and professional consultants to coordinate, plan and review status of projects;
8. Reviews contractor requests for change due to design, time, product cost, mismanagement or other conflict;
9. Manages conflict resolution between owner, architect, contractor, construction management, Inspector of Record or other interested/involved party;
10. Initiates purchase orders, approves invoices, manages multiple fund sources and maintains up-to-date financial records and end-of-job cost forecasts;
11. Oversees the closeout and certification of projects with associated agencies (i.e. DSA, OPSE, CDE, City, County and Joint-Use Partners);
12. Provides status reports and make presentations as needed to inform the School Board, Citizens' Oversight Committee, Superintendent and other designated parties of the purposes, practices and progress of the Bond Program and respond to relevant questions and concerns;
13. Assists in the formulation of long-range capital plan updates for the district;
14. Coordinates all project activity with site administrators; presents project status updates to management;
15. Supervises and directs efforts of assigned classified construction management personnel;
16. Performs related duties as assigned or required.

**Oak Park Unifies School District**

**Job Description: Construction Manager – Bond Facilities Program**

**Page 2 of 2**

**QUALIFICATIONS:**

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university in a technical field related to architecture, engineering, planning or construction management plus six (6) years of progressively responsible experience in project management/construction; related experience in a public school system highly desirable.

**Knowledge, Skills and Abilities:**

1. Knowledge, experience and expertise in construction project design review and evaluation; construction mobilization and supervision; bid evaluation; cost-benefit analysis; project scheduling; claims review and negotiation; general management and administration of a construction project;
2. Knowledge of construction means, methods, safety standards and job-site management;
3. Ability to apply construction management principles, including scheduling, financial management, sub-contracting, bonding and insurance;
4. Familiarity with and ability to interpret applicable building codes, safety standards, environmental protection regulations and accessibility standards;
5. Excellent oral and written communication skills;
6. Ability to manage multiple contracts and contractors to complete complex, multi-phase building and infrastructure projects;
7. Ability to run large meetings and facilitate problem solving among multiple disciplines; Ability to prepare and deliver formal presentations;
8. Ability to utilize and apply computerized project management systems and techniques to develop project schedules and analyze contractor requests for time extensions;
9. Ability to work effectively with administrators, managers, consultants and representatives from a wide variety of public agencies;
10. Ability to monitor and track expenditures and implement cost controls as needed.

**Working Conditions:**

Indoor office environment and outdoors in maintenance and construction environments; subject to sitting, walking or standing for prolonged periods of time; required to travel within and out of the District, and attend periodic evening meetings; may work evenings and weekends; may require use of personal vehicle in the course of employment; operation of computer, keyboard, and telephone and other office and maintenance equipment.

**Physical Characteristics:**

Sufficient vision to read volumes of printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the district and drive a car; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions; lift heavy objects; lift horizontally and vertically; carrying, pushing or pulling, equipment, materials and supplies; bending at the waist, kneeling or crouching to perform tasks.

**Other Characteristics:**

Possession of a valid California Driver's license; willing to work additional hours, willing to travel locally.



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 17, 2017**

**SUBJECT: B.3.a. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 3311 – BIDS – First Reading**

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

**BACKGROUND:** Board Policy and Administrative Regulation 3311 are being updated to move some material into new BP/AR 3311.1 - Uniform Public Construction Cost Accounting Procedures, AR 3311.2 - Lease-Leaseback Contracts, AR 3311.3 - Design-Build Contracts, and AR 3311.4 - Procurement of Technological Equipment. Regulation also revises section on "Award of Contract" to expand the exceptions to awarding contracts based on lowest responsible bidder to include lease-leaseback contracts, which are based on "best value" as defined.

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

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3311(a)

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## Bids

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

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

*(cf. 3000 – Concepts and Roles)*

*(cf. 3230 - Federal Grant Funds)*

*(cf. 3300 – Expenditures and Purchases)*

*(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)*

*(cf. 3311.2 - Lease-Leaseback Contracts)*

*(cf. 3311.3 - Design-Build Contracts)*

*(cf. 3311.4 - Procurement of Technological Equipment)*

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements ~~regarding contracting after~~ for competitive bidding. (Public Contract Code 20116, ~~22033~~)

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

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders ~~on and shall address the issues covered by the standardized-~~ the basis of a completed questionnaire and ~~model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101~~ financial statements.

*(cf. 9270 - Conflict of Interest)*

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3311(b)

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

~~For use in contracting for public works projects, the Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the required cost accounting procedures and the informal bidding procedures when allowed by law. The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.~~

## Legal Reference:

### *EDUCATION CODE*

17070.10-17079.30 Leroy F. Greene School Facilities Act

17250.10-17250.55 Design-build contracts

17406 Lease-leaseback contracts

17595 Purchase of supplies through Department of General Services

17602 Purchase of surplus property from federal agencies

38083 Purchase of perishable foodstuffs and seasonable commodities

38110-38120 Apparatus and supplies

39802 Transportation services

### *BUSINESS AND PROFESSIONS CODE*

7056 General engineering contractor

7057 General building contractor

### *CODE OF CIVIL PROCEDURE*

446 Verification of pleadings

### *GOVERNMENT CODE*

4217.10-4217.18 Energy conservation contracts

4330-4334 Preference for California-made materials

6252 Definition of public record

53060 Special services and advice

54201-54205 Purchase of supplies and equipment by local agencies

### *PUBLIC CONTRACT CODE*

1102 Emergencies

1103 Definition, responsible bidder

2000-2002 Responsive bidders

3000-3010 Roofing projects

3400 Bids, specifications by brand or trade name not permitted

3410 United States produce and processed foods

4113 Prime contractor; subcontractor

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20101-20103.7 Public construction projects, requirements for bidding

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3311(c)

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20103.8 Award of contracts

~~20107 Bidder's security~~

20110-20118.4 ~~Contracting by~~ Local Agency Public Construction Act; school districts

20189 Bidder's security, earthquake relief

~~22002 Definition of public project~~

220300-22045 Alternative procedures for public projects (UPCCAA)

22050 Alternative emergency procedures

22152 Recycled product procurement

COURT DECISIONS ~~McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)~~

~~Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261~~

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

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

*Marshall v. Pasadena Unified School District, (2004) 119 Cal.App. 4th 1241*

*Konica Business Machines v. Regents of the University of California, (1988) 206*

*Cal.App.3d 449*

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

ATTORNEY GENERAL OPINIONS

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

Management Resources:

~~CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS~~

~~Cost Accounting Policies and Procedures Manual~~

~~Frequently Asked Questions~~

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

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

~~California Uniform Construction Cost Accounting Commission: [http://www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html)~~

California Department of General Services: <https://www.dgs.ca.gov>

Adopted: 7-23-80

Amended: 6-23-82, 2-7-84, 3-18-86, 6-6-89, 9-17-02, 12-16-03, 10-21-08, 11-19-13, 1-21-14, 9-20-16

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3311(a)

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## Bids

### Informal Bid Procedures Advertised/Competitive Bids

The district shall advertise for any of the following: (Public Contract Code 20111)

~~Public projects as defined by the California Uniform Public Construction Cost Accounting Act, of one hundred seventy five thousand dollars or less may be let to contract by informal procedures as set forth in Section 22032, et seq. of the Public Contract Code.~~

~~(a) Public projects of \$45,000 or less may be done by district employees by force account, by negotiated contract, or by purchase order.~~

~~(b) Public projects of \$175,000 or less may be let to contract by informal procedures in accordance with Public Contract Code section 22034.~~

~~(c) Public projects of more than \$175,000 shall be let by formal bidding procedure.~~

### Contractors List

~~A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Public Construction Cost Accounting Commission.~~

### Notice Inviting Bids

~~Where a public project is to be performed which is subject to the provisions of the procedures of the California Uniform Public Construction Cost Accounting Act, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid as shown on the list developed in accordance with Section 22036 of the Public Contract Code, or to all construction trade journals as specified by the California Uniform Public Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code or to both the contractors on the list and to the specified construction trade journals.—Additional contractors and/or construction trade journals may be notified at the discretion of the Superintendent; provided however:~~

~~(1) If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice of inviting bids shall be sent only to the construction trade journals specified by the Commission.~~

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3311(b)

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~~(2) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.~~

## Award of Contracts

~~The Governing Board may authorize the Superintendent or designee to award informal contracts defined in the California Uniform Public Construction Cost Accounting Act, pursuant to these Administrative Procedures.~~

## Advertised/Formal Competitive Bids

~~1. The district shall advertise for formal competitive bids to let any~~ A public project contract that involves an expenditure of \$~~175,000-15,000~~ or more, including a contract for ~~Public project means~~ construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and/or repair work involving a district owned, leased or operated facility. ~~(Public Contract Code 20111, 22002)~~

*(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)*

*(cf. 3311.2 - Lease-Leaseback Contracts)*

*(cf. 3311.3 - Design-Build Contracts)*

~~2. A The district shall also seek competitive bids through advertisement for~~ contract that s exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following: ~~(Public Contract Code 20111; Government Code 53060)~~

~~a1.~~ The purchase of equipment, materials or supplies to be furnished, sold or leased to the district

*(cf. 3230 - Federal Grant Funds)*

*(cf. 3311.4 - Procurement of Technological Equipment)*

~~b2.~~ Services, not including construction services; or special services and advice in accounting, financial, legal or administrative matters

~~c3.~~ Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting and keeping a district facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing and other craft work designed to preserve the facility, as well as repairs, cleaning and other operations on machinery

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3311(c)

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and other permanently attached equipment.; Maintenance ~~but~~ does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

## Instruction and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation ~~that is~~ circulated in the county. The Superintendent or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. ~~The district may accept a bid that has been submitted electronically or on paper.~~ (Public Contract Code 20112)

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

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting.; ~~or meeting and details regarding~~ ~~The notice shall also detail~~ when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall ~~specify~~ ~~certify in writing~~ the minimum, if not exact, percentage of post-consumer materials in the products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

*(cf. 3510 – Green School Operations)*

2. All bids for construction work shall be presented under sealed cover. ~~The district may accept a bid that has been submitted electronically or on paper. and shall be accompanied by one of the following forms of bidder's security:~~ (Public Contract Code ~~20107~~, 20111, 20112)

~~The bid shall be accompanied by a form of bidder's security, including either——a.——Cash, b.——A a cashier's check made payable to the district, e.——A a certified check made payable to the district, d.——A or a bidder's bond executed by an admitted surety insurer and made payable to the district.~~ The security of unsuccessful bidders shall be returned in a reasonable period of time, ~~but~~ in no event ~~any~~ later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)

3. When a standardized proposal form is provided by the district, bids not presented on the

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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standard form shall be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

5. When two or more identical lowest or highest bids are received, the **Governing** Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #6a, below, ~~will~~**shall** be used: (Public Contract Code 20103.8)

a. The lowest bid shall be the lowest **total of the bid prices** on the base contract without consideration of the prices on the additive or deductive items.

b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.

c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. ~~Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.~~ In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract.

a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the determination.



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b. When the lowest bidder is determined to be nonresponsive, the Superintendent or designee shall notify the bidder of his/her right to present evidence of his/her responsibility at a hearing before the Board.

8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

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

~~—9. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.~~

## Prequalification Procedure

When required by law or the Board, ~~each prospective bidder shall complete and submit a standardized questionnaire and financial statement~~ the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall ~~provide~~ furnish prospective bidders a standardized ~~proposal form which requires a complete statement of the~~ prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

~~Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. (Public Contract Code 20111.5) The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be prequalified by the district at least one day before the fixed bid opening date. (Public Contract Code 20111.5)~~

~~The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)~~

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When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in Public Contract Code 4113 or Business and Professions Code 7056 or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

## Award of Contract

The district shall award each contract to the lowest responsible bidder, except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service ~~contract involving which involves~~ an expenditure of more than \$10,000, which ~~the Board contemplates may will~~ be made with any person or corporation other than a common carrier, municipally owned transit system, or a

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parent/guardian of a student who ~~are~~ is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)

3. When the contract is one for which the Board has established goals and requirements relating to participation of ~~minority, women~~, disabled veteran, or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who ~~compiles~~ submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406

*(cf. 3311.2 - Lease-Leaseback Contracts)*

5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)

*(cf. 3311.3 - Design-Build Contracts)*

## Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also ~~may~~ convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the date and time for Board consideration of the protest— at least three business days before the Board Meeting. The Board's decision shall be final.

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## Alternative Bid Procedures for Technological Supplies and Equipment

~~Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)~~

~~The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2)~~

~~—1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.~~

~~—2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.~~

~~—3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.~~

~~—4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.~~

~~—5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.~~

~~—6. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.~~

~~7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the district shall make a finding setting forth the basis for the award.~~

~~—8. The Board, at its discretion, may reject all proposals and request new RFPs.~~

~~—9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.~~

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### Limitation on Use of Sole Sourcing

In any contract for the construction, alteration or repair of school facilities, the Superintendent or designee shall ~~not draft~~ ensure that the bid specification ~~in a manner that~~: (Public Contract Code 3002, 3400)

1. ~~Does not~~ directly or indirectly, limits bidding to any one specific concern
2. ~~Does not~~ calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words “or equal,” so that bidders may furnish any equal material, product, thing, or service.

In any such cases, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered “equal” to ~~the one that~~ designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (~~Public Contract Code 3002~~)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or requests for proposals (RFP), that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use.
2. To match others in use on a particular public improvement that has been completed or is in the course of completion.
3. To obtain a necessary item that is only available from one source
4. To respond to the Board’s declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing ~~that issued~~ the invitation for bid or RFP

(cf. 9323.2 – Actions by the Board)

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### Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

*(cf. 3300 – Expenditures and Purchases)*

*(cf. 3512 – Equipment)*

~~In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)~~

~~*(cf. 3280 – Sale of Lease of District Owned Real Property)*~~

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district **and meet the cost effectiveness requirements specified in Government Code 4217.12**. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost **and savings** comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

~~*(cf. 3510 – Green School Operations)*~~

~~*(cf. 3511 – Energy and Water Management)*~~

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

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

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*(cf. 6161.1 – Selection and Evaluation of Instructional Materials)*

*(cf. 6161.11 – Supplementary Instructional Materials)*

*(cf. 6163.1 – Library Media Centers)*

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

*(cf. 3517 – Facilities Inspection)*

~~Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)~~

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

Adopted: 7-23-80

Amended: 3-18-86, 6-6-89, 9-17-02, 3-06, 7-08, 11-10, 8-13, 1-14, 9-20-16

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 17, 2017**

**SUBJECT: B.3.b. APPROVE NEW BOARD POLICY AND ADMINISTRATIVE REGULATION 3311.1 – UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed New Board Policy and Administrative Regulation 3311.1 - Uniform Public Construction Cost Accounting Procedures?

**BACKGROUND:** New policy and regulation include material formerly in BP/AR 3311 - Bids pertaining to requirements of the Uniform Public Construction Cost Accounting Act (UPCCAA). Policy also adds prohibition against splitting a project or purchase into smaller work orders in order to evade requirements for competitive bidding, and legal authority to suspend the UPCCAA bidding process for the replacement or repair of a school facility in cases of emergency. Regulation also clarifies the requirement to disseminate the bid notice to the district's list of contractors.

- ALTERNATIVES:**
1. Approve and adopt the New Board Policy and Administrative Regulation 3311.1 - Uniform Public Construction Cost Accounting Procedures.
  2. Do not adopt Board Policy and Administrative Regulation 3311.1 - Uniform Public Construction Cost Accounting Procedures.
  3. Adopt a modified version of the Board Policy and Administrative Regulation 3311.1 - Uniform Public Construction Cost Accounting Procedures.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3311.1(a)

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## Uniform Public Construction Cost Accounting Procedures

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

*(cf. 3311 - Bids)*

*(cf. 7110 - Facilities Master Plan)*

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

## Emergency Actions

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

*(cf. 9323.2 - Actions by the Board)*

Legal Reference:

PUBLIC CONTRACT CODE

1102 Definition of emergency

20110-20118.4 Local Agency Public Construction Act; school districts

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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*BP 3311.1(b)*

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22000-22020 California Uniform Construction Cost Accounting Commission  
22030-22045 Alternative procedures for public projects (UPCCAA), especially:  
22032 Applicability of procedures based on amount of project  
22034 Informal bidding procedure  
22035 Emergency need for repairs or replacement  
22037-22038 Formal bidding procedures for projects exceeding \$175,000  
22050 Alternative emergency procedures

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California Uniform Construction Cost Accounting Commission: [http://www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html)

Adopted: 01-17-2017

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

AR 3311.1(a)

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## Uniform Public Construction Cost Accounting Procedures

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$45,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)

2. Contracts for public projects of \$175,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)

a. The Superintendent or designee shall maintain a list of qualified contractors, identified according to categories of work.

b. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain more information about the project, and states the time and place for submission of bids. The notice shall be disseminated by mail, fax, or email to all contractors on the district's list for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due. In addition, the Superintendent or designee may mail, fax, or email a notice inviting informal bids to all construction trade journals identified pursuant to Public Contract Code 22036.

c. The district shall review the informal bids and award the contract, except that:

(1) If all bids received through the informal process are in excess of \$175,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$187,500 or less and the Board determines the district's cost estimate is reasonable.

(2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.

3. Public projects of more than \$175,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)

a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 3000*

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*AR 3311.1(b)*

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(1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.

(2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

(1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.

(2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

(3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

*(cf. 3311 - Bids)*

Adopted: 01-17-2017

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 17, 2017**

**SUBJECT: B.3.c. APPROVE AMENDMENT TO BOARD POLICY 5116.1 –  
INTRADISTRICT OPEN ENROLLMENT – First Reading**

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**ISSUE:** Should the Board of Education approve amendments to Board Policy 5116.1 – Intradistrict Open Enrollment?

**BACKGROUND:** Board Policy 5116.1 Policy and regulation updated to delete priority for intradistrict open enrollment for students transferring out of a school identified for program improvement (PI), as the Every Student Succeeds Act (ESSA) (P.L. 114-95) eliminated requirements to offer such transfers. Policy also clarifies that Open Enrollment Act transfers for the 2016-17 school year are to be based on the CDE's 2015-16 list of open enrollment schools since the Academic Performance Index is currently suspended. Regulation also reflects ESSA requirement that students who were previously granted intradistrict transfers out of a PI school must be allowed to remain in the school to which they transferred until the highest grade offered by the school. Board Policy 5116.1 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment of Board Policy 5116.1 – Intradistrict Open Enrollment.
  2. Do not approve the amendment of Board Policy 5116.1 – Intradistrict Open Enrollment.

**RECOMMENDATION:**  
Approval of Alternative #1

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5116.1(a)

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## Intradistrict Open Enrollment

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, **while also balancing enrollment in order to maximize** the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

*(cf. 5117 - Interdistrict Attendance)*

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of **their** residence within the district. ~~if space is available at the school of choice.~~ (Education Code 35160.5)

*(cf. 5111.1 - District Residency)*

~~*(cf. 5111.12 - Residency Based on Parent/Guardian Employment)*~~

~~*(cf. 5111.13 - Residency for Homeless Children)*~~

The Board shall annually review this policy. (Education Code 35160.5, 48980)

## Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

*(cf. 5116 - School Attendance Boundaries)*

The Superintendent or designee shall grant priority to any district student to attend another district school, **including a charter school**, outside of **his/her a student's** attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment **Act** List. (Education Code 48354)

*(cf. 5118 - Open Enrollment Act Transfers)*

~~2. Any student enrolled in a district school receiving Title I funds that has been is identified for program improvement (PI), corrective action or restructuring. (20 USC 6316)~~

~~*(cf. 0420.4 - Charter Schools)*~~

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

~~*(cf. 6171 - Title I Programs)*~~

~~2.3.~~ Any student enrolled in a district school designated by the California Department of Education as “persistently dangerous”, 20 USC 7912; 5 CCR 11992)

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(cf. 0450 - Comprehensive Safety Plan)

34. Any student who is a victim of a violent crime while on school grounds. (20 USC 7912)
45. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)
- a. A written statement from a representative of an appropriate state or local agency, ~~such as~~ including, but not necessarily limited to, a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist or, marriage and family therapist
  - b. A court order, including a temporary restraining order and injunction
56. Any siblings of a student already in attendance in that school.
67. Any students whose parent/guardian is assigned to that school as his/her primary place of employment:

~~For all other applications for enrollment outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)~~

## Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between May 1 and June 1 of the school year preceding the school year for which the transfer is requested. ~~Exceptions may be made on timeline for extraordinary circumstances.~~

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

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Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs [may be used provided that the criteria are uniformly applied to all applicants](#). Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

*(cf. 6172 – Gifted and Talented Student Program)*

[Transportation](#) (Optional – does not need to be added by districts that do not provide transportation)

Except as required for students who transferred out of a Title I program improvement school, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

*(cf. 3250 - Transportation Fees)*

*(cf. 3540 - Transportation)*

Legal Reference:

*EDUCATION CODE*

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48980 Notice at beginning of term

*CODE OF REGULATIONS, TITLE 5*

11992-11994 Definition of persistently dangerous schools

*UNITED STATES CODE, TITLE 20*

~~6316 Transfers from program improvement schools~~

*6311 State plans*

*7912 Transfers from persistently dangerous schools*

*CODE OF FEDERAL REGULATIONS, TITLE 34*

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

*COURT DECISIONS*

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

*ATTORNEY GENERAL OPINIONS*

85 Ops.Cal.Atty.Gen. 95 (2002)



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## Management Resources:

~~U.S.~~ CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS GUIDANCE

Public School Choice FAQs, ~~January, 2009~~

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

Unsafe School Choice Option, May 2004

## WEB SITES

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

California Department of Education, ~~Unsafe School Choice Option~~: <http://www.cde.ca.gov/ls/ss/se/usco.asp>

U.S. Department of Education: <http://www.ed.gov> ~~No Child Left Behind~~: <http://www.ednelb.gov>

Adopted: 6-92

Amended: 3-29-94, 4-20-99, 9-17-02, 6-19-12

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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## Intradistrict Open Enrollment

### Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 ~~school~~ days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination ~~ing whether that~~ a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

### Transfers from a “Persistently Dangerous” School

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as “persistently dangerous,” the Superintendent or designee shall provide parents/guardians of students attending the school with the following notifications:

1. Within 10 days of receipt of the notification from CDE, notice of the school’s designation
2. Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child

*(cf. 0450 - Comprehensive Safety Plan)*

Parents/guardians who desire to transfer their child out of a “persistently dangerous” school shall provide a written request to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian’s preference if the assignment is not feasible due to space constraints or other

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considerations. For students whose parents/guardians accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parent/guardians decline the assigned school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

*(cf. 5117 – Interdistrict- Attendance ~~Agreements~~)*

## Other Intradistrict Open Enrollment

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of these schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.
2. After the enrollment priorities have been applied in accordance with Board Policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
4. Approved applicants must confirm their enrollment within 10 school days.

~~Once enrolled, a student shall not be required to apply for readmission. However, the student may be subject to displacement due to excessive enrollment.~~

Any student who, prior to the 2016-17 school year, was granted a transfer out of a Title I

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school that had been identified for program improvement shall be allowed to remain in the school of enrollment until he/she completes the highest grade offered at that school.

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

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission but may be subject to displacement due to excessive enrollment.

Any complaints regarding the **open enrollment selection** process shall be submitted in accordance with the applicable complaint procedure.

*(cf. 1312.3 – Uniform Complaint Procedures)*

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance

*(cf. 5111.1 - District Residency)*

~~*(cf. 5111.12 – Residency Based on Parent/Guardian Employment)*~~

~~*(cf. 5111.13 – Residency for Homeless Children)*~~

*(cf. 5118 – Open Enrollment Act Transfers)*

2. Program options offered within local attendance areas

3. A description of any special program options available on both an interdistrict and intradistrict basis

4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied

5. A district application form for requesting a change of attendance

6. The explanation of attendance options under California law as provided by the **CDE California Department of Education**

*(cf. 5145.6 – Parental Notifications)*

Adopted: 9-17-02

Amended: 11-08, 3-11

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 17, 2017**

**SUBJECT: B.3.d. APPROVE NEW BOARD POLICY 5116.2 – INVOLUNTARY STUDENT TRANSFERS – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed New Board Policy 5116.2. –Involuntary Student Transfers?

**BACKGROUND:** New policy reflects NEW LAW (SB 1343, 2016) which authorizes districts to involuntarily transfer a student who has been convicted of a specified violent felony or a misdemeanor associated with possession of a firearm, whenever the student is enrolled at the same school as the victim of the crime for which he/she was convicted. In order to exercise this authority, the district is mandated to adopt policy with specified components and provide notice of the policy to parents/guardians as part of the annual parental notification.

- ALTERNATIVES:**
1. Approve and adopt the New Board Policy 5116.2 - Involuntary Student Transfers.
  2. Do not adopt Board Policy 5116.2 - Involuntary Student Transfers.
  3. Adopt a modified version of the Board Policy 5116.2 – Involuntary Student Transfers.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

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## Involuntary Student Transfers

The Governing Board desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5116.1 - Intradistrict Open Enrollment)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 6173.3 - Education for Juvenile Court School Students)*

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

## Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code 48929)

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code 48929)

*(cf. 5138 - Conflict Resolution/Peer Mediation)*  
*(cf. 5144 - Discipline)*  
*(cf. 6164.2 - Guidance and Counseling Services)*

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

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The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

*(cf. 9321 - Closed Session Purposes and Agendas)*

The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.

The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code 48929. (Education Code 48980)

*(cf. 5145.6 - Parental Notifications)*

## Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. (Education Code 48432.5)

*(cf. 6184 - Continuation Education)*

2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (Education Code 48662)

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6185 - Community Day School)*

Legal Reference:  
EDUCATION CODE

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35146 Closed sessions; student matters  
48430-48438 Continuation classes, especially:  
48432.5 Involuntary transfer to continuation school  
48660-48666 Community day schools, especially:  
48662 Involuntary transfer to community day school  
48900 Grounds for suspension and expulsion  
48929 Transfer of student convicted of violent felony or misdemeanor  
48980 Notice at beginning of term  
PENAL CODE  
667.5 Violent felony, definition  
29805 Misdemeanors involving firearms  
WELFARE AND INSTITUTIONS CODE  
300 Minors subject to jurisdiction  
602 Minors violating laws defining crime; ward of court  
Management Resources:  
WEB SITES  
CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>

Adopted: 01-17-2017



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 17, 2017**

**SUBJECT: B.3.e. APPROVE AMENDMENT TO BOARD POLICY 6142.95– HISTORY-SOCIAL SCIENCE INSTRUCTION– First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6142.95 – History-Social Science Instruction?

**BACKGROUND:** Board Policy 6142.95 updated to reflect key concepts in the History-Social Science Framework for California Public Schools adopted by the State Board of Education in July 2016, including, but not limited to, a new emphasis on developing student's literacy skills within the context of history-social science instruction. Policy also reflects law that encourages the use of personal testimony through oral history, videos, or other multimedia formats and establishes requirements for personal testimony provided through oral histories. Board Policy 6142.95 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 6142.95 – History-Social Science Instruction.
  2. Do not amend Board Policy 6142.95 – History-Social Science Instruction.
  3. Adopt a modified version of the amendment to Board Policy 6142.95 – History-Social Science Instruction.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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## History-Social Science Instruction

The Governing Board believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future. The district's history-social science education program shall ~~be designed to develop students' knowledge of historical events within a chronological and geographic context and shall~~ include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

*(cf. 6115 - Ceremonies and Observances)*  
*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*  
*(cf. 6142.3 - Civic Education)*  
*(cf. 6142.4 - Service Learning/Community Service Classes)*  
*(cf. 6143 - Courses of Study)*  
*(cf. 6146.1 - High School Graduation Requirements)*

The Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills that students ~~are~~ **shall be** expected to ~~possess~~ **achieve** at each grade level.

*(cf. 6011 - Academic Standards)*

The Superintendent or designee shall develop **and submit to the Board for approval a comprehensive, sequential curriculum** ~~a comprehensive, sequential curriculum that is~~ aligned with the district standards and is consistent with the state's curriculum **framework for history-social science**. The curriculum shall be designed to develop students' core knowledge in history and social science and their skills in chronological and spatial thinking, research, and historical interpretation. History-social science instruction shall also include an explicit focus **on framework**. ~~At each grade level, the curriculum shall integrate age-appropriate instruction designed to develop student achievement in the following areas:~~

- ~~1. Knowledge and cultural understanding, including historical, ethical, cultural, geographic, economic, and sociopolitical literacy~~
- ~~2. Democratic understanding and civic values, including an understanding of national identity; constitutional heritage; and an individual's civic values, rights, and responsibilities~~
- ~~3. Skills attainment and social participation, including basic study skills, critical thinking skills, and participation skills that are essential for effective citizenship~~

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~~(cf. 6141 - Curriculum Development and Evaluation)  
(cf. 6142.3 - Civic Education)  
(cf. 6142.4 - Service Learning/Community Service Classes)~~

~~The district's history-social science curriculum shall include a multicultural education component which is designed to teach students to respect and appreciate cultural diversity and different points of view while also~~ developing students' literacy in reading, writing, speaking, listening, and other language skills.

(cf. 6142.91 - Reading/Language Arts Instruction)  
(cf. 9000 - Role of the Board)

The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. In addition, teachers are encouraged to supplement the curriculum by using ~~their understanding of commonalities and collective experiences. The curriculum shall reflect the experiences of men and women and of various cultural, ethnic, racial, religious, and social groups and their contributions to the history, life, and culture of the local community, California, the United States, and other nations.~~

~~(cf. 6115 - Ceremonies and Observances)  
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)~~

~~The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. In addition,~~ teachers are encouraged to supplement the curriculum through the use of biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.

(cf. 0400 - District Technology Plan)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
~~(cf. 6161 - Equipment, Books and Materials)~~  
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 - Supplementary Instructional Materials)  
(cf. 6162.6 - Use of Copyrighted Materials)  
(cf. 6163.1 - Library Media Centers)

Personal testimony from persons who can provide first-hand accounts of significant historical events is encouraged and may be provided through oral histories, videos, or other multimedia formats. If oral history is used for instruction related to the role of Americans in World War II or the Vietnam War, such testimony shall exemplify the personal sacrifice and courage of the wide range of ordinary citizens who were called upon to participate in the war, provide views and

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comments concerning reasons for participating in the war, and provide commentary on the aftermath of the war in Eastern Europe and the former Soviet Union. (Education Code 51221.3, 51221.4)

The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science.

(cf. 4131 - Staff Development)

The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests) ~~Standardized Testing and Reporting Program~~

## Legal Reference:

### EDUCATION CODE

33540 History-social science curriculum framework

[51008-51009 Instruction on farm labor movement](#)

51204 Course of study designed for student's needs

51204.5 History of California; contributions of men, women, and ethnic groups

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51220.2 Instruction in legal system; teen or peer court programs

51221 Social science course of study, inclusion of instruction in use of natural resources

51221.3-51221.4 Instruction on World War II and Vietnam War; use of oral histories

51225.3 High school graduation requirements

[51226.3 Instruction on civil rights, genocide, slavery, Holocaust, and deportation to Mexico](#)

[51226.7 Ethnic studies](#)

60040-60051 Criteria for instructional materials

60119 Public hearing on the sufficiency of instructional materials

60200-60206 Instructional materials, grades K-8

60400-60411 Instructional materials, grades 9-12

[60640-60649 California Assessment of Student Performance and Progress](#)

~~60420-60424 Instructional Materials Funding Realignment Program~~

~~60640-60649 Standardized Testing and Reporting Program~~

99200-99206 Subject matter projects

## Management Resources:

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, ~~rev-~~

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~~2005~~2016

~~Model Curriculum for Human Rights and Genocide, 2000~~

~~History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998~~

Common Core State Standards for English Language Arts and Literacy in History-Social Studies, Science, and Technical Subjects, 2013

California English Language Development Standards, 2012

Model Curriculum for Human Rights and Genocide, 2000

History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998

NATIONAL COUNCIL FOR THE SOCIAL STUDIES PUBLICATIONS

College, Career, and Civic Life (C3) Framework for Social Studies State Standards: Guidance for Enhancing the Rigor of K-12 Civics, Economics, Geography, and History, 2013

*WEB SITES*

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

California Council for History Education: <http://www.csus.edu/al/cche>

California~~the~~-Humanities: <http://www.calhum.org>

California Council for the Social Studies: <http://www.ccss.org>

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

California History-Social Science Course Models: <http://www.history.ctaponline.org>

California Subject Matter Project: <http://csmp.ucop.edu/chssp>~~<http://csmp.ucop.edu>~~

National Association for Multicultural Education: <http://www.nameorg.org>

National Council for History Education: <http://www.nche.net>

National Council for the Social Studies: <http://www.socialstudies.org>

Adopted: 11-17-09

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 17, 2017**

**SUBJECT: B.3.f. APPROVE AMENDMENT TO BOARD POLICY 6164.2 – GUIDANCE /COUNSELING SERVICES - Second Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6164.2 – Guidance/Counseling Services?

**BACKGROUND:** Board Policy updated to reflect NEW LAW (SB 451, 2015) which expresses legislative intent regarding the responsibilities of school counselors, specifies required and optional components to be included in a comprehensive counseling program if the district chooses to offer such a program, and requires that certain strategies be included in professional development related to career and vocational counseling. Policy also clarifies options regarding access to students by college and employment recruiters, including military recruiters.

- ALTERNATIVES:**
1. Approve the amendment of Board Policy 6164.2 – Guidance/Counseling Services.
  2. Do not approve the amendment Board Policy 6164.2 – Guidance/Counseling Services.
  3. Adopt a modified version of the amendment to Board Policy 6164.2 – Guidance/Counseling Services.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

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BP 6164.2(a)

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## Guidance/Counseling Services

The Governing Board recognizes that a **structured, coherent and** comprehensive counseling program ~~can help~~ promotes academic achievement and serves the diverse needs of **all** district students. Counseling staff shall be available to **provide students meet** with **individualized reviews of** ~~students regarding~~ their educational progress toward academic and/or career **and vocational** goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning.

~~(cf. 0460 – Local Control and Accountability Plan)~~

The Superintendent or designee shall ensure that all persons employed to provide school counseling, school psychology, and/or school social work services shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each position shall be clearly defined in a job description.

~~(cf. 4112.2 – Certification)~~

### Academic and Career Counseling

Responsibilities of school counselors include, but are not limited to:

1. Engaging with, advocating for, and providing support for all students with respect to learning and achievement
2. Planning, implementing, and evaluating programs to promote the academic, career, personal, and social development of all students, including students from low-income families, foster youth, homeless youth, undocumented youth, and students at all levels of academic, social, and emotional abilities
3. Using multiple sources of information to monitor and improve student behavior and achievement
4. Collaborating and coordinating with school and community resources
5. Promoting and maintaining a safe learning environment for all students by providing restorative justice practices, positive behavior interventions, and support services

~~(cf. 5131 - Conduct)~~

~~(cf. 5131.2 - Bullying)~~

~~(cf. 5138 - Conflict Resolution/Peer Mediation) (cf. 5144 - Discipline)~~

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6. Intervening to ameliorate school-related problems, including issues related to chronic absences

*(cf. 5113.1 - Chronic Absence and Truancy)*

7. Using research-based strategies to reduce stigma, conflict, and student-to-student mistreatment and bullying

8. Improving school climate and student well-being

*(cf. 5137 - Positive School Climate)*

9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural legacy, and commitment to lifelong learning and the pursuit of high-quality educational programs

*(cf. 6142.4 - Service Learning/Community Service Classes)*

10. Providing counseling interventions and support services for students classified as English learners, eligible for free or reduced-priced meals, or foster youth, including enhancing equity and access to the education system and community services

~~The district's academic counseling shall be designed to assist students to establish immediate and long-range educational plans, achieve academic standards, prepare for the high school exit examination, and complete the required curriculum in accordance with their individual needs, abilities and interests. Insofar as possible, parents/guardians shall be included when making educational plans.~~

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

~~*(cf. 6011 - Academic Standards)*~~

~~*(cf. 6020 - Parent Involvement)*~~

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

11. Engaging in continued development as a professional school counselor

*(cf. 4131 - Staff Development)*

## Educational Counseling

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career



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counseling and course selection so that they **may** participate in the counseling sessions and decisions. (Education Code 221.5)

*(cf. 5145.6 - Parental Notifications)*

The educational counseling program shall include academic counseling in the following areas: (Education Code 49600)

1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-range educational plans
2. Optimizing progress towards achievement of proficiency standards
3. Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes
4. Academic planning for access and success in higher education programs, including advisement on ~~high school students may include, at appropriate grade levels:~~

~~Information about~~ courses needed for admission to **public** colleges and universities, standardized admissions tests, and financial aid

5. Career, and- vocational counseling, in which students are assisted in doing all of the following: ~~scholarships~~

~~(cf. 6141.5—Advanced Placement~~

~~(cf. 6143—Courses of Study)~~

~~(cf. 6146.1—High School Graduation Requirements)~~

~~(cf. 6146.11—Alternative Credits Toward Graduation)~~

~~(cf. 6146.2—Certificate of Proficiency/High School Equivalency)~~

a. Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition

b. Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success

c. Developing realistic perceptions of work, the changing work environment, and the effect of work on lifestyle

d. Understanding the relationship between academic achievement and career success, and the importance of maximizing career options

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e. Understanding the value of participating in career technical education and work-based learning activities and programs, including, but not limited to, service learning, regional occupational centers and programs, partnership programs, job shadowing, and mentoring experiences

~~1. An opportunity for each student and, if practicable, his/her parent/guardian to meet with a counselor to discuss the student's career goals, available educational and career technical education options, and community and workplace experiences to support the student's goals~~

~~(cf. 6178 – Career Technical Education)~~

~~(cf. 6178.1 – Work-Based Learning)~~

~~(cf. 6178.2 – Regional Occupational Center/Program)~~

~~2. Monitoring of each student's fulfillment of required coursework and progress toward promotion and graduation, and notification of the student and his/his guardian of remaining academic requirements~~

~~(cf. 5123 – Promotion/Acceleration/Retention)~~

~~(cf. 6162.52 – High School Exit Examination)~~

~~3. Additional specialized counseling services for students identified as at risk of not graduating with their class~~

~~(cf. 6177 – Summer Learning Program)~~

~~(cf. 6179 – Supplemental Instruction)~~

f. Understanding the need to develop essential employable skills and work habits

g. Understanding the variety of four-year colleges and universities and community college vocational and technical preparation programs, as well as admission criteria and enrollment procedures

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with the rest of their class, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for a student to continue his/her education if he/she fails to meet graduation requirements.

The Superintendent or designee shall establish and maintain a program of guidance, placement,

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and follow-up for all high school district students subject to compulsory continuation education. (Education Code 48431)

*(cf. 6184 - Continuation Education)*

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410- Nondiscrimination in District Programs and Activities.

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

*(cf. 5145.3 – Nondiscrimination/Harassment)*

In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

**OPTION 1:** Colleges, and prospective employers, including military recruiters services representatives, shall have the same access to students for recruiting purposes. (Education Code 49603; ~~20 USC 7908~~; 10 USC 503; 20 USC 7908 ~~Education Code 49603~~)

**OPTION 2:** Colleges and prospective employers, including military recruiters, shall not have access to students for recruiting purposes. (Education Code 49603; 10 USC 503)

*(cf. 5125.1 - Release of Directory Information)*

## Personal or Mental Health Counseling

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by his/her credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

*(cf. 1020 - Youth Services)*

*(cf. 5113 - Absences and Excuses)*

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~~(cf. 5113.1 - Chronic Absence and Truancy)~~  
(cf. 5131.6 - Alcohol and Other Drugs)  
~~(cf. 5137 - Positive School Climate)~~  
~~(cf. 5138 - Conflict Resolution/Peer Mediation)~~  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5141.6 - ~~School~~Student Health Services)  
(cf. 5145.9 - Hate-Motivated Behavior)  
(cf. 5147 - Dropout Prevention)  
~~(cf. 5149 - At Risk Students)~~  
(cf. 6164.5 - Student Success Teams)  
~~(cf. 6173 - Education for Homeless Children)~~  
~~(cf. 6173.1 - Education for Foster Youth)~~

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 69206929, health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by his/her parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

(cf. 5022 - Student and Family Privacy Rights)  
(cf. 5125 - Student Records)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

## Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

In addition, the Superintendent or designee shall identify crisis counseling resources to train

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district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

~~(cf. 5131 - Conduct)~~

~~(cf. 5131.2 - Bullying)~~

(cf. 5136 - Gangs)

(cf. 5141.52 - Suicide Prevention)

## Teacher-Based Advisory Program

The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice, enhance student-teacher relationships, and build the student's feelings of connectedness with the school. The Board authorizes the development of a teacher-based advisory program in which teachers advise students in such areas as academic planning, character development, conflict resolution, and self-esteem. Any teacher participating in this program shall be under the supervision of a credentialed school counselor as appropriate, receive related information and training, and be subject to this Board policy and law, including requirements pertaining to student confidentiality and nondiscrimination.

(cf. 4131 - Staff Development)

Legal Reference:

*EDUCATION CODE*

221.5 Prohibited sex discrimination

~~41505-41508 Pupil Retention Block Grant~~

44266 Pupil personnel services credential

48431 Establishing and maintaining high school guidance and placement program

49600-49604 Educational counseling

51250-51251 School age military dependents

51513 Personal beliefs

~~52378-52380 Supplemental school counseling program~~

*FAMILY CODE*

6920-6929 Consent by minor for treatment or counseling

*HEALTH AND SAFETY CODE*

124260 Mental health services; consent by minors age 12 and older

*PENAL CODE*

11166-11170 Reporting known or suspected cases of child abuse

*WELFARE AND INSTITUTIONS CODE*

5850-5883 Mental Health Services Act

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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*CODE OF REGULATIONS, TITLE 5*

4930-4931 Counseling

80049-80049.1 Pupil personnel services credential

80632-80632.5 Preparation programs for pupil personnel services

*UNITED STATES CODE, TITLE 10*

503 Military recruiter access to directory information

*UNITED STATES CODE, TITLE 20*

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

*CODE OF FEDERAL REGULATIONS, TITLE 34*

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

California Results-Based School Counseling and Student Support Guidelines, 2007

*WEB SITES*

American School Counseling Association: <http://www.schoolcounselor.org>

California Association of School Counselors: <http://www.schoolcounselor-ca.org>

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

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

U.S. Department of Education, Access to military recruiters:

<http://www.ed.gov/policy/gen/guid/fpc/hottopics/ht10-09-02.html>

Adopted: 4-26-78

Amended: 6-19-84, 7-21-87, 9-17-02, 1-16-07, 5-20-08, 4-8-14

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 17, 2017**

**SUBJECT: B.3.g. APPROVE AMENDMENT TO BOARD POLICY 6179 – SUPPLEMENTAL INSTRUCTION – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6179 – Supplemental Instruction?

**BACKGROUND:** Board Policy 6179 Policy updated to delete reference to the requirement to provide supplemental educational services to eligible students from low-income families in Title I schools identified for program improvement, as the requirement was repealed by the Every Student Succeeds Act (ESSA) (P.L. 114-95), and to add the requirement to provide alternative supports to eligible students in accordance with the CDE's ESSA transition plan. Board Policy 6179 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:** 1. Approve the review of Board Policy 6179 – Supplemental Instruction.  
 2. Do not amend Board Policy 6179 – Supplemental Instruction.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6179(a)

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## Supplemental Instruction

The Governing Board recognizes that high-quality supplemental instruction can motivate and support students to attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs. Supplemental instruction shall be offered in accordance with law and may be used to assist the district in meeting its goals for student achievement.

*(cf. 0460 – Local Control and Accountability Plan)*  
*(cf. 5113.1 – Chronic Absence and Truancy)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.5 - Elementary/Middle School Graduation Requirements)*  
*(cf. 6164.5 - Student ~~Success~~ Teams)*

Supplemental instruction may be offered during and outside the regular school day, including during the summer, before school, after school, on Saturday, and/or during intersessions. When supplemental instruction is offered during the regular school day, it shall not supplant the student's instruction in the core curriculum areas or physical education.

*(cf. 5148.2 – Before/After School Programs)*  
*(cf. 6111 – School Calendar)*  
*(cf. ~~6~~112 – School Day)*  
*(cf. 6142.7 – Physical Education and Activity)*  
*(cf. 6176 – Weekend/Saturday Classes)*  
*(cf. 6177 – Summer Learning Programs)*

As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.

*(cf. 1020 – Youth Services)*

When determined to be necessary by the principal or designee, a student may be required to participate in supplemental~~ly~~ instruction outside the regular school day~~-or-year~~. In such cases, written parent/guardian consent shall be obtained for the student's participation.



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6179(b)

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~~1. Students~~ Supplemental instruction shall be offered to **students** in grades 2-9 who have been retained or recommended for retention at their current grade level (Education Code 37252.2, 48070.5)

*(cf. 5123 - Promotion/Acceleration/Retention)*

The district shall offer alternative supports designed to increase the academic achievement of socioeconomically disadvantaged students attending schools identified by the California Department of Education for program improvement for two or more consecutive years.

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

*(cf. 0520.3 - Title I Program Improvement Districts)*

~~2. Eligible students from low income families whenever the district or a district school receiving federal Title I funds has been identified by the California Department of Education for program improvement for two or more consecutive years (20 USC 6316)~~

In addition, supplemental instruction may be offered to:

1. Students who are identified as being at risk for retention based on state assessment results, grades, or other indicators

*(cf. 5121 – Grades/Evaluation of Student Achievement)*

*(cf. 6162.51 – State Academic Achievement Tests)*

2. Students who demonstrate academic deficiencies that may jeopardize their attainment of academic standards

*(cf. 6142.6 – Visual and Performing Arts Education)*

*(cf. 6142.7 - Physical Education and Activity)*

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

*(cf. 6142.92 – Mathematics Instruction)*

*(cf. 6142.93 – Science Instruction)*

*(cf. 6142.94 – History-Social Science Instruction)*

3. High school students who need support to successfully complete courses required for graduation

Legal Reference:

*EDUCATION CODE*

37200-37202 School calendar

37223 Weekend classes

37252-37254.1 Supplemental instruction, [summer school](#)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6179(d)

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42238.01-42238.07 Local control funding formula  
46100 Length of school day  
48070-48070.5 Promotion and retention  
48200 Compulsory education  
48985 Translation of notices  
51210-51212 Courses of study, elementary schools  
51220-51228 Courses of study, secondary schools  
52060-52077 Local control and accountability plan  
60603 Definitions, core curriculum areas  
60640-60649 ~~California Assessment of Student Performance and Progress  
Standardized Testing and Reporting Program~~  
60850-60859 High school exit examination, especially:  
60851.5 *Suspension of high school exit examination*  
*CODE OF REGULATIONS, TITLE 5*  
11470-11472 Summer school  
*UNITED STATES CODE, TITLE 20*  
6316 Program improvement schools

Management Resources:

~~CALIFORNIA U.S. DEPARTMENT OF EDUCATION PUBLICATIONS~~ *GUIDANCE*

*Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016*

~~Supplemental Educational Services, January 14, 2009~~

~~Innovations in Education: Creating Strong Supplemental Educational Services Program, May 2004~~

*WEB SITES*

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

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

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

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

Adopted: 9-17-02

Amended: 6-17-03, 11-16-04, 2-21-06, 9-18-07, 5-20-08, 4-8-14

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 2017**  
**SUBJECT: VII.1. MONTHLY ENROLLMENT AND ATTENDANCE REPORT**  
**INFORMATION**

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 4 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 two years 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,

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Anthony W. Knight, Ed.D.  
Superintendent

# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting January 17, 2017

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	95	91.99	94	92.00	95	92.53	95	91.06	95	92.36
1	72	70.41	73	71.11	72	70.32	72	69.53	72	69.29
2	95	91.80	95	92.42	95	91.95	95	91.24	95	91.43
3	104	101.11	103	100.94	103	101.37	103	100.71	104	101.50
4	93	91.17	93	91.26	93	90.95	93	90.59	93	91.57
5	125	122.14	124	121.53	125	123.25	125	122.05	125	121.56
SDC	0	-	0	-	0	-	0	-	0	-
Total	584	568.62	582	569.26	583	570.37	583	565.18	584	567.71
ADA % **		97.37%		97.81%		97.83%		96.94%		97.21%
<b>OHES</b>										
K	94	91.92	95	91.74	95	93.11	95	91.82	94	90.07
1	72	69.62	71	69.95	70	69.00	71	69.47	72	70.21
2	69	68.72	70	68.79	70	68.74	70	68.59	69	68.79
3	83	81.75	84	82.63	84	82.47	83	81.24	83	80.21
4	91	89.32	90	88.11	91	88.73	92	89.82	91	90.43
5	92	90.84	93	91.78	92	91.00	92	90.47	92	89.79
SDC	0	-	0	-	0	-	0	-	0	-
Total	501	492.17	503	493.00	502	493.05	503	491.41	501	489.50
ADA % **		98.24%		98.01%		98.22%		97.70%		97.70%
<b>ROES</b>										
K	96	92.42	97	93.68	95	91.84	94	91.42	96	91.86
1	96	91.70	93	88.63	95	92.63	95	93.18	96	92.71
2	91	90.57	95	92.15	92	90.68	91	90.24	91	87.93
3	106	103.77	106	103.16	106	104.32	105	103.18	106	104.00
4	94	92.74	95	92.32	95	92.79	95	92.45	94	92.29
5	122	117.83	119	117.11	120	116.42	122	119.06	122	119.28
SDC	0	-	0	-	0	-	0	-	0	-
Total	605	589.03	605	587.05	603	588.68	602	589.53	605	588.07
ADA % **		97.36%		97.03%		97.63%		97.93%		97.20%
<b>MCMS</b>										
6	363	358.33	363	359.37	366	360.32	364	356.94	363	355.64
7	363	352.65	362	355.74	362	353.53	363	354.17	363	344.86
8	379	370.33	381	372.00	379	369.89	380	370.89	379	367.57
SDC	4	3.93	4	4.00	4	3.95	4	3.83	4	3.93
Total	1109	1,085.24	1110	1,091.11	1111	1,087.69	1111	1,085.83	1109	1,072.00
ADA % **		97.86%		98.30%		97.90%		97.73%		96.66%
<b>OPHS</b>										
9	385	378.80	387	381.63	387	377.05	387	379.22	385	375.71
10	395	384.53	398	389.63	396	383.63	395	383.33	395	380.36
11	387	369.96	389	376.00	387	368.05	387	369.33	387	365.14
12	345	328.07	345	331.58	344	327.85	345	329.44	345	321.93
SDC	5	4.90	5	4.95	5	4.89	5	4.95	5	4.79
Total	1517	1,466.26	1524	1,483.79	1519	1,461.47	1519	1,466.27	1517	1,447.93
ADA % **		96.66%		97.36%		96.21%		96.53%		95.45%
<b>OVHS</b>										
10-12	42	40.65	41	40.21	42	40.44	42	40.30	42	41.17
ADA % **		96.79%		98.07%		96.29%		95.95%		98.02%
<b>OPIS</b>										
K-12	221	211.00	211	197.95	220	211.95	221	218.17	221	217.93
ADA % **		95.48%		93.82%		96.34%		98.72%		98.61%
Other ***	6	2.65	1	1.00	4	0.68	6	0.89	6	2.65
<b>TOTALS</b>										
K-12	4585	4,455.62	4577	4,463.37	4584	4,454.33	4587	4,457.58	4585	4,426.96
ADA % **		97.18%		97.52%		97.17%		97.18%		96.55%

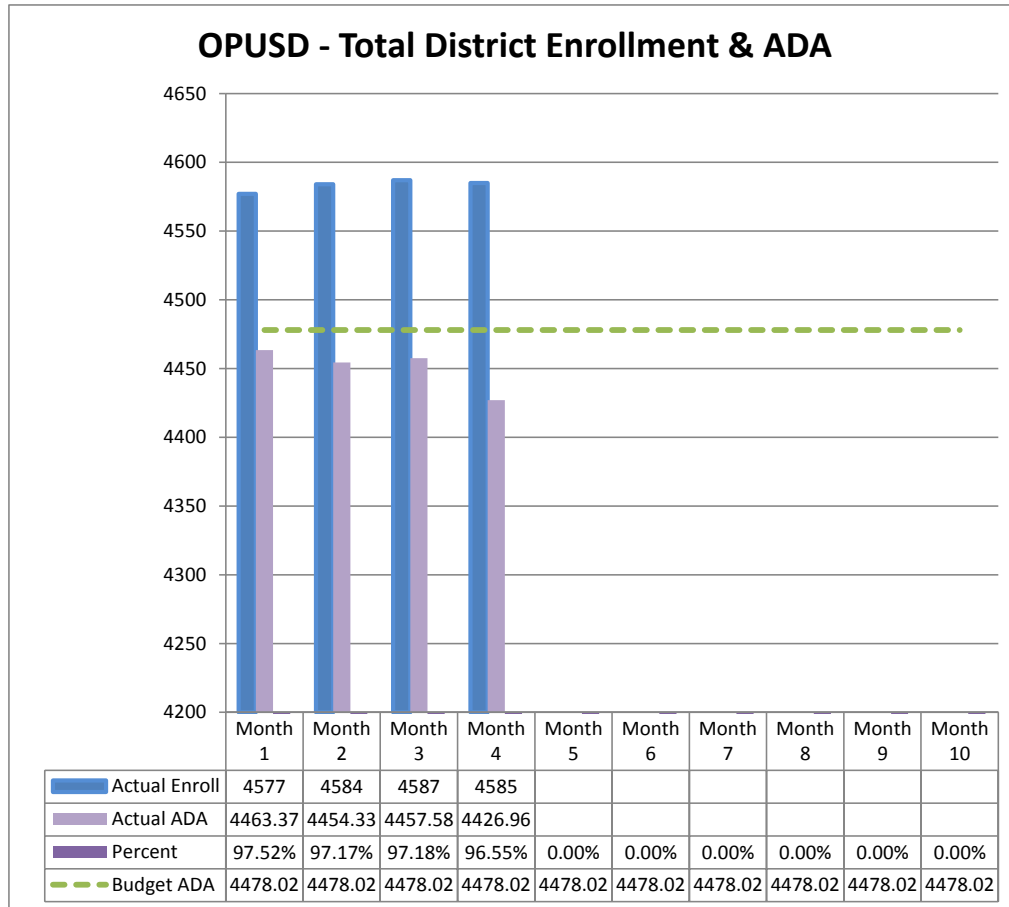
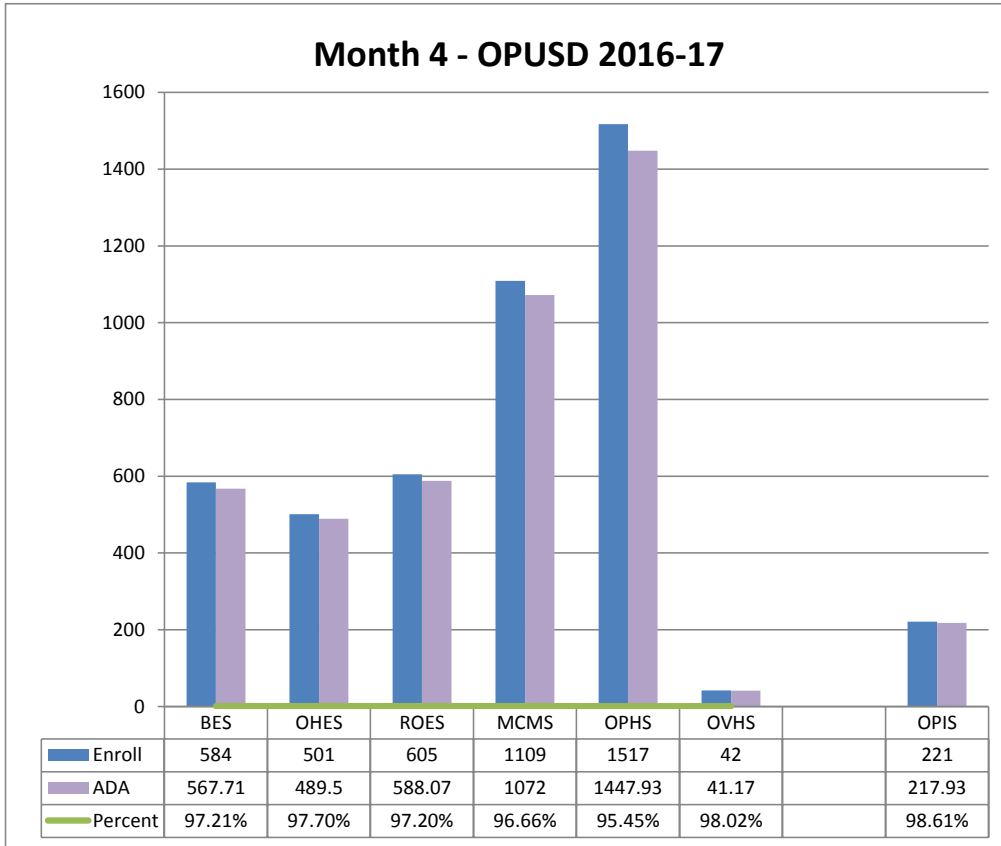
\*Enrollment is as of the last day of the school month.

\*\*\* 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.

December 17, 2016

## OAK PARK USD - ATTENDANCE



**MONTHLY REPORT OF ENROLLMENT AND ADA**

Board Meeting January 12, 2016

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	92	88.86	92	90.84	93	89.24	93	89.01	93	89.17
1	89	85.02	86	84.32	88	83.65	88	85.53	88	85.56
2	86	83.04	85	83.21	85	83.06	85	83.13	85	82.67
3	85	82.62	85	83.26	84	82.00	85	83.40	86	82.50
4	118	114.57	118	116.11	117	114.94	117	114.07	117	114.56
5	132	128.19	131	128.32	132	127.82	132	128.00	132	129.44
SDC	1	1.49	2	2.00	2	2.00	1	1.33	1	1.00
Total	603	583.79	599	588.06	601	582.71	601	584.47	602	584.90
ADA % **		96.81%		98.17%		96.96%		97.25%		97.16%
<b>OHES</b>										
K	99	94.99	99	94.42	99	95.65	99	96.40	98	95.11
1	70	68.93	71	69.37	71	69.41	71	70.27	70	67.78
2	83	81.65	84	82.05	84	82.47	84	82.47	84	81.72
3	85	81.21	84	82.42	83	81.76	82	81.13	83	80.33
4	92	90.29	93	90.89	93	90.82	92	91.13	92	89.56
5	101	98.19	101	97.53	101	99.00	101	99.20	101	98.83
SDC	1	1.00	1	1.00	1	1.00	1	1.00	1	1.00
Total	531	516.26	533	517.68	532	520.11	530	521.60	529	514.33
ADA % **		97.22%		97.13%		97.77%		98.42%		97.23%
<b>ROES</b>										
K	93	90.14	95	89.16	94	91.00	95	91.40	94	90.33
1	94	88.39	92	87.63	92	88.88	92	89.40	92	89.11
2	112	109.25	112	108.95	112	109.88	113	109.40	113	109.56
3	84	81.45	85	83.58	83	82.47	83	81.40	83	80.66
4	116	109.96	116	110.95	113	111.13	113	108.60	116	110.06
5	102	97.80	100	97.78	100	99.35	101	97.60	101	97.61
SDC	0	-	0	-	0	-			0	-
Total	601	576.99	600	578.05	594	582.71	597	577.80	599	577.33
ADA % **		96.00%		96.34%		98.10%		96.78%		96.38%
<b>MCMS</b>										
6	356	345.93	355	349.00	355	347.53	355	346.53	355	343.95
7	383	372.69	384	374.32	386	374.76	386	375.07	386	372.95
8	359	349.20	361	351.95	360	350.18	359	350.47	359	348.47
SDC	3	2.96	3	2.79	3	3.00	3	3.00	3	3.00
Total	1101	1,070.78	1103	1,078.06	1104	1,075.47	1103	1,075.07	1103	1,068.37
ADA % **		97.26%		97.74%		97.42%		97.47%		96.86%
<b>OPHS</b>										
9	404	394.98	409	399.11	408	396.00	407	394.20	404	393.58
10	399	388.86	402	393.37	402	390.88	400	388.87	400	385.00
11	359	343.79	361	348.58	361	342.94	360	340.80	360	341.42
12	369	357.75	373	361.57	373	357.71	372	358.33	371	356.21
SDC	1	1.92	2	2.11	2	1.88	2	2.00	2	1.95
Total	1532	1,487.30	1547	1,504.74	1546	1,489.41	1541	1,484.20	1537	1,478.16
ADA % **		97.08%		97.27%		96.34%		96.31%		96.17%
<b>OVHS</b>										
10-12	44	34.95	35	33.27	38	34.75	37	34.44	39	35.12
ADA % **		79.43%		95.06%		91.45%		93.08%		90.05%
<b>OPIS</b>										
K-12	224	214.08	215	203.79	221	217.29	220	216.33	223	218.42
ADA % **		95.57%		94.79%		98.32%		98.33%		97.95%
Other ***	3	4.75	2	1.06	2	1.06	2	1.30	2	1.48
<b>TOTALS</b>										
K-12	4639	4,488.90	4634	4,504.71	4638	4,503.51	4631	4,495.21	4634	4,478.11
ADA % **		96.76%		97.21%		97.10%		97.07%		96.64%

\* Enrollment is as of last day of 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

Updated January 4 2016 sk

15 16 Board Attenda

**MONTHLY REPORT OF ENROLLMENT AND ADA**

Board Meeting, December 20, 2014

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	93	91.81	96	94.41	94	92.94	93	91.61	93	88.18
1	81	78.94	81	79.65	81	78.63	81	79.50	81	78.00
2	86	84.32	87	86.18	86	83.79	86	85.00	86	82.35
3	104	101.73	104	102.88	104	101.05	104	102.39	104	100.65
4	126	92.15	125	92.59	125	92.05	126	93.17	126	90.76
5	127	123.17	127	124.06	126	121.95	127	123.72	127	123.06
SDC	2	0.99	2	1.00	2	1.00	2	0.94	2	1.00
Total	619	573.11	622	580.77	618	571.41	619	576.33	619	564.00
ADA % **		92.59%		93.37%		92.46%		93.11%		91.11%
<b>OHES</b>										
K	89	86.72	88	86.88	91	87.11	90	88.44	89	84.29
1	78	75.06	77	75.53	77	75.21	78	75.06	78	74.41
2	81	78.94	81	78.94	82	79.58	81	79.00	81	78.18
3	82	81.10	84	82.06	84	81.58	83	82.28	82	78.35
4	95	92.21	94	92.06	94	92.32	95	92.11	95	92.35
5	96	93.61	96	93.18	96	93.74	96	94.11	96	93.12
SDC	1	0.96	1	0.94	1	0.89	1	1.00	1	1.00
Total	522	508.60	521	509.59	525	510.43	524	512.00	522	501.70
ADA % **		97.43%		97.81%		97.22%		97.71%		96.11%
<b>ROES</b>										
K	114	109.38	112	108.00	114	110.21	114	110.78	114	108.06
1	108	107.73	112	109.41	111	108.58	109	107.50	108	105.06
2	85	80.00	81	78.06	84	80.47	84	81.00	85	80.35
3	113	109.02	112	110.59	113	109.37	112	108.17	113	107.65
4	96	92.59	94	92.59	95	93.16	96	92.44	96	92.12
5	123	119.46	123	120.53	122	120.21	122	118.33	123	118.76
SDC	0	0.77	1	0.88	1	0.89	1	0.89	0	0.41
Total	639	618.95	635	620.06	640	622.89	638	619.11	639	612.41
ADA % **		96.86%		97.65%		97.33%		97.04%		95.84%
<b>MCMS</b>										
6	385	374.83	385	377.00	386	375.47	385	374.11	385	372.24
7	360	351.85	364	355.24	362	353.26	361	353.61	360	345.00
8	381	373.41	385	378.41	384	372.05	384	373.06	381	370.29
SDC	5	4.66	5	4.24	5	4.74	5	4.94	5	4.71
Total	1131	1,104.75	1139	1,114.89	1137	1,105.52	1135	1,105.72	1131	1,092.24
ADA % **		97.68%		97.88%		97.23%		97.42%		96.57%
<b>OPHS</b>										
9	408	398.80	408	402.35	407	399.32	408	397.89	408	395.65
10	372	362.32	376	366.47	377	364.16	373	361.83	372	356.65
11	379	364.21	381	370.47	380	364.84	378	361.11	379	360.53
12	369	356.54	372	362.18	371	356.68	369	354.28	369	353.12
SDC	6	4.83	6	4.88	6	4.79	6	4.89	6	4.76
Total	1534	1,486.70	1543	1,506.35	1541	1,489.79	1534	1,480.00	1534	1,470.71
ADA % **		96.92%		97.62%		96.68%		96.48%		95.87%
<b>OVHS</b>										
10-12	27	24.16	24	21.71	25	24.27	26	24.71	27	25.04
ADA % **		89.48%		90.46%		97.08%		95.04%		92.74%
<b>OPIS</b>										
K-12	221	208.82	206	200.53	213	208.79	220	210.94	221	214.88
ADA % **		94.49%		98.42%		98.02%		95.88%		97.23%
<b>Other ***</b>	2	3.49	1	3.24	1	3.43	1	3.65	2	3.49
<b>TOTALS</b>										
K-12	4695	4,528.58	4691	4,557.14	4700	4,536.53	4697	4,532.46	4695	4,484.47
ADA % **		96.46%		97.15%		96.52%		96.50%		95.52%

\* Enrollment is as of last day of 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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 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 December 31st of the 2016-17 fiscal year?

**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging. In its 2016-17 adopted budget, the State once again fully funds current year appropriations, eliminating its routine of previous budget years of deferring current year cash apportionments to subsequent fiscal years. Nevertheless, continuing its practice 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 follows 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,

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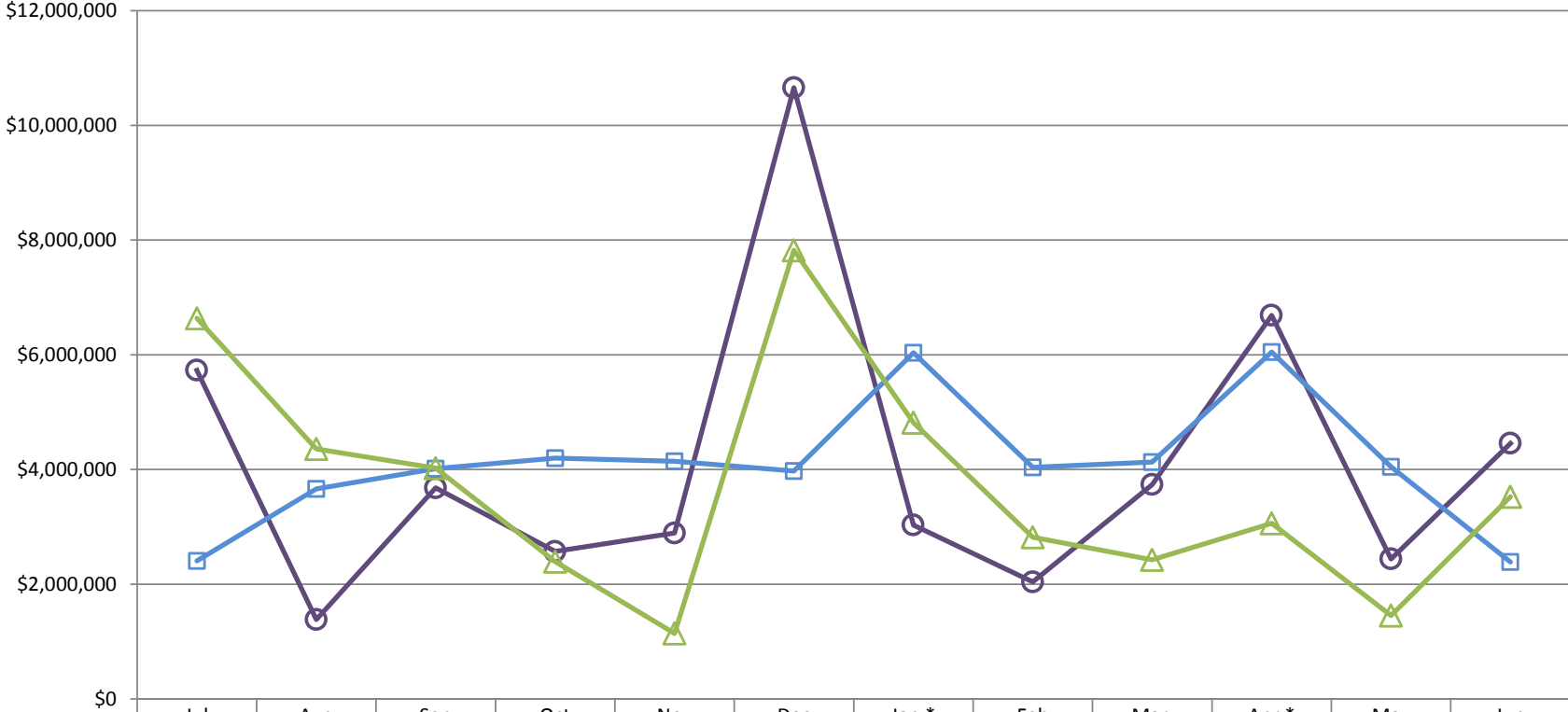
Anthony W. Knight, Ed.D.  
Superintendent



OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW										
Year: 2016-17 Budget										
Budget: 1st Interim										
Actuals through December 31, 2016										
BEGINNING BALANCE BASED ON 2015-16 YEAR-END ACTUALS										
	Object	July	August	September	October	November	December	January	February	March
<b>A. BEGINNING CASH</b>	9110	\$3,313,613	\$6,637,681	\$4,359,005	\$4,022,429	\$2,395,179	\$1,141,632	\$7,823,890	\$4,817,395	\$2,817,725
<b>B. RECEIPTS</b>										
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	1,595,913	3,127,238
Property Taxes	8020-8079	7,700	49,852	265	33,601	20,984	6,142,533	207,688	0	30,533
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	8,557	-1,094	13,918
Other State Revenue	8300-8599	319,640	1,355	0	239,319	19,563	605,180	742,100	136,438	50,400
Other Local Revenue	8600-8799	220,494	243,775	373,249	503,806	534,986	461,309	322,360	297,653	503,538
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0
<b>TOTAL RECEIPTS</b>		<b>1,516,179</b>	<b>1,260,950</b>	<b>3,644,661</b>	<b>2,515,468</b>	<b>2,316,525</b>	<b>10,452,654</b>	<b>3,019,447</b>	<b>2,028,909</b>	<b>3,725,627</b>
<b>C. DISBURSEMENTS</b>										
Certificated Salaries	1000-1999	165,775	2,003,557	2,058,612	2,060,513	2,041,915	2,044,735	2,030,065	2,041,493	2,035,555
Classified Salaries	2000-2999	201,337	542,519	571,444	570,134	572,320	603,996	550,568	579,180	574,895
Employee Benefits	3000-3999	73,535	855,029	865,361	867,753	861,181	864,062	845,357	856,303	856,936
Books, Supplies	4000-4999	34,875	123,166	152,564	152,900	266,180	90,881	52,341	53,277	79,269
Services	5000-5999	139,513	293,893	438,516	607,327	491,133	414,881	271,294	265,645	259,734
Capital Outlay	6000-6599	21,771	0	156,448	121,532	10,193	-26,288	2,783	0	0
Other Outgo - Excess Costs	7000-7499	3,799	32,244	6,838	819	21,356	6,838	29,999	16,645	80,316
Interfund Transfers Out	7600-7629	25,000	0	0	0	0	0	25,000	25,000	25,000
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0
<b>TOTAL DISBURSEMENTS</b>		<b>665,606</b>	<b>3,850,408</b>	<b>4,249,783</b>	<b>4,380,979</b>	<b>4,264,278</b>	<b>3,999,105</b>	<b>3,807,406</b>	<b>3,837,543</b>	<b>3,911,704</b>
<b>D. BALANCE SHEET TRANSACTIONS</b>										
Accounts Receivable	9200	158,347	122,193	35,751	54,718	575,032	204,657	10,606	10,606	10,606
Accounts Payable	9500	-1,739,851	188,589	232,794	183,544	119,174	24,052	-201,642	-201,642	-218,831
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
<b>TOTAL PRIOR YEAR TRANSACTIONS</b>		<b>2,473,496</b>	<b>310,782</b>	<b>268,546</b>	<b>238,262</b>	<b>694,206</b>	<b>228,709</b>	<b>-2,218,536</b>	<b>-191,036</b>	<b>-208,225</b>
<b>E. NET INCREASE/DECREASE (B-C+D)</b>		<b>3,324,069</b>	<b>-2,278,676</b>	<b>-336,576</b>	<b>-1,627,249</b>	<b>-1,253,547</b>	<b>6,682,257</b>	<b>-3,006,495</b>	<b>-1,999,670</b>	<b>-394,302</b>
<b>F. ENDING CASH (A+E)</b>		<b>6,637,681</b>	<b>4,359,005</b>	<b>4,022,429</b>	<b>2,395,179</b>	<b>1,141,632</b>	<b>7,823,890</b>	<b>4,817,395</b>	<b>2,817,725</b>	<b>2,423,423</b>
<b>G. ENDING CASH, PLUS ACCRUALS</b>										

<b>OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW</b>						
<b>Year: 2016-17 Budget</b>						
<b>Budget: 1st Interim</b>						
<b>Actuals through December 31, 2016</b>						
	Object	April	May	June	Accruals	Total
<b>A. BEGINNING CASH</b>	9110	\$2,423,423	\$3,063,770	\$1,454,587		
<b>B. RECEIPTS</b>						
Revenue Limit Sources						
Principal Apportionment	8010-8019	1,595,913	1,595,913	2,738,185	0	24,238,029
Property Taxes	8020-8079	3,916,266	48,294	507,770	-270,340	10,695,147
Miscellaneous Funds	8080-8099	0	0	0	0	0
Federal Revenue	8100-8299	0	10,685	537,036	311,634	963,435
Other State Revenue	8300-8599	329,958	1,924	337,747	-182,598	2,601,026
Other Local Revenue	8600-8799	835,491	772,181	324,874	176,110	5,569,827
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
<b>TOTAL RECEIPTS</b>		<b>6,677,628</b>	<b>2,428,997</b>	<b>4,445,612</b>	<b>34,807</b>	<b>44,067,464</b>
<b>C. DISBURSEMENTS</b>						
Certificated Salaries	1000-1999	2,032,114	2,097,913	387,283	13,966	21,013,496
Classified Salaries	2000-2999	562,288	576,874	335,402	0	6,240,958
Employee Benefits	3000-3999	851,386	858,273	138,185	0	8,793,360
Books, Supplies	4000-4999	54,791	66,198	69,990	0	1,196,432
Services	5000-5999	304,932	220,644	825,762	0	4,533,274
Capital Outlay	6000-6599	0	0	1	0	286,440
Other Outgo - Excess Costs	7000-7499	4,138	15,992	243,882	0	462,867
Interfund Transfers Out	7600-7629	25,000	27,153	200,000	0	352,153
All Other Financing Sources	7630-7699	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0
<b>TOTAL DISBURSEMENTS</b>		<b>3,834,649</b>	<b>3,863,047</b>	<b>2,200,505</b>	<b>13,966</b>	<b>42,878,980</b>
<b>D. BALANCE SHEET TRANSACTIONS</b>						
Accounts Receivable	9200	10,606	10,606	10,606	0	1,214,333
Accounts Payable	9500	-185,739	-185,739	-185,739	-449,807	(2,620,836)
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
<b>TOTAL PRIOR YEAR TRANSACTIONS</b>		<b>-2,202,633</b>	<b>-175,133</b>	<b>-175,133</b>	<b>-449,807</b>	<b>(1,406,503)</b>
<b>E. NET INCREASE/DECREASE (B-C+D)</b>		<b>640,346</b>	<b>-1,609,183</b>	<b>2,069,974</b>	<b>-428,967</b>	<b>(218,019)</b>
<b>F. ENDING CASH (A+E)</b>		<b>3,063,770</b>	<b>1,454,587</b>	<b>3,524,561</b>	<b>-428,967</b>	<b>(218,019)</b>
<b>G. ENDING CASH, PLUS ACCRUALS</b>					<b>3,095,595</b>	

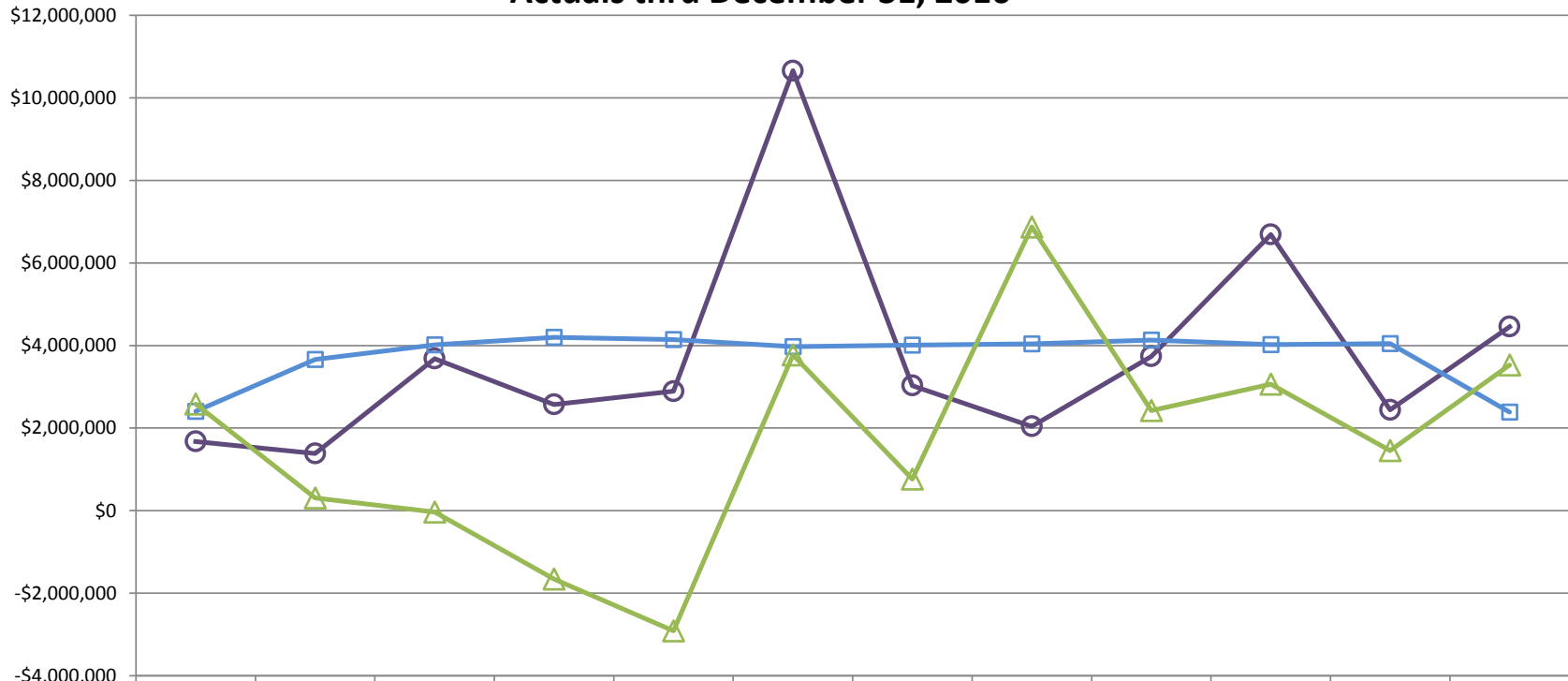
## OPUSD - Cashflow Actuals thru December 31, 2016



	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	3,030,053	2,039,515	3,736,233	6,688,234	2,439,603	4,456,218
Expense + AP	2,405,457	3,661,819	4,016,989	4,197,435	4,145,104	3,975,053	6,036,548	4,039,185	4,130,535	6,047,888	4,048,786	2,386,244
Cash Balance	6,637,681	4,359,005	4,022,429	2,395,179	1,141,632	7,823,890	4,817,395	2,817,725	2,423,423	3,063,770	1,454,587	3,524,561

\* 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 December 31, 2016



	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	3,030,053	2,039,515	3,736,233	6,688,234	2,439,603	4,456,218
Expense + AP	2,405,457	3,661,819	4,016,989	4,197,435	4,145,104	3,975,053	4,009,048	4,039,185	4,130,535	4,020,388	4,048,786	2,386,244
Cash Balance	2,582,681	304,005	-32,571	-1,659,821	-2,913,368	3,768,890	762,395	6,872,725	2,423,423	3,063,770	1,454,587	3,524,561

**\* 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: JANUARY 17, 2017  
SUBJECT: X.1. MONTHLY BOARD REPORT

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**SCHOOL EVENTS:**

- On December 14<sup>th</sup>, our fifth-grade classes experienced a “day in the life” of a child during colonial days. Among other things, they made Johnny cakes, churned butter, became silversmiths, played colonial games, and learned to whittle!



- Our P.E. teacher, Christa Ratcliff, has moved with her family out of state. We are in the process of hiring a new teacher and hope to bring someone to Brookside who can contribute new components while maintaining the quality and effectiveness of our program, in which students learn to be active while having lots of fun!
- As a result of PTA support, we will be increasing the support provided by our math lab program. We will be hiring an additional instructional assistant and will be providing additional enrichment and intervention for students in all grade levels.

**SCHOOL SITE COUNCIL:**

Brookside School Site Council will meet on January 10, 2017. Agenda items include the 2016-2017 Single Plan for Student Achievement.

**CALENDAR HIGHLIGHTS:**

January 11 Internet Safety Assembly – Parents/5<sup>th</sup> Grade Students – 8:30am  
January 13 Spelling Bee – 1:30pm – MPR  
January 30 Brookside’s *Book Tasting Week* in the BES Library

Respectfully Submitted,

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

TO: MEMBERS, BOARD OF EDUCATION  
FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL  
DATE: JANUARY 17, 2017  
SUBJECT: X.2. MONTHLY BOARD REPORT

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### **Service Learning**

Our Oak Hills students are involved in Service Learning projects throughout the school year. Service Learning projects are different from other forms of community service in that they are connected to the grade-level curriculum. Service Learning is an effective instructional strategy that improves mastery of the standards while also fostering compassionate global citizenship. Two such projects that were recently completed are the fourth grade participation in Santa comes to Agoura where students helped provide food and other necessities to families in need, and our fifth grade participation in at the My Stuff Bags Volunteer Center in Westlake Village, where students donated a small stuffed toy, made blankets, and filled bags and boxes for distribution.

### **Holiday Performances**

Our talented students performed in a wide variety of shows as we reached the end of 2016. Our Band and Choir groups demonstrated their musical talents at two concerts, a daytime show their peers at school, and an evening performance for parents and guests. This year we had over students performing. They all did an amazing job, especially considering many of them had never played a musical instrument until the beginning of this year. Mr. Waldman does an amazing job working with these students from their first exposure with the Music Van program all the way to the performance. He also continues to help the Advanced group progress to more challenging pieces. We are again grateful for our friends at Red Oak who allowed us the use of their larger MPR so we could accommodate a much larger audience.

Our second graders represented their ancestors well as they performed for family and friends. The event included songs and poetry that reflects all they have learned about many cultures from around the world. Each student, dressed in the traditional clothes of their country or culture of their family's origin, brought a food item to share with the rest of the class and their families at a great international feast.

Our youngest students, the Discovery Kindergarten class, also had their first official performance of their scholastic careers. They performed a Holiday Show to an audience of adoring fans, and did an outstanding job.

### **Valley View Park Opens**

Valley View Park, adjacent to the Oak Hills campus, has been under construction this fall. Our students were excited to see it open two weeks ago. The facility now includes new play equipment that our students have been happy to explore, and there is still a large sand area that they thoroughly enjoy. We are grateful to our friends at the RSRPD for bringing this project to fruition, and to our students and their families for their patience during construction.

Respectfully Submitted,

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 17, 2017**

**SUBJECT: X.3. MONTHLY BOARD REPORT**

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**Holiday Boutique**

Our Parent Teacher Association hosted a holiday boutique in our Multi-Purpose Room on Thursday, December 1. Approximately 20 vendors set up shop to sell their wares. Parents and staff were invited to share in the fun of shopping and students were welcomed in at recesses and after school. 20% of the funds raised will be donated back to Red Oak.

**College Sweatshirt Day**

College Sweatshirt Day was on Thursday, December 8. Staff members wore a sweatshirt and/or t-shirt from a college that they attended. The purpose was to demonstrate to our students that we as a staff value education, that we want them to aspire to attend a college (and be life-long learners), and that teachers and staff members are professionals who attended college themselves. Teachers talked to their classes about their college experiences, the value of the education that they received and how education can help students to achieve their goals in life.

**Band and Chorus Concert**

On Tuesday, December 13, our band and chorus presented a concert of holiday music. The concert was held in our MPR at night for parents and families and during the school day for students. The concert featured numerous instrumental and voice solos.

**Spelling Bee**

Our annual Spelling Bee involving 21 student finalists occurred on Friday, December 16th in the Multipurpose Room. Fourth and fifth grade students competed in classroom spelling bees for the chance to be a finalist in the school spelling bee. Our winner this year is a fifth grader. He will compete in the Ventura County Spelling Bee in the spring.

Respectfully Submitted:

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: JANUARY 17, 2017**  
**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

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**MCMS Spelling Bee:** Students who participated in preliminary rounds of the Spelling Bee in December will compete for the school Spelling Bee on Wednesday, January 11 at 3pm in the Library.

**MCMS Geography Bee:** Students who participated in the preliminary rounds of the Geography Bee in December will compete for the school Geography Bee on Wednesday, January 18 at 3pm in the Library.

**GATE Leadership Conference:** 15 GATE students will attend the GATE Leadership Conference at the CATE School in Carpinteria on February 4.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

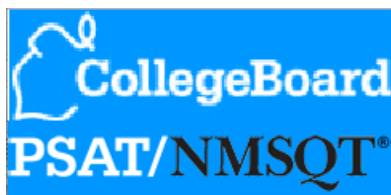
**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL**  
**DATE: JANUARY 17, 2017**  
**SUBJECT: X.5. MONTHLY BOARD REPORT**

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### HOLIDAY LUNCHEON

The PFA graciously hosted a wonderful Holiday Luncheon for the OPHS staff on December 19<sup>th</sup>. The food was delicious and the decorations were festive and beautiful. All the staff were very appreciative and in good spirits. OPHS Staff would like to give their heartfelt thanks to the parents on the PFA Hospitality Committee who worked so hard to make it possible.

### PSAT SCORES



On December 12<sup>th</sup>, the “Revised PSAT” scores were made available online to students through the College Board’s website. This is the second year that The College Board has made scores available to students through their online accounts. Previously, students received paper copies of their score reports from the school. This year, 357 students took the PSAT comprised of 183 juniors, 116 sophomores, and 58 freshmen.

### Oak Park Drama

Oak Park Performing Arts Alliance (OPPAA) is preparing for auditions for the Spring Musical, *Hair*. As has become our practice now, this show will feature live music provided by the Oak Park High instrumental music program directed by Zachary Borquez, songs arranged and directed by Choral Director Heidi Cissel and Allan Hunt directs the production. Additionally, the OPHS chapter of the International Thespians Society will participate in the Chapman Shakespeare Festival this February and will perform scenes, monologues and, present sets and costumes.



### ADVANCE PEER COUNSELING AWARENESS WEEK

Advanced Peer Counseling is gearing up for the annual Awareness Week events on January 17-20. This year the theme is aligned with the Anti-Defamation League’s message, “**NO PLACE FOR HATE**”. Activities include an Art and Writing contest, a student assembly, a parent evening. This year we have been very fortunate to be able to secure Judy Shepard is the mother of Matthew Shepard, a 21-year-old student at University of Wyoming who was murdered in October 1998 in what became one of the most high-profiled cases highlighting hate-crimes against LGBT people

### Athletics

Winter sports season is well underway and girls’ and boys’ basketball and soccer teams are currently entering league competition in the Coastal Canyon League. All winter teams had strong pre-seasons. Preliminary Spring athletic clearances begin January 23<sup>th</sup>.

### WASC

The WASC report is complete and is in the final proofreading stage before being sent to the visiting team in preparation for the visit at the end of February. Our findings and Action Plan will be presented to the Governing Board at the February meeting prior to the team’s arrival on campus.

Respectfully Submitted,

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Anthony W. Knight Ed.D,  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION**  
**DATE: JANUARY 17, 2017**  
**SUBJECT: X.6. MONTHLY BOARD REPORT**

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### **FINALS**

Finals are up and going at all sites. Students seemed to be ready and wanting to take them. I passed several students from OPIS in the parking lot and had great conversations with them about how they were studying for certain exams. Some expressed that they wanted more time, but I suspect that will always be the case. Overall, they seemed to like our finals schedule.

### **VCI**

All four of our VCI classes are in full running mode. The EMR class recently had our district nurse, JoAnn Housman, complete first aid training and certifications for all of our EMR students (see pictures below). We are thankful to VC Innovates for providing the opportunity of these classes and teachers.



### **SINGLE SCHOOL PLANS**

With OVHS completing WASC last year, we are excited to place our new WASC goals in our single school site plan. The goal is to match up and connect what we are doing with the WASC goals, so we can easily evaluate ourselves over the next six years. Additionally, we are updating OPIS's single school site plan for both site councils to review and discuss.

### **SAFETY HANDBOOK**

We are in the process of updating our safety handbook for both schools and reviewing it with our site councils. It is a much easier process now that we are all using the same template in the district. It is also helpful that OPIS, OVHS and DO are all in the same handbook.



### **LOKRANTZ FIELD TRIP**

This past week all OVHS students went on the annual Lokrantz Special Education Center field trip. This is by far my favorite field trip that we do. Several students came up to me the next day to express how happy that were that they had the opportunity to go on this field trip and give a student a gift. Some students said they were nervous to give the student a gift, but when they gave them the gift, they felt so proud of themselves and happy for the other student. I would like to thank Randi Liepman and our ASB students who organized this wonderful, feel-good opportunity of giving.



## **OAK PARK INDEPENDENT SCHOOL**



### **OSB**

**High School OSB** - We have a very excited, loud group of kids. We have a big group who shows up weekly, so that's good. We had a busy couple of months with our Halloween party and scavenger hunt, organizing the box top collection at OPIS, making holiday ornaments for meals on wheels, and baking holiday cookies for the kids in foster homes. We are currently beginning to plan our Casa Pacifica event, which we will be participating in next year! There is never a dull moment in high school OSB this year.

**Middle School OSB** - We had an amazing 1st semester with students who came and participated regularly. Some of the highlights include: Halloween Party, Holiday Party, Box Top Collection, letters to our service men and women overseas through Americans Supporting Americans, and the homemade ornaments and turkeys for Meals on Wheels. The students are wonderful and we hope to see them back in 2017

### **BUDDHIST FIELD TRIP**

In January, the OPIS students will have the opportunity to attend the Hsi Lai Temple. It was built to serve as a spiritual and cultural center for those interested in learning more about Buddhism and the Chinese culture. The temple encompasses 15 acres and a floor area of 102,432 square feet. Our monk-guided tour will take about 1.5 hours and cover the entire temple: The Bodhisattva Hall, gardens, courtyard, and Main Shrine. A vegetarian lunch will be served in their famous dining hall.

Respectfully Submitted:

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Anthony W. Knight Ed.D.  
Superintendent

TO: MEMBERS, BOARD OF EDUCATION  
FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL  
DATE: JANUARY 17, 2017  
SUBJECT: X.7. MONTHLY BOARD REPORT

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Our fundraiser held during the month of December was very successful. The children had their popcorn sale to raise money for “Teach for Madagascar”. Selling popcorn, for any donation amount, after preschool on Tuesday and Wednesday, December 1 and 2, the children raised \$275 to donate. Here is a link to the project and what has been happening: [Anjezika Community Center and School](#). We plan on maintaining a relationship with the organization and coordinating additional fundraisers over the years.

The children also had their Winter Concert where parents, grandparents, siblings, aunts, uncles, and friends came to see and hear some beautiful music. I think I enjoy watching the excitement and pride in the eyes of the audience as much as the actual concert. No matter how unprepared the children seem prior to the concert, they always make the concert lovely and memorable. We all had fun and enjoyed the singing.

January is looking to be a busy month. The children are interested in all kinds of insects and the rain has brought out many worms to observe and study. We try to spend time outside in every kind of weather, so the children have had fun jumping in puddles, running through the wet grass and mud, and finding worms. We are hoping to find a greater variety of bugs as the ground dries out.

We are also prepping for our Snow Carnival, which will be Saturday, March 4, 2017. Although it seems to be a long time from now, there is a lot to do and many people to organize. Some of our parents have already been working on it since September. The children usually create some items to sell at the silent auction and they have been busy in the atelier working on some lamps and mosaics.

As always, you have an open invitation to come by anytime to see the great work the children are doing.

Respectfully Submitted,

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

