

OAK PARK UNIFIED SCHOOL  
DISTRICT 5801 E. CONIFER STREET  
OAK PARK, CALIFORNIA  
91377 (818) 735-3206

FACILITY PLANNING COMMITTEE

**MEETING MINUTES**

DATE: May 7, 2018  
TIME: 3:30 p.m.  
PLACE: Education Service Center, Conference Room

PRESENT: Brianna Adams, Brad Benioff, Leon Cavallo, Kim Gregorchuk, Jay Greenlinger, Jon Duim, Drew Hazelton, Keenan Kibrick, Tony Knight, Martin Klauss, Dennis Kuykendall, Enoch Kwok, Sophia Limon, Tausif Majed, Suzie Nicks, Derek Ross, Virginia Standing, Miguel Tabares, Kayla Treitman, Tina Wang

**I. Call to Order**

The meeting was called to order at 3:30 p.m.

**II. Approval of May 7, 2018 Agenda**

The Agenda was approved (As Noted Below)

**III. Approval of Minutes**

No exceptions taken to the issued minutes from April 9th, 2018.

**IV. Measure S Master Plan – Update on Measure S Subcommittee Meetings**

**V. Facility/Technology Subcommittee Reports**

**VI. Discussions and Actions:**

**A. Medea Creek Middle School**

- 1) MCMS Kitchen Improvements Project (#17-35S)
  - a) The Committee approved recommendation to the Board of Education to proceed with agreements for DSA Inspector of Record, Kenco Construction, and DSA Testing/ Inspection Services, NV5 West.
  - b) The Committee approved recommendation to the Board of Education to authorize limited authority to the Superintendent to award contracts for this project to expedite construction during summer 2018.

- 2) Gym/MPR Roof Replacement Project (#18-25S)
  - a) The Committee approved the recommendation to the Board of Education to authorize and award construction contract for Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School

#### **B. Brookside Elementary School**

- 1) BES Administration Building Project (#17-47S)
  - a) The Committee approved the recommendation to the Board of Education to authorize limited authority to the Superintendent to award contracts for this project to expedite construction during summer 2018.

#### **C. Oak Park High School**

- 1) OPHS Stadium Safety Railing System Repair & Paint Project (#18-23S)
  - a) The Committee approved the recommendation to the Board of Education to authorize and ratify construction contracts for Measure S Project 18-23S, Repair and Painting Football Stadium Handrails at Oak Park High School
- 2) OPHS Security Fencing for Southeast Campus Perimeter Project (#18-24S)
  - a) The Committee approved the recommendation to the Board of Education to authorize and Award Construction Contracts for Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School

### **VII. TECHNOLOGY - DISCUSSION & ACTION ITEMS**

#### **D. Medea Creek Middle School**

- a) Update MCMS Library Computer Lab Refresh Project-Project approved by the District Technology Committee & under review by the Measure S Technology Subcommittee.
- b) Update MCMS Library Flat Panel Display Project – Project approved by the District Technology Committee & under review by the Measure S Technology Subcommittee

#### **E. 3-D Printers**

- a) Enoch Kwok presented the project budget information including an available grant by Ventura County Innovates (VCI) and discounts offered by GE for the purchase of (35) new 3-D printers for the District. The Committee recommended the Board of Education authorize this project to proceed.

VIII. **Next Meeting** – Monday, September 4, 2018

IX. **Adjournment** - Meeting was adjourned at 4:15



## NOTES FROM SCHOOL BOARD MEETING APRIL 17, 2018

### *Educating Compassionate and Creative Global Citizens*

At the regular meeting of the Oak Park USD Board of Education held on April 17th, the Board recognized the following:

- **Rahul Naveen**, 8th grade student from Medea Creek Middle School on winning the Ventura County Spelling Bee and on Qualifying for the Scripps National Spelling Bee
- **Oak Park Unified School District Odyssey of the Mind Teams** who qualified for the State Competition and the Oak Park High School Team who will be competing at the World Competition next month
- **Alex Niebank**, Brookside Elementary Special Education Teacher on her dedication and years of service
- **Maria Cross**, Brookside PTA President with the Partners in Education Award.

The Board heard reports from School Board Members, the Student Board Representative, and the Superintendent, as part of his remarks Dr. Knight introduced **Erin Vranesh** (via google hangouts from Arizona) as the new principal of Brookside Elementary School starting on July 1. The Board also heard reports from, Brookside Elementary School, Oak Hills Elementary School, Medea Creek Middle School, and Oak Park High School Site Councils. **Maryam Salour** provided an update on the Oak Park Education Foundation. **Carole Ly**, Director of Student Nutrition provided an overview of the student nutrition program, evidencing the growth of sales and participation, and highlighting the manner in which the program continues to be a model of high quality, nutritious, sustainable, and delicious food service. The Board also heard a presentation on the GrowthPoint Learning studios, the new classrooms that will replace aging portables under Measure S.

The Board took action and/or approved the following:

#### CONSENT ITEMS

- **Approved Purchase Orders – March 1-31, 2018**
- **Approved Overnight Trip for Oak Park High School Rocket Team to Attend the TARC National Finals in Washington DC and Virginia – May 10-14, 2018**
- **Approved Out of State travel for Classified Employee to Attend QUE 2018 Conference in Detroit, Michigan – October 1-5, 2018**
- **Approved Amendment to Agreement for Crossing Guard Services for 2018-19 Through 2020-21**  
*All City Management Services, Inc. has provided crossing guard services for Oak Park schools since October 1993. The District pays All City for these services, and the Oak Park Municipal Advisory Council (MAC), through the County of Ventura, reimburses OPUSD for the expense. The proposed amendment includes the addition of one crossing guard located at Kanan Road and Doubletree Road, increasing the number from 11 to 12. The annual cost for services in 2018-19 is projected to be \$123,946 for 12 crossing guards.*
- **Approval and Certification of 2017-18 School Bell Schedules and Minimum Instructional Minutes**  
*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. All district schools are meeting this criteria.*

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

- **Approve Quarterly Report on Williams Uniform Complaints – April 2018**  
*No complaints were filed with any school during January - March 2018*
- **Approve Out of State Travel for Certificated Employees to Attend Green Schools National Network Conference and Expo in Denver, Colorado – May 2-4, 2018 - OPUSD is a member district.**

## **ACTION ITEMS**

### **BUSINESS**

- **Approved District of Choice Reporting Requirements**  
*This report summarizes the information required of District of Choice districts pursuant to Education Code 48313 in regard to students enrolled into Oak Park for the current school year. This information will now, and prior to May 15, be disseminated to local adjoining districts, the county office of education, the State Superintendent of Instruction and the Department of Finance . The Education Code requires that the report show the number of requests into the district, the number granted, denied or withdrawn (and the reasons for denials), the number of pupils transferred into and out of the district, the race, ethnicity, gender, self-reported socioeconomic status, and the school district of residence of the transfers.*
- **Authorized Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School**  
*DSA Certification for the Administration Building at Brookside Elementary School, was authorized with a budget established at \$748,438, to be funded from the Measure S bond fund. The Board also approved the amendment to the existing agreement with BCA Architects to provide bidding, construction, and close out services for this project, increasing the fees for services from \$32,000 to \$67,220, including related reimbursable expenses.*
- **Authorized and Award Contracts for Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems**  
*In the District's continuing effort to maintain safe and secure school environments, it is imperative to make certain upgrades in the public address systems at each school site to ensure all-call announcements can be clearly heard throughout the campus. The contract for \$14,669.32, was awarded to PacifiCom to perform this work.*
- **Approved Change Order 1, Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side)**  
*The Change Order for Project 17-32S Security Fencing North side of the stadium at OPHS is for the contractor to add additional 8 fencing panels, and replace six 90-degree gate hinges with 180-degree hinges to ensure greater safety in the event of an emergency exit.*
- **Approved Geotechnical Soils Testing Services for Measure S Modernization Projects: Project 18-18S At Brookside Elementary School, Project 18-20S At Red Oak Elementary School, And Project 18-21S At Medea Creek Middle School**  
*The Board approved architectural service agreements for replacement of portable classrooms with permanent GrowthPoint learning studios at Brookside, Red Oak, and Medea Creek Middle Schools. Before this project is started DSA requires reports of Geotechnical Soils testing. The cost for the Geotechnical soil testing service for all three sites is \$19,850 and will be funded by the Measure S Bond fund.*
- **Approved Amendment to Architectural Services Agreement for Project 17-35S, Kitchen Improvements at Medea Creek Middle School**  
*When the Kitchen remodeling plans were submitted to DSA for approval we were informed of the DSA's*

decision to expand its review beyond the kitchen project to include the entire multipurpose room/gymnasium building and adjacent parking lot. This has increased the cost of the architectural services by \$31,250.

- **Authorized Measure S Technology Project 18-14S, Chromebook 1-to-1 Take Home Pilot**  
*The 1-to-1 Take Home Pilot will be implemented to Sixth Grade parents who will be given the option to purchase, lease-to-own, or borrow a District standard Chromebook.*
- **Approved Donations**  
*Aerojet/Rocketdyne gave a \$1,000 grant to the Oak Park High School Rocket Team.*

## **PUPIL SERVICES**

- **Approved Contract for Non-Public School Services for Special Education Student #8-17/18**  
*The total cost for placing the student at Casa Pacifica Non-Public School for the 30-day placement is \$6,420.*

## **HUMAN RESOURCES**

- **Re-designate the Position of Director of Business Operations as Director of Sustainability, Maintenance, and Operations and Approve Revised Job Description**  
*With the recent resignation of the current Director of Business Operations (Maintenance and Operations), the Board redesignated the position as Director of Sustainability, Maintenance and Operations, and approved a revised job description that more accurately reflects the District's dual goals of sustainability and maintenance of safe, clean, and healthy facilities and grounds.*
- **Re-designate the Position of Director of Alternative Education as Principal of Oak View High School and Oak Park Independent School and Approve Revised Job Description**  
*The Board approved the redesignation of the position and the recruitment process has begun for the new Principal of Oak View High School and Oak Park Independent School. Mr. Stew McGugan the current Director will be starting in his new role of Director Student Support and School Safety on July 1.*
- **Establish the Lead Instructional Technology Specialist – Technology Teacher on Special Assignment Position**  
*Under the direction of the Director of Technology, the TOSA will develop and implement a strategic plan for ensuring that all staff are appropriately trained, supported, and equipped to deploy technology tools in ways that maximize student critical thinking, creativity, collaboration, and communication. This position will be funded 50% from Measure S and 50% from The Club.*

## **CURRICULUM**

- **Approve 2017-18 Single Plans for Student Achievement**  
*The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students to the level of performance goals established under the California Academic Performance Index. California Education Code sections 41507, 41572, and 64001 the federal Every Student Succeeds Act (ESSA) in 2017/2018 -- require each school to consolidate all school plans for programs funded through the School and Library Improvement Block Grant, the Pupil Retention Block Grant, the Consolidated Application, and NCLB Program Improvement -- transitioning to ESSA in 2017/2018 -- into the Single Plan for Student Achievement. The plans for all schools can be accessed at this link - <https://qoo.gl/mhjFdK>*
- **Approve 2016-2017 School Accountability Report Cards (SARCs)**  
*A SARC or "School Accountability Report Card" is an annual report to parents of California's school children and is required by the State of California. The SARC provides parents with valuable information about the overall performance of the school their child attends. Demographics, student testing data, teacher qualifications, textbook sufficiency, and school safety are among the many areas*

that are covered in this report. The School Accountability Report cards for 2016-17 can be accessed at this link - <https://goo.gl/avRMkz>

## BOARD

- **Approve Date Change for May 2018 Board Meeting**

*The Board decided to move the May 15, 2018 regular meeting date to May 17, 2018.*

## BOARD POLICIES/ADMINISTRATIVE REGULATIONS

- Approved Amendment to the following Board Policies, and/or Administrative Regulations as First and Final Reading:
  - [Board Policy 1312.3](#) and [Administrative Regulation 1312.3](#) – Uniform Complaint Procedures
  - [Board Policy 1325](#) – Advertising and Promotion
  - [Board Policy 3100](#) – Budget
  - [Board Policy 3551](#) and [Administrative Regulation 3551](#) – Food Service Operations/Cafeteria Fund
  - [Board Policy 3553](#) and [Administrative Regulation 3553](#) – Free and Reduced Price Meal
  - [Board Policy 5022](#) and [Administrative Regulation 5022](#) – Students and Family Privacy Rights
  - [Board Policy 5144](#) – Discipline
  - [Board Policy 5144.1](#) and [Administrative Regulation 5144.1](#) – Suspension and Expulsion/Due Process
  - [Board Policy 6152.1](#) – Placement in Mathematics Courses
- Approved Amendment to the following Board Policies and Administrative Regulations as Second and Final Reading
  - [Board Policy 5121](#) and [Administrative Regulation 5121](#) – Grades/Evaluation of Student Achievement
  - [Board Policy 6154](#) – Homework Makeup Work
    - [Exhibit A E6154](#) - K-5 Homework Guidelines
    - [Exhibit B E6154](#) - Medea Creek Middle School Homework Guidelines
    - [Exhibit C E6154](#) - Oak Park High School Homework Guidelines
- The Board tabled Board Policy 5148.2 – Before/After School Programs to a future meeting



## NOTES FROM THE SCHOOL BOARD MEETING – May 17, 2018

### *Educating Compassionate and Creative Global Citizens*

At the regular monthly meeting of the Oak Park USD Board of Education held on May 17<sup>th</sup>, the Board recognized the following individuals:

- Oak Park High School graduating seniors **Kaylena Mann, Itay Dvir, Riti Hegde, Vaishnavi Tipireddy,** and **Olivia Winck** were presented with the Marie Panec Educating Compassionate and Creative Global Citizens Awards.
- Administrative Consultant and retired administrator **Cliff Moore** was recognized for his contributions to the District and especially for his exemplary work with the District of Choice Program.
- Staff Members **Ann Pettit, Michael Bolyog, Geri Sterling, Carol Gallivan, Ellen Ferguson, Roger Newell, Mark Jacobs, and Barbara Harrison** were recognized on their retirement from the Oak Park Unified School District.

The Board heard reports from School Board Members, and the Superintendent. The Board also heard reports from, Brookside Elementary School, Red Oak Elementary School, Oak Park View High School, and Oak Park Independent School Site Councils.

The Board heard a presentation on Colbi Technologies AccountAbility Construction Management Software by representatives of Balfour Beatty and Colbi Technologies.

The Board took action and/or approved the following:

#### **CONSENT ITEMS**

- Approved Purchase Orders – April 1-30, 2018
- Approved Out of State Trip for Oak Park High Odyssey of the Mind Team to Attend the World Competition in Ames, IOWA – May 23-26, 2018
- Approved Out of State Travel for Certificated/Classified Employees to Attend (North American Reggio Emilia Alliance(NAREA) Conference in Boston, MA – June 28-30, 2018
- Accepted the 2017-2018 Second Period Attendance Report  
*The District's Revenue Limit funding is based on its ADA (Average Daily Attendance), which is reported to the State three times per year. 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. The District's actual Local Control Funding Formula revenue 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 second reporting period has concluded and the Board accepted the District's P-2 Report. The report shows 96.52% average daily attendance, which is below the projection.*
- Approved appointment of **Tim Chevalier and Dick Billingsley** for Oak Park High School to the California Interscholastic Federation (CIF) League for the 2018-2019 school year.



- Approved Notice of Completion for the following projects:
  - Measure R Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School
  - Measure S Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side)
  - Measure S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School
  - Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School
  - Measure R Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School
  
- Approved Contract for Non-Public School Services for Special Education Student #9-17/18 - *Oak Park USD will be responsible for the cost(\$ 7,603.25) for basic special education services for placing the student at Devereux Victoria Children's Program Non-Public School for the remainder of the school year.*
  
- Approved Overnight Trip for Oak Park High School students/teams for the following:
  - Future Business Leaders of America (FBLA) Leadership Summit in Sacramento, CA – June 22-23, 2018
  - Cross Country Team in Mammoth Lakes, CA - July 22-27, 2018
  - Cheer Leading Team in Garden Grove, CA – July 24-27, 2018
  - ASB Retreat in Pacific Palisades, CA - August 4-5, 2018
  
- Approved Renewal Agreement with Interquest Detection Canines for Services at Oak Park High School and Oak View High School - *These services are budget and funded by Oak Park High School PFA.*

**ACTION ITEMS  
BUSINESS**

- **Accepted Oak Park Citizens' Oversight Committee Annual Reports for Measures C, C6, R, and S**
  
- **Approved Re-Appointment of Oak Park Citizens' Oversight Committee Members and Authorize Recruitment Process of New Members for the 2018-2020 Term**  
*The Board approved the reappointment of Ty Avendano, Philip Byrne, Andrew Cook, and Durga Kosaraju to serve as members for a two-year term from 07/01/18 to 06/30/20. There is a vacancy for one member to serve on the oversight committee. The recruitment process will begin shortly.*
  
- **Approved Professional Services Agreements for DSA Inspector of Record and for DSA Testing/Inspection Services for Project 17-35S, Kitchen Improvements at Medea Creek Middle School.** *The Board approved the service agreements with Kenco Construction Services, Inc., for \$39,600.0 for DSA Inspector of Record and with NV5 West, Inc., for \$5,680.0 for Laboratory Testing and Inspection services for this project.*
  
- **Authorized Superintendent to Award Construction Contracts for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School**
  
- **Authorized Superintendent to Award Construction Contracts for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School**

- **Authorized and Ratified Construction Contracts for Measure S Project 18-23S, Repair and Painting Football Stadium Handrails at Oak Park High School**

*The Measure S facility subcommittee identified the repair and painting football stadium handrails at Oak Park High School as essential to complete the stadium security and safety fencing project prior to graduation ceremonies at the end of May. The Board authorized the project and awarded the construction contracts to Pierre's Welding Company, in the amount of \$3,650, and to Skyline Painting Company, in the amount of \$17,000.*

- **Authorized and Awarded Construction Contracts for Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School**

*Additional security fencing at Oak Park High School is needed at the southeast campus perimeter. On the recommendation of the Measure S Facility Subcommittee, the Board awarded a construction contract to Fence Factory of Agoura Hills, CA, in the amount of \$49,870.*

- **Authorized and Awarded Construction Contract for Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School**

*As part of the Measure S Priority Project Plan, the Gym roof at MCMS needs to be replaced. The Board awarded a contract to Pacific Single Ply Roofing, in the amount of \$145,577.*

- **Discussed the latest information on the Governor's May revision to the 2018-19 budget proposal**

- **Reviewed the draft of the 2018-19 Oak Park Unified District's Local Control and Accountability Plan**

*The Board reviewed the draft of the LCAP presented by staff. Education Code 52062 requires a public hearing to solicit the recommendations and comments of the public regarding the proposed LCAP. **The public hearing has been scheduled for May 29, 2018.** After receiving input from the public, the District's 2018-19 LCAP will be formally adopted at the Board's June 12, 2018 meeting.*

## **CURRICULUM**

- **Approval of Additional Novel *Outliers* by Malcolm Gladwell for Oak Park High School's 12<sup>th</sup> Grade English Courses**

*This text will be used in the senior survey course *Madness & Identity* and possibly in the senior English IV Honors class. This will be part of a unit that will focus on success, motivation, self-reflection as well as forward thinking as the students enter life beyond high school.*

- **Approved Ventura County Plan for Expelled Pupils Triennial Update**

*California Education Code (EC) Section 48916.1(a) provides that, at the time an expulsion of a pupil is ordered, the governing board of the school district shall ensure that an education program is provided to the pupil during the expulsion period. Per EC Section 48926, Ventura County Superintendent, in conjunction with the District superintendents, developed a plan for providing education services to all expelled pupils within Ventura county.*

## **HUMAN RESOURCES**

- **Approved Resolution #18-13 to Reestablish Particular Kinds of Service to Laid Off Classified Employees**

*In February 2018, the Discovery Kindergarten numbers were low at each elementary school site. The District closed the DK at Oak Hills Elementary School and gave notice to the Instructional Assistant 1*

*Art at Oak Hills. Enrollment numbers have since increased, and OPUSD is able to run three DK Kindergarten classes. At this meeting, the Board re-established the position for the Instructional Assistant.*

## **BOARD**

- **Approved Resolution #18-14 Ordering a Regular Governing Board Member Election**

*Pursuant to election code section 1302(b) a consolidated election is required to be held for the governing board members whose terms expire on the first Friday in December. All three Board members whose term is ending on December 7, 2018 are running for reelection.*

## **BOARD POLICIES/ADMINISTRATIVE REGULATIONS**

- **Approved Amendment to the following Board Policies, and/or Administrative Regulations as First and Final Reading:**

- [Board Policy 1113](#) and [Administrative Regulation 1113](#) - District and School Websites
- [Administrative Regulation 3580](#) - District Records
- [Board Policy 5145.6](#) and [Exhibit 5145.6](#) - Parental Notifications
- Board Policy and Administrative Regulation 5132 - Dress and Grooming were approved at the May 21, 2018 meeting. Since then there have been some additional edits and the Policy and AR are being brought back for approval at the May 29, 2018 meeting.



**NOTES FROM THE SCHOOL BOARD MEETING –  
June 12, 2018**

*Educating Compassionate and Creative Global Citizens*

At the regular monthly meeting of the Oak Park USD Board of Education held on June 12<sup>th</sup>, the Board recognized Brookside Elementary School, Interim Principal, Anne Jenks.

The Board heard reports from School Board Members and the Superintendent. **Kathy Kraas**, the Oak Park Education Foundation, consultant provided an update on the Foundation Retreat held on June 11th. **Jane Nye**, the MAC liaison to the Oak Park Unified School District provided an update in regard to topics the MAC is considering, including the MAC approval of the Volunteers in Policing (VIP) program for Oak Park, pending approval of the County Board of Supervisors.

**Cliff Moore**, Administrative Consultant provided a report on the enrollment trends for Oak Park Unified School District for the years 2014-2019, including the number of DOC and permit students.

**Sara Ahl**, Director of Extended Care Program, shared the program and budget details of Club Oak Park and the planning process for the program to start in August at our all three of our Elementary Schools and Medea Creek Middle School. The program has 674 students enrolled at this point.

The Board took action and/or approved the following:

**CONSENT ITEMS**

- **Approved Purchase Orders - May 1 - 31, 2018**
- **Approved Out of State Travel for Certificated Employees to Attend the Teachers College at Columbia University's Units of Study in Phonics in New York City, NY – August 19-22, 2018**  
*The Units of Study in Phonics are newly released, and this conference will give our teachers' the ability to learn directly from the experts on how to implement them into classroom instruction.*
- **Approved Facility Use by Religious Organization**  
*The Chabad of Oak Park requested to continue their use of the Support Services Center parking lot for the 2018-19 school year.*
- **Approved Renewal Agreement with Ventura County Office of Education For 2018-19 Escape Financial and Payroll/Personnel System Services**  
*The current contract with VCOE for these services expires June 30, 2018. The fee for services is calculated based upon the District's prior year Period 2 Average Daily Attendance (ADA). The fee for 2018-19 will be \$41,902.98.*
- **Approved Renewal Agreement with School Services of California for Fiscal Information Services**  
*The School Services agreement is for services related to issues of school finance, legislation, school budgeting, and general fiscal issues. The cost of the renewal for the period covering July 1, 2018 through June 30, 2019 is \$3,660, with no cost increase to the previous contract amount.*
- **Approved Utilization of Piggyback Bids for Purchase of Goods and Services Throughout Fiscal Year 2018-19**  
*School Districts and other agencies throughout California and other states may include a piggyback clause in their bid documents and contracts with vendors, allowing other districts*

to purchase goods and services under these contracts. Utilizing the piggyback provisions of the contracts awarded by large districts or purchasing consortia ensures the most competitive pricing and cost savings derived from a greater economy of scale. The Board approval allows OPUSD staff to evaluate and compare bid pricing of available programs to determine the most cost effective avenue for the District.

- **Approved Resolution No. 18-15, Appropriation and Budgeted Transfers Fiscal Year 2018-19**  
*This resolution allows the Director of Fiscal Services to make transfers between the budgeted classifications and/or funds in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another. These transfers when made will be presented to the Governing Board for ratification at the next regularly scheduled board meeting.*
- **Approved Resolution No. 18-16, Temporary Loans Between District Funds for Fiscal Year 2018-19**  
*This resolution permits the Director of Fiscal Services to authorize temporary loans between General fund and other funds during times when cash flow suffers prior to receipt of tax deposits or State revenues.*
- **Approved Resolution No. 18-17, Year End Budget and Interfund Transfers for Fiscal Year 2017-18**  
*The Board authorized the Director of Fiscal Services to make any and all necessary budget transfers to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2018.*
- **Approved Resolution No. 18-18, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2018**

## **ACTION ITEMS**

### **BUSINESS**

- **Approved 2017-18 Oak Park Unified School District Local Control and Accountability Plan**  
*The Board held a public hearing and discussion on the LCAP at the May 29th Special meeting and approved the LCAP at the June 12 meeting.*
- **Approved and Adopted 2018-19 Oak Park Unified School District Annual Operating Budget**  
*The Board approved the budget as presented but informed staff to hold off to amend it until the regular August meeting when the staff will present a '45-day revision' by which time the enrollment numbers will be more concrete. This budget is based on the Governor's May Revision. The state legislature and the governor announced a new compromise budget a few days before the Board meeting, which has substantive changes from the May revise.*
- **Approved Agreement with Developing Outdoors for General Staffing Services for the Extended Care Program**  
*The District plans to manage an extended care program for District students on school days, staff development days, teacher preparation days, and local holidays. The District would like Developing Outdoors to recruit and retain staff to implement activities for students at the extended care program. The Board approved a Letter of Intent to enter into an agreement with Developing Outdoors for General Staff Services and granted permission for the Superintendent to sign the final agreement as long as legal counsel and the JPA approve of it, which is expected to be ready prior to the next Board meeting.*
- **Public Disclosure and Approval of Collective Bargaining Agreement Between the District and Oak Park Teachers Association**  
*The agreement includes a \$1,000 increase to the health benefits cap provided by the District for eligible certificated bargaining unit members, retroactive to July 1, 2017.*

- **Public Disclosure and Approval of Collective Bargaining Agreement Between the District and Oak Park Classified Association**  
*The agreement includes a 0.5% increase to the salary schedules for all classified bargaining unit members (exclusive of campus supervisors), retroactive to July 1, 2017.*
- **Public Disclosure and Approval of Compensation Adjustment for Administrative, Confidential, and Specified Unrepresented Employees**  
*The board approved a \$1,000 increase to the health benefits cap provided by the District for eligible confidential and administrative employees, and specified unrepresented employees retroactive to July 1, 2017.*
- **Approved 2018-19 Employee Health Benefit Plans**  
*The District's current healthcare provider California Value Trust announced its rates for 2018-2019. The District's current coverage offers a choice of nine medical plans, including seven Anthem Blue Cross PPO plans and three Kaiser plans, as well as Delta Dental and VSP Vision plans. The new rates include average increases of 4.8% for both the Blue Cross PPO plans and Kaiser HMO plans. The rates for Delta Dental coverage is unchanged from 2017-18 and VSP vision decreases by 3.9%.*
- **Authorized and Ratified Construction Contract for Measure R Project 18-27R Oak Park High School V Swale Repairs**  
*The concrete v-swale on the southwestern perimeter of the lower athletic field at Oak Park High School, designed to manage stormwater runoff between the school property and Medea Creek, has been in serious disrepair for some time. The Board ratified the construction contract with Hughes General Engineering, Inc., in the amount of \$13,600.*
- **Authorized and Ratified Construction Contract for Measure R Project 18-32R Fence at Cul-de-Sac Near Oak Park High School**  
*During heavily attended events at the OPHS campus by both the school and outside user groups, this area becomes an unauthorized parking area for cars and trucks, jeopardizing not only the health of the ancient oak trees, but also the safety of pedestrians utilizing the sidewalks, pathways, and stairs that provide access to the site's athletic venues. The project was completed before the 2018 graduation held on May 25th. The Board ratified the contract with Fence Factory – Agoura, in the amount of \$16,016.*
- **Approved Change Order No 1, Project 18-23S Painting of Stadium Railing at Oak Park High School**  
*The total amount of Change Order 1 is \$2,800 which adds the painting contract for the OPHS Marquee sign.*
- **Approved Change Order 1 Project 18-17F Prop 39 Exterior Lighting Upgrade**  
*The change order was for the change of location for the work from Red Oak to other sites, hence there was no increase to the original contract amount.*
- **Authorized and Awarded Maintenance Contract Measure S Project 18-33S Solar Installation Maintenance**  
*The Board awarded a contract to REC Solar for a 5-year term in the amount of \$51,211 annually.*
- **Authorized and Awarded of Purchase Contract Measure S Project 18-30S MCMS Library Computer Lab Refresh of 8 iMacs and 40 Chromebooks**
- **Authorized and Awarded of Purchase Contract Measure S Project 18-29S Install Flat Panel Screens at Medea Creek Middle School and OPHSG9**

- **Authorized and Awarded of Purchase Contract Measure S Project 18-28S Chromebook Refresh**  
*428 first generation Chromebooks (200 HP Chromebook 14" Gen1, 228 Dell Chromebook 11" Gen 1s) are at the end of their life and Google is dropping support for them in the 2018-19 school year. These were originally purchased in 2013 and 2014 and are now 4 or 5 years old. The Board approved the purchase contract to refresh these chromebooks.*
- **Authorized and Awarded Project 18-31F 3-D Printer to be Funded by VCI Grant and Measure S Bond Fund**  
*The 3D printers are being purchased at a discounted price (40% off, subsidized by GE) through a grant application from the GE Additive Program and run through Maker's Empire, a K12 consultancy that focuses on 3D printing and STEAM in K-12 classrooms. The Board approved the budget of \$41,755 plus applicable sales tax, to be funded from the VCI Grant (\$12,000) and Measure S Bond Fund (\$31,500)*
- **Authorized Measure S Technology Project 18-35S Purchase of Chromebook Cart for Fifth Grade Classes at Brookside Elementary School**
- **Approved Notice of Completion for the following projects:**
  - **Measure S Project 18-23S, Painting of Stadium Railing at Oak Park High School**
  - **Measure R Project 18-27R Oak Park High School V Swale Repairs**
  - **Measure R Project 18-32R Fence at Cul-de-Sac Near Oak Park High School**
- **Approved and Authorized Measure R Project 18-34R, Phase 1 - Purchase and Renovation of Extended Care Program Classroom Buildings**  
*OPUSD will be acquiring the four AM/PM buildings from RSRPD, this is mutually beneficial for both organizations. The Board approved a budget of \$160,000, for the acquisition and renovation of the four buildings.*

## HUMAN RESOURCES

- **Approved New Position of Site Leader for the Extended Care Program**  
*The Site Leader will serve as the point person for parents, school staff, and district staff and will be responsible for the daily operations of the program at each individual extended care program site. The Site leader will be reporting directly to the Director of Extended Care Program.*
- **Approved Updated Technology Acceptable Use Agreement for Staff**  
*This AUA applies when staff are on or off site, and when using District-owned or personally owned devices. This AUA complements and supports Board Policy 4040. The agreement must be signed annually by each employee of the District.*

## CURRICULUM

- **Approved Additional Novel, *The Interference*, by Lynda Radley for Oak Park High School's 12th Grade Women's Literature Courses**
- **Approved Membership and Partnership Agreement for Catalyst Network with Green School National Network for 2018-19**  
*Being a Green Ribbon School District, Oak Park USD is interested in becoming a replication hub for green, healthy, sustainable schools. GSNN has designed projects to demonstrate how educators are thinking beyond current models of high stakes tests and evaluation to engage faculty, staff, and students in problem solving, systems thinking, deep conceptual understanding, creativity, and innovation to implement sustainability Initiatives. The Green Schools National Network has invited OPUSD to be a Catalyst member school district, one of only eight in the U.S.*

## BOARD

- **Approved California School Boards Association Membership Dues (\$8,517) and Education Alliance Membership Dues (\$2129) for 2018-2019**
- **Approved Certification of Signatures for 2018-19 School Year Education Codes 42632 and 42633 require annual Certification of Signatures**
- **Approved 2018-2019 School Handbooks/Discipline Plans**  
*The approved school handbooks will be part of the annual registration materials. The approved handbooks can be accessed at this link: <https://goo.gl/a8F4Zv>*
- **Reviewed Assessments of The Board Approved 2017-18 Goals and Moral Imperatives**  
*At its August 15, 2017 regular meeting, the Board of Education approved the 2017-2018 Goals and Moral Imperatives and reviewed the assessments at it March 20, 2018 meeting and at the June 12, 2018 meeting. The documents are available on the District website at this link: <http://www.oakparkusd.org/Goals-Moral-Imperatives>*

## BOARD POLICIES/ADMINISTRATIVE REGULATIONS

Approved Amendment to the following Board Policies, and/or Administrative Regulations as First and Final Reading:

- Board Policy [BP 0410](#) - Non Discrimination is District Program
- Board Policy [BP 4119.21](#) - Professional Standards
- Board Policy and Administrative Regulation [BP5111/ AR 5111](#) - Admission
- Board Policy and Administrative Regulation [BP 5111/1 /AR 5111.1](#) - District Residency
- Board Policy and Administrative Regulation [BP 5125/AR 5125](#) - Student Records
- Board Policy [BP 5131.2](#) - Bullying
- Board Policy and Administrative Regulation [BP 5145.3/ AR 5145.3](#) - Nondiscrimination Harassment

Adopted the following New Board Policies/Administrative Regulations

- Board Policy and Administrative Regulation [BP 5145.13/ AR 5145.13](#) - Response to Immigration Enforcement
- Board Policy [BP 5148.2](#) - Before and After School Program







## NOTES FROM THE SCHOOL BOARD MEETING – August 21, 2018

### *Educating Compassionate and Creative Global Citizens*

At the regular monthly meeting of the OPUSD Board of Education held on August 21<sup>st</sup>, the Board welcomed new Student Board Member Gavin Cornick for the 2018-2019 school year. The Board also heard regular reports from Board Members and the Superintendent. **Brandon McFadden**, Chairperson of the Oak Park Education Foundation (“OPEF”), informed the Board that OPEF voted to fund two program aides per grade level in grades K-3, per school for a total of 24 aides at the cost of \$250,000 per year. The aides will support for Reading and Writing Workshop and math. OPEF also voted to fund a full-time counselor at MCMS starting on January 1, 2019 and allocated \$25,000 to OPHS to support STEAM initiatives. **Jane Nye**, the MAC liaison to OPUSD, provided an update about issues before MAC, such as the landscaping, the use of Roundup, and the Volunteers In Policing (VIP) service (expected to start shortly with a focus around OP schools).

The Board took action and/or approved the following:

### CONSENT ITEMS

- Approved the following Overnight Trips for Oak Park High School students
  - Speech and Debate Team - Sep. 21-23, 2018 to Long Beach, CA
  - Speech and Debate Team - Oct. 12-13, 2018 to Fullerton, CA
  - Senior Life Skills Retreats - Oct. 24-27, 2018, Jan. 23-26, 2019 and Apr. 10-13, 2019
  - Fall Athletic Teams who qualify for CIF sports
- Approved Out of State Travel for **Sara McCullar**, to attend the JAMF Nation User Conference in Minnesota taking place October 23-25, 2018 so that she can get further training and collaboration on how to administer the JAMF Casper Suite desktop management system the District uses to control Macs and iPads around the District.
- Approved Out of State Travel for **Elisa Duffy, Julie Matthews, and Kate Gregg** to attend the Teachers College at Columbia University’s Support Foundational Reading Skills with Upper Grade Nonfiction Units of Study Institute, October 14-16, 2018.
- Approved Out of State Travel for **Vanessa Heller** to attend the National Council of Teachers of English Conference, Houston, TX – November 14-18, 2018.
- Approved Quarterly Report on Williams Uniform Complaints – July 2018 - No Complaints pertaining to Textbooks and Instructional Materials, Teacher Vacancy or Misassignment, or Facilities Conditions were filed with any school in the District during April 2018 - June 2018.
- Certified the 2017-18 Annual Attendance Report - the Annual Report is certified and filed at the conclusion of the fiscal year. Lottery funding (California State Lottery Proposition 20) is based on the Annual Average Daily Attendance Report.
- Approved Change Order No. 1 (Deductive), Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School - The total amount of deductive Change Order No. 1 is \$12,368, which when subtracted from the original contract amount of \$174,000, reduces the contract total to \$161,632.

- Approved Consultant Agreement for FCC E-Rate Program Application and Audit Services - Under this federal program, the District receives deeply discounted rates (40%) on technology and telephone services. The approved contract includes E-rate application management, Request for Proposal (RFP) management services, and E-rate program audit assistance. The amount of the approved three-year contract is \$7,650 annually, which is included in the District's budget.
- Approved the following Notices of Completion:
  - Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School
  - Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade
  - Measure S Project 18-22S, District-wide Safety and Security Upgrades to School Public Address Systems
  - Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School
  - Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School
- Approved the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books

## ACTION ITEMS

### BUSINESS

- The Board received an update on Project 18-14F, Grade 6 1-to-1 Chromebook Pilot Program. Mr. Enoch Kwok, Director of Information Technology, shared [this presentation](#) and the following statistics on the Chromebook 1-1 Pilot program:
 

**354 sixth grade students**

  - ❖ 258 have made Lease to Own payments (72.9%)
  - ❖ 65 have borrowed a District purchased Chromebook (18.4%)
  - ❖ 19 have brought their own purchased Chromebooks (5.4%)
  - ❖ 12 are pending paperwork (3.4%)
- Ratified Award of Measure S Purchase Contract(s), Project 18-12S, District Network File Server Refresh issued to CDW Government LLC for its Nutanix File Server system, in the amount of \$119,959, using the provisions of the piggybackable contract
- Ratified Award of Measure R Construction Contracts, Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings - with Omega Construction Co., in the amount of \$33,218; and Premier Carpet, in the amount of \$39,458
- Approved Notice of Completion, Measure R Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings
- Ratified Award of Measure R Contracts, Project 17-03R – Art Court Facility Improvements at Oak Park High School - with various contractors for a total amount of \$89,957 to be funded from Measure R bond funds.
- Approved Use of Measure S Bond Funds: Purchase of Bidder Prequalification Software for Compliance with State School Facility Program Modernization Matching Fund Requirements.

- Approved Amendment to Architectural Services Agreement for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School - *the fire alarm system, must be upgraded to the 2016 building code. This change will increase the original scope of construction and require additional architectural design services for a total amount of \$16,495.*
- Approved Architectural Service Order (ASO) 1 with HED Architects for Measure S Project Photo-Realistic Renderings of MCMS and BES for an added cost of \$2500.
- Approved Updated 2018-19 General Fund Operating Budget *with the stipulation to bring back a revised budget at the the Board's regular September 2018 board meeting which would include an accurate amount of funding provided by OPEF for the 24 K-3 classroom aids (\$250,000), one middle school counselor (\$65,000) starting on Jan 1, 2019 and \$25,000 for STEAM initiatives at OPHS.*
- Approved Spending Plan for 2018-19 Education Protection Account Funds - *California voters approved Proposition 30, which established the Education Protection Account (EPA). The Board must approve the use of the EPA funds in an open session of a public meeting. As mandated, the EPA funds must be accounted for separately and not used for administrative costs.*
- Ratified Award of Measure S Construction Contract, Project 17-35S, Kitchen Improvements at Medea Creek Middle School - *issued to Waisman Construction Company of Canoga Park, California, in the amount of \$1,105,000.*
- Approved Transportation Services Agreement with Student Transportation of America - *the proposed contract was approved and the service is proposed to begin on October 1, 2019, depending on the number of students who signup.*
- Approved Student Transportation Fee Schedule for 2018-19 - *the proposed fee for students utilizing the bus transportation will be between \$290 to \$315 per month depending on the number of students who participate.*
- Approved Purchase Orders – July 1 - 31, 2018.

## **HUMAN RESOURCES**

- Approved Authorization to Employ an Administrative Consultant - *For the past several years, Cliff Moore has served as the administrative consultant who has been responsible for the District of Choice program. With additional reporting requirements going into effect this year, Mr. Moore will be retained as a part-time consultant for approximately 35 work days (Between July and November 2018) to assist in the transition of this responsibility to new the Director of Student Support and School Safety who will take on these responsibilities beginning in the 2018-2019 school year. The cost of this contract is authorized up to \$14,000.*
- Approved Resolution #18-19 Reducing or Discontinuing Particular Kinds of Service for Classified Employees - *0.1 FTE Instructional Assistant 1 – Grade Level.*
- Approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association - *the District is proposing to discuss the following articles:*
  - *Article 9 – Salaries and Compensation Regulations*

- *Article 10 – Health and Welfare Benefits*
- *Article 14 - Leaves of Absence*
  
- Approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association - *the District has proposed to discuss the following articles:*  
*Article 11 – Salaries, Pay, and Allowances*  
*Article 12 – Health and Welfare Benefits*  
*Article 13 – Leaves of Absence*
  
- Approved 2018-2019 Declaration of Need for Fully Qualified Educators.
  
- *Approved Accounting Assistant 1 Position and Updated Job Description - this position will help with processing the increased the number of cash transactions that need to be managed and accounted for by the District's Fiscal Services department due to the establishment of the Extended Care program and Chromebook 1:1 Take Home Lease-to-Own program.*
  
- *Approved Student Support and School Safety - Department Secretary Position and Job Description - this position was approved contingent on the start of the new bus transportation program.*
  
- *Authorized to Establish a Classified Position of Assistant Site Leader, Extended Care Program and the Associated Job Description and Salary Schedule.*
  
- *Authorized to Establish a Classified Position of Instructional Assistant I – Literacy and Numeracy Support and Job Description - with the commitment by OPEF to provide funding for two aides per grade level in grades K-3, per school for a total of 24 aides at the cost of \$250,000 per year to support Reading and Writing Workshop and Math Support.*

## **BOARD**

- Approved Proposed Board Meeting Schedule for the 2018-2019 School Year - *these are the dates of the approved board meetings:*
  - *August 21, 2018 Single Regular Meeting in August*
  - *September 17, 2018 Single Regular Meeting in September*
  - *October 16, 2018 Single Regular Meeting in October*
  - *November 13, 2018 Single Regular Meeting in November*
  - *December 11, 2018 Annual Organizational Meeting*
  - *January 15, 2019 Single Regular Meeting in January*
  - *February 19, 2019 Single Regular Meeting in February*
  - *March 19, 2019 Single Regular Meeting in March*
  - *April 23, 2019 Single Regular Meeting in April*
  - *May 14, 2019 Single Regular Meeting in May*
  - *June 4, 2019 Budget Study Session Meeting*
  - *June 18, 2019 Single Regular Meeting in June*
  
- Approved [Board Goals for 2018-2019](#)
- Approved the [2018 Board Governance Handbook](#)
- Reviewed and Amended 2018-2019 Moral Imperatives, Goals, and Action Plans - *The Board revised the Goals and Moral Imperatives at their July 22, 2018 Board Retreat. The Leadership Team then*

*developed the Action Plans at their July 27th Leadership meeting. The Board then reviewed them again at this meeting where they were amended and finally approved.*

- [www.oakparkusd.org/moralimperatives](http://www.oakparkusd.org/moralimperatives) - Oak Park USD Moral Imperatives
- [www.oakparkusd.org/goals](http://www.oakparkusd.org/goals) - 2018-19 Oak Park USD Goals and Action Plans

#### **BOARD POLICIES/ADMINISTRATIVE REGULATIONS**

- Approved/adopted the following Board Bylaws(BB), Board Policies(BP), Administrative Regulations(AR) as First and Final Reading:
  - Adopted New [Board Policy BP 3250](#) and [Administrative Regulation AR 3250](#) - Transportation Fees
  - Adopted New [Board Policy BP 3540](#) and [Administrative Regulation AR 3250](#) - Transportation
  - [Board Policy BP 4111/4211/4311](#) - Recruitment and Selection
  - [Board Policy BP 4200](#) and [Administrative Regulation AR 4200](#) - Classified Personnel
  - [Board Policy BP 5131.1](#) and [Administrative Regulation AR 5131.1](#) - Bus Conduct

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: RATIFY MEASURER CONSTRUCTION CONTRACTS,  
PROJECT 17-03R-ART COURT FACILITY IMPROVEMENTS  
AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board ratify construction contracts in connection with Project Ratify Award of Measure R Contracts, Project 17-03R - Art Court Facility Improvements at Oak Park High School?

**BACKGROUND:** At its meeting on February 21, 2017, the Board of Education authorized Project 17-03R - Art Court Facility Improvements at Oak Park High School, establishing a budget of \$112,000 including related soft costs, to be funded from the Measure R bond fund. After lengthy revisions to the project scope, plan approval from the Division of the State Architect (DSA) was received on August 6, 2018. In order to minimize the impact on the educational program, and to take advantage of the summer break for construction, Administration and Construction Management found it essential to expedite contracts for this project.

The Board is respectfully requested to ratify the award of contracts for this work to the following design professionals and companies on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractor list, and authorize the use of the funding source identified below:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
HED Architects	Architectural Services/DSA Submittal	\$ 12,300	Measure R
NSP3	Approved Shade Structure/Installation	\$ 50,074	Measure R
Aardvark Clay & Supplies	Cress Kilns (2)	\$ 7,987	Measure R
Hughes General Engineering	Concrete Removal/Disposal	\$ 8,450	Measure R
Kenco Construction Services	DSA Inspector of Record Services	\$ 3,900	Measure R
NV5 West, Inc.	Testing/Inspection Services	\$ 7,246	Measure R
<b>Total Project Cost</b>		<b>\$ 89,957</b>	

- ALTERNATIVES:**
1. Ratify construction contracts in connection with Project Ratify Award of Measure R Contracts, Project 17-03R - Art Court Facility Improvements at Oak Park High School to HED Architects, in the amount of \$12,300; NSP3, in the amount of \$50,074; Aardvark Clay & Supplies, in the amount of \$7,987; Hughes General Engineering, in the amount of \$8,450; Kenco Construction Services, in the amount of \$3,900; and NV5 West, Inc., in the amount of \$7,246, to be funded from Measure R bond funds.
  2. Do not ratify the contracts.

**RECOMMENDATION:** Alternative 1.

Prepared by: Keith Henderson, Construction Manager, District Bond Program  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 12, 2018**  
**SUBJECT: AUTHORIZE AND AWARD PURCHASE CONTRACT FOR MEASURE S PROJECT 18-28S CHROMEBOOK REFRESH**

ACTION

**ISSUE:** Shall the Board authorize Measure S Technology Project 18-28S Chromebook Refresh and award. of purchase contract(s) for specified equipment and software required for implementation, to be funded from the Measure S bond fund?

**BACKGROUND:** Included in the Measure S Priority Project Plan approved by the Board at its March 20, 2018 meeting is a technology project to replace Chromebooks that are reaching the end of useful life. The Board of Education to is respectfully requested to authorize Measure S Technology Project 18-28S Chromebook Refresh. The details and rationale for the purchase are outlined in the Technology Resource Request that follows this report.

The request has been reviewed and approved by the Measure S Technology Subcommittee, who recommends establishing a budget of \$250,000 for this project, and authorizing Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendors, to be funded from the Measure S bond fund. Staff will return to a subsequent meeting of the Board to request ratification of the award of purchase contracts. As the Chromebook refresh needs to be implemented in time for the start of school in August, it is respectfully that the Board approve this action as recommended by Measure S Technology Subcommittee.

**ALTERNATIVES:**

1. Authorize Measure S Technology Project 18-28S, Chromebook Refresh, establishing a budget of \$250,000, and authorize Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendor, to be funded from the Measure S bond fund.
2. Do not authorize and award a purchase contract for this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



BOARD MEETING, JUNE 12, 2018  
Authorize and Award Purchase Contract for  
Measure S Project 18-28S Chromebook Refresh  
Page2

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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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JUNE 12, 2018**

**SUBJECT: B.2.n. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR MEASURES PROJECT 18-29S INSTALL FLAT PANEL SCREENS AT MEDEA CREEK MIDDLE SCHOOL AND OPHS G9**

ACTION

**ISSUE:** Shall the Board authorize Measure S Technology Project 18-29S, Install Flat Panel Screens at Medea Creek Middle School and OPHS G9, and award a purchase contract for specified equipment and software required for implementation, to be funded from the Measure S bond fund?

**BACKGROUND:** The Board of Education to is respectfully requested to authorize Measure S Technology Project 18-29S, Install Flat Panel Screens at Medea Creek Middle School and OPHS G9. The details and rationale for the MCMS library purchase are outlined in the Technology Resource Request that follows this report. After review, the Measure S Technology Subcommittee recommended that a similar set up of three Smartboard flat panel screens be installed in the Room G-9 presentation room at Oak Park High School.

Educational Technology staff has solicited quotes for specified equipment and software required for implementation, and the following are the proposals of the lowest responsive vendor:

VENDOR	EQUIPMENT/LICENSES	AMOUNT
Alpha Solutions	MCMS-SMART Board SBID-7286 (1ea), SBD-2075 (2ea)	\$ 18,050 *
Alpha Solutions	OPHS-SMART Board SBID-7286 (1ea), SBD-2075 (2ea)	\$ 18,050 *
<b>Total Equipment Cost (*plus applicable sales)</b>		<b>\$ 36,100*</b>

The request was initially approved by the Measure S Technology Subcommittee. The full Measure S Committee approved the Subcommittee's recommendation at its meeting on May 7, 2018, and in turn recommends that the Board of Education authorize this project, establishing a budget of \$38,000, and to award purchase contracts to the vendors identified above, in the total amount of \$36,100 plus applicable sales tax, to be funded from the Measure S Bond Fund.

- ALTERNATIVES:**
1. Authorize Measure S Technology Project 18-29S Install Flat Panel Screens at Medea Creek Middle School and OPHS G9, establishing a budget of \$38,000, and to award purchase contracts to the vendor identified above, in the total amount of \$36,100 plus applicable sales tax, to be funded from the Measure S Bond Fund.
  2. Do not authorize and award a purchase contract for this project.

**RECOMMENDATION:** Alternative No. 1

BOARD MEETING, JUNE 12, 2018  
 Authorize and Award Purchase Contract for  
 Measure S Project 18-29S Install Flat Panel Screens  
 At Medea Creek Middle School and OPHS G9  
 Page2

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 12, 2018**  
**SUBJECT: B.2.m. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR MEASURE S PROJECT 18-30S, MCMS LIBRARY COMPUTER LAB REFRESH OF 8 IMACS AND 40 CHROMEBOOKS**

ACTION

**ISSUE:** Shall the Board authorize Measure S Technology Project 18-30S, MCMS Library Computer Lab Refresh of 8 iMacs and 40 Chromebooks, and award a purchase contract for specified equipment and software required for implementation, to be funded from the Measure S bond fund?

**BACKGROUND:** The Board of Education is respectfully requested to authorize Measure S Technology Project 18-30S, MCMS Library Computer Lab Refresh of 8 iMacs and 40 Chromebooks. The details and rationale for the purchase are outlined in the Technology Resource Request that follows this report.

The request has been reviewed and approved by the Measure S Technology Subcommittee, who recommends establishing a budget of \$47,000 for this project, and authorizing Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendors, to be funded from the Measure S bond fund. Staff will return to a subsequent meeting of the Board to request ratification of the award of purchase contracts. As the full Measure S Committee will not meet again until September 2018, and the MCMS Library Computer Lab Refresh is needed in time for the start of school in August, it is respectfully that the Board approve this action as recommended by Measure S Technology Subcommittee.

- ALTERNATIVES:**
1. Authorize Measure S Technology Project 18-30S MCMS Library Computer Lab Refresh of 8 iMacs and 40 Chromebooks, establishing a budget of \$47,000, and authorize Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendor, to be funded from the Measure S bond fund.
  2. Do not authorize and award a purchase contract for this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING, JUNE 12, 2018  
 Authorize and Award Purchase Contract for  
 Measure S Project 1 8-30S, MCMS Library Computer  
 Lab Refresh of 8 iMacs and 40 Chromebooks

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JUNE 12, 2018**

**SUBJECT: B.2.p. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR MEASURES PROJECT 18-31F 3-D PRINTERS TO BE FUNDED BY VCI GRANT AND MEASURE S BONDFUND**

ACTION

**ISSUE:** Shall the Board authorize Technology Project 18-3 IF, Purchase of 3-D Printers, and award purchase contracts for specified equipment and software required for implementation, to be funded from the Ventura County Innovates (VCI) Grant and Measure S Bond Fund?

**BACKGROUND:** The Board of Education to is respectfully requested to authorize Technology Project 18-31F, 3-D Printers to be Funded by VCI Grant and Measure S Bond Fund. The details and rationale for the purchase are outlined in the Technology Resource Request that follows this report. Educational Technology staff has solicited quotes for specified equipment and software required for implementation, and the following are the lowest responsive vendors:

<b>VENDOR</b>	<b>EQUIPMENT/LICENSES</b>	<b>AMOUNT</b>
Polar 3D	Dremel printers (15 ea); Flashforge printers (20 ea)	\$ 26,993*
Polar 3D	Site licenses (1 ea) of Makers Empire and SteamTrax	\$ 1,498*
Padcaster	Padcaster Studio rigs (6 ea)	\$ 8,264*
Amazon	Associated supplies and tools (as needed)	\$ 5,000*
<b>Total Equipment Cost (*plus applicable sales)</b>		<b>\$ 41,755*</b>

The request was initially approved by the Measure S Technology Subcommittee. The full Measure S Committee approved the Subcommittee's recommendation at its meeting on May 7, 2018, and in tum recommends that the Board of Education authorize this project, establishing a budget of \$43,500, and to award purchase contracts to the vendors identified above, in the total amount of \$41,755 plus applicable sales tax, to be funded from the VCI Grant (\$12,000) and Measure S Bond Fund (\$31,500).

- ALTERNATIVES:**
1. Authorize Technology Project 18-31F, 3-D Printers to be Funded by VCI Grant and Measure S Bond Fund, establishing a budget of \$43,500, and award purchase contracts to the vendors identified above, in the amount of \$41,755 plus applicable sales tax, to be funded from the VCI Grant (\$12,000) and Measure S Bond Fund (\$31,500)
  2. Do not authorize and award a purchase contract for t s project.

**RECOMMENDATION:** Alternative No. 1

**BOARD MEETING, JUNE 12, 2018**  
 Authorize and Award Purchase Contract for  
 Measure S Project 18-3 IF 3-D Printers to be  
 Funded by VCI Grant and Measure S Bond Fund  
 Page2

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 12, 2018**  
**SUBJECT: B.2.r. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR MEASURE S PROJECT 18-35S PURCHASE OF CHROMEBOOK CART FOR FIFTH GRADE CLASSES AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board authorize Measure S Technology Project 18-35S, Purchase of Chromebook Cart for Fifth Grade Classes at Brookside Elementary School, and authorize Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendor(s) for specified equipment and software, to be funded from the Measure S bond fund?

**BACKGROUND:** The Board of Education is respectfully requested to authorize Measure S Technology Project 18-35S, Purchase of Chromebook Cart for Fifth Grade Classes at Brookside Elementary School. The details and rationale for the purchase are outlined in the Technology Resource Request that follows this report. The request has been reviewed and approved by the Measure S Technology Subcommittee, who recommends establishing a budget of \$18,000 for this project, and authorizing Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendor, to be funded from the Measure S bond fund. Staff will return to a subsequent meeting of the Board to request ratification of the award of purchase contracts. As the full Measure S Committee will not meet again until September 2018, and the Chromebook cart is needed in time for the start of school in August, it is respectfully that the Board approve this action as recommended by Measure S Technology Subcommittee.

**ALTERNATIVES:**

1. Authorize Measure S Technology Project 18-35S, Purchase of Chromebook Cart for Fifth Grade Classes at Brookside Elementary School, establishing a budget of \$18,000, and authorize Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendor, to be funded from the Measure S bond fund.
2. Do not authorize this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



BOARD MEETING, MAY 17, 2018  
Authorize and Award Purchase Contract for Measure S  
Project 18-35S Purchase of Chromebook Cart for  
Fifth Grade Classes at Brookside Elementary School  
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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	_____	_____	_____	_____