

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

**NOTICE OF SPECIAL CLOSED SESSION - AGENDA #876
ADDENDUM**

Written notice is hereby given in accordance with Education Code Section 54957 that a special Board Meeting of the Board of Education of Oak Park Unified School District will be held:

DATE: Thursday, April 18, 2013
TIME: 8:30 a.m. Open Session
PLACE: Oak Park Unified School District Offices
Conference Room
5801 E. Conifer Street, Oak Park, CA 91377

Call to Order _____
Pledge of Allegiance
Roll Call
Public Comments

OPEN SESSION

C.1. CONSENT AGENDA

a. Approve Notice of Completion, Project 11-14R, Relocatable Restroom Building at Oak View High School

Board Policy requires Board approval for Notice of Completion

b. Approve Notice of Completion, Project 12-08R, Building E Administration Modernization at Oak Park High School

Board Policy requires Board approval for Notice of Completion

c. Approve Overnight Trip for Oak Park High School Journalism Club – April 25-28, 2013

Board Policy 6153 requires Board approval for student overnight trips

ACTION

C.2 BUSINESS SERVICES

a. Award of Bid #13-01R, Building 200 Modernization at Brookside Elementary School

Board Policy requires Board approval for contracts for services

b. Award of Bid #13-03R, Building C Modernization at Oak Park High School

Board Policy requires Board approval for contracts for services

c. Approve Resolution #13-09 – In Support of California School Finance Reform

Board approval requested for Resolution #13-09

d. Approve Establishment of New Administrative Position – Director of Educational Technology and Information Systems

Board approval required to establish new administrative position

e. Approve Public Employee/Employment Changes 01CE06003-01CE06004

Board approval required to employ staff and move staff from one position to another

Date: April 16, 2013

Anthony W. Knight, Ed.D.
Superintendent and Secretary to the Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2013
SUBJECT: C.1.a. APPROVE NOTICE OF COMPLETION, PROJECT 11-14R, RELOCATABLE RESTROOM BUILDING AT OAK VIEW HIGH SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 11-14R, Relocatable Restroom Building at Oak View High School, contracted with Silver Creek Industries, Inc.?

BACKGROUND: On December 6, 2011, the Board awarded a contract for Project 11-14R, Relocatable Restroom Building at Oak View High School, contracted with Silver Creek Industries, Inc. The projected budget for the acquisition and installation of the relocatable structure was \$84,765, and the original contract amount awarded by the Board for this work was \$84,668. There were no change orders and the final contract amount for this project is \$84,668, representing a budget savings of \$97.

The work under this contract is now complete, and District staff and construction manager Balfour Beatty Construction, Inc. have inspected the finished project and are satisfied that it has been completed in compliance with all 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 11-14R, Relocatable Restroom Building at Oak View High School, contracted with Silver Creek Industries, Inc.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Notice of Completion

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

Description: Oak View High School, 5701 Conifer Street, Oak Park, CA 91377

That on or about December 6, 2011 the said Oak Park Unified School District of Ventura County entered into a contract with Silver Creek Industries, Inc. of Perris, California, for Project 11-14R, Relocatable Restroom Building at Oak View High School on certain real property hereinbefore described: that said building and improvements were actually completed on April 18, 2013: 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.

STATE OF CALIFORNIA
COUNTY OF VENTURA

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

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2013
SUBJECT: C.1.a. APPROVE NOTICE OF COMPLETION, PROJECT 12-08R, BUILDING E ADMINISTRATION MODERNIZATION AT OAK PARK HIGH SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 12-08R, Building “E” Administration Modernization at Oak Park High School, contracted with Ventura Construction, Inc.?

BACKGROUND: On May 15, 2012, the Board awarded a contract for Project 12-08R, Building “E” Administration Modernization at Oak Park High School, to Ventura Construction, Inc. The projected construction budget for this project was \$503,833, and the original contract amount awarded by the Board for this work was \$423,600. There was one change order, in the amount of \$41,417, increasing the final contract amount to \$465,017.00, representing a budget savings of \$38,816.

The work under this contract is now complete, and District staff and construction manager Balfour Beatty Construction, Inc. have inspected the finished project and are satisfied that it has been completed in compliance with all 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 12-08R, Building “E” Administration Modernization at Oak Park High School, contracted with Ventura Construction, Inc.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Notice of Completion

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

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

That on or about May 15, 2012 the said Oak Park Unified School District of Ventura County entered into a contract with Ventura Construction, Inc. of Westlake Village, California, for Project 12-08R, Building "E" Administration Modernization at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on April 18, 2013: 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.

STATE OF CALIFORNIA
COUNTY OF VENTURA

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

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2013
SUBJECT: C.1.c. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL JOURNALISM CLUB – APRIL 25-28, 2013

CONSENT

ISSUE: Shall the Board approve an overnight trip for the upcoming Journalism Co-Editors-in-Chief and advisor to the NSAP Spring National H.S Journalism Convention.

BACKGROUND: Principal, Kevin Buchanan, requests approval for Oak Park High School Journalism advisor, Caitlin Fowler and two students to attend this convention in San Francisco scheduled for April 25-28th. Two female students and the teacher/advisor will depart OPHS on Wednesday, April 24th after school and return the evening of Sunday, April 28th. All will stay at the San Francisco Marriott Marquis. They will travel in private vehicle driven by a district-approved driver. The cost will be approximately \$90 per student to cover the cost of registration, transportation, and lodging. Students will also pay for their own meals & misc. OPHS PFC will cover the cost for the advisor. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 18, 2013

SUBJECT: C.2.a. APPROVE AWARD OF BID 13-01R, BUILDING 200 MODERNIZATION AT BROOKSIDE ELEMENTARY SCHOOL (RE-BID)

ACTION

ISSUE: Shall the Board award the re-bid of Bid 13-01R, Building 200 Modernization at Brookside Elementary School?

BACKGROUND: In its approval of the District’s Facility Master Plan in December 2012, the Board authorized Project 13-01R, Building 200 Modernization at Brookside Elementary School. Bids for this project were received and opened on March 8, 2013. All bids received were thoroughly reviewed and analyzed, and many irregularities were found in each of the bids. After review by District’s legal counsel, it was advised that all bids be rejected. Based on this recommendation, the Superintendent, as authorized by the Board of Education, rejected all bids received for this project and directed staff to re-bid the work. This action was ratified by the Board at its meeting on April 9, 2013.

Bids for the re-bid project were received and opened on April 12, 2013, and are currently under review and analysis by District staff and construction manager Balfour Beatty Construction. After completion of the review, a recommendation for award will be prepared and forwarded to the Board in advance of this morning’s meeting.

- ALTERNATIVES:**
1. Award Bid #13-01R (Re-Bid) to the lowest responsive and responsible bidder as recommended.
 2. Do not award Bid #13-01R (Re-Bid), and reject all bids.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2013
**SUBJECT: C.2.b. APPROVE AWARD OF BID NO. 13-03R, BUILDING C
MODERNIZATION AT OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall the Board approve the award of Bid No. 13-03R, Building C Modernization at Oak Park High School?

BACKGROUND: In its approval of the District's Facility Master Plan in December 2012, the Board authorized the modernization of Building C at Oak Park High School. Designated as Project 13-03R, the budget established for this work is \$1,731,141 for direct construction and \$335,155 as contingency, for a total budget of \$2,066,326. On March 28, 2013, four bids were received in response to the District's call for bids for this project. The following is a recap of the bids received; bid amounts are Base Bid and requested Additive Alternate Bids #1 and #2:

Contractor	Base Bid	Alt. Bid 1	Alt. Bid 2	Total Bid
Waisman Construction	\$1,461,500	\$16,000	\$ 8,000	\$1,485,500
SBS Corporation	\$1,523,018	\$11,788	\$ 0	\$1,534,806
Monet Construction	\$1,620,000	\$20,000	\$12,000	\$1,652,000
PUB Construction	\$1,750,000	\$39,000	\$ 4,800	\$1,793,800

All bids received were reviewed and analyzed by the District's staff and construction manager, Balfour Beatty Construction. District staff issued a Letter of Intent to Award Bid to all bidders, indicating its intent to recommend that the Board of Education award a contract for the base bid and both alternate bids to Waisman Construction. A bid protest letter was subsequently received by the District from SBS Corporation. In its letter SBS challenged the District's intended award of the project on the grounds that the subcontractor designated by Waisman to perform the structural steel work did not hold the appropriate license, and the authorized representative of Waisman wrote his initials, rather than his full surname, next to a correction on its bid proposal. The issues were thoroughly reviewed by District legal counsel, who advised that the District may properly deny the bid protest on the grounds that (1) Waisman intends to self-perform two unrelated trades, including structural steel, in compliance with relevant statutory requirements, and (2) the use of the representative's initials rather than his surname next to a correction on the bid proposal may be waived as a minor irregularity. The District has provided a written response to SBS Corporation detailing the basis for its denial of the bid protest.

ALTERNATIVES:

1. On advice of counsel, deny the bid protest submitted by SBS Corporation.
2. Waive the use of the Waisman representative's initials rather than his surname next to a correction on the bid proposal as a minor irregularity, and award the Base Bid, Alternate Bid #1, and Alternate Bid #2, in the total amount of \$1,485,500 to Waisman Construction, as lowest responsive and responsible bidder.
3. Reject all bids and direct staff to re-bid the project.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2013
SUBJECT: C.2.c. APPROVE RESOLUTION #13-09 – IN SUPPORT OF CALIFORNIA SCHOOL FINANCE REFORM

ACTION

ISSUE: Should the Board of Education approve Resolution #13-09 – In Support of California School Finance Reform?

BACKGROUND: Governor Jerry Brown has proposed a Local Control Funding Formula (LCFF) for Proposition 30 funds that grants district with disadvantaged and English learners more revenue than all other districts. However, the Governor’s proposal does not benefit OPUSD and will create further funding inequities amongst school districts statewide. At its meeting on April 9, 2013, the Board of Education approved OPUSD membership in the California School Finance Reform Coalition (CSFRC) a consortium of school districts participating in a legislative effort to influence Governor Brown's LCFF proposal in a manner that ensures all school agencies are treated equitably. CSFRC is recommending school districts approve the attached resolution that offers a recommendation to get all schools districts back to 2007-2008 funding levels before dispersing these grants. This method for funding will benefit all districts fairly and not hurt districts with large numbers of disadvantaged or English learners because they already receive Federal funding for this purpose. School districts across the State are being encouraged to pass a resolution similar to the one attached to make our legislators aware of this disparity.

ALTERNATIVES:

1. Approve Resolution #13-09 In Support of California School Finance Reform
2. Do not approve Resolution #13-09.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION #13-09

In Support of California School Finance Reform

Whereas, the California Legislature is considering Governor Jerry Brown's proposed reform of the K-12 school financing system, the so-called "Local Control Funding Formula;" and

Whereas, Governor Brown has proposed the new funding formula based on the principles of subsidiarity, equity, and transparency; and

Whereas, the goal of the new system of finance is to modernize and simplify California's overly complex and historically outdated system; and

Whereas, the new funding formula would hold local educational agencies (LEAs) accountable to their local communities for implementing the Common Core State Standards, improving student achievement, making progress in closing achievement gaps, increasing attendance and high school graduation rates, and improving preparation for college and career; and

Whereas, the proposed funding formula would provide a target base grant level projected to reach full implementation in seven years; and

Whereas, the proposed formula would also include supplemental grants and concentration grants to provide additional funding to districts to address needs of English learners, students in poverty, and students in foster care; and

Whereas, there are a number of other issues remaining unaddressed in the proposal including formula adjustments to reflect geographic cost differences, ensuring the provision of quality adult learning opportunities, allowing LEAs to continue to regionalize effective program and service deliveries for career education, transportation services, and professional development, among other things; and

Whereas, all LEAs in California have undergone severe budget reductions since 2008-09, including cuts to revenue limits and categorical programs, and are striving to maintain high quality educational programs; and

Whereas, the proposed target level of the base grant for the new funding formula does not ensure that all LEAs will receive funding levels restored to their prerecession levels; and

Whereas, the currently proposed new funding system does not establish a target that would bring California per-pupil funding to at least the national average; and

Whereas, California per-pupil funding was identified as 49th in the nation by the 2013 Quality Counts in Education Week; therefore

Be it resolved that the Oak Park Unified School District Board of Education supports the basic premises of the proposed Local Control Funding Formula and its reliance on local decision-making and accountability to address the educational needs of all students.

Be it also resolved, that Oak Park Unified School District Board of Education urges the Governor and the Legislature to develop the Local Control Funding Formula to provide that the base grant of all LEAs are increased to at least the top ten states and funding provided to growing school districts is applied to the entire base grant.

Be it also resolved, that Oak Park Unified School District Board of Education calls for continued work on the development of a robust accountability system that will ensure that all students are making gains in academic achievement across a broad spectrum of learning opportunities, including career-technical education, in order to keep California competitive in a global economy.

ADOPTED this 18th day of April 2013, by the Board of Education of the Oak Pak Unified School District.

AYES: _____
NOES _____
ABSENT: _____

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 18, 2013
SUBJECT: C.2.d. APPROVE ESTABLISHMENT OF NEW ADMINISTRATIVE POSITION –DIRECTOR OF EDUCATIONAL TECHNOLOGY AND INFORMATION SYSTEMS

ACTION

ISSUE: Shall the Board approve the establishment of a new administrative position, Director of Educational Technology and Information Systems?

BACKGROUND: The District has recently completed its process for recruitment and interviews to fill the vacancy of the Director of Educational Technology position. Through this process it has become apparent that in order to attract the high quality of candidates sought by the District to lead and manage its entire Education and Information Technology program, the current salary range for this responsibility must be increased. Staff is recommending that the Board establish a new administrative position to be called Director of Educational Technology and Information Systems, and to expand the current responsibilities to include not only educational technology, but also all other aspects of the District’s information technology demands. The proposed job description is currently being drafted and will be included on the May agenda for the Board’s review and approval. This new position, which will report to the Superintendent, will be placed on the Administrative Salary Schedule, Range L, with 222 workdays and a salary range of \$96,610 to \$108,731. It is anticipated impact on the budget will be minimal, as the new position will assume responsibility for IT services currently performed by outside contractors. It is also expected that the increase will be offset by salary savings realized as current administrative vacancies are likely to be filled with less senior candidates.

- ALTERNATIVES:**
1. Approve the establishment of a new administrative position, District Director of Educational Technology and Information Systems, to be placed on Range L of the Administrative Salary Schedule, and a work year of 222 days.
 2. Do not approve the proposed new administrative position.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____