

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #885

DATE: December 10, 2013

PLACE: **Oak Park High School Presentation Room – G-9**
899 N. Kanan Road, Oak Park, CA 91377

TIME: **NO CLOSED SESSION**
6:00 p.m. Open Session – G9

The Mission of the Oak Park Unified School District is to provide students with a strong foundation for learning, which meets the challenge of the present and of the future through a balanced education, that includes academic achievement, personal growth and social responsibility.

BOARD OF EDUCATION

Allen Rosen, President
Mary Pallant, Vice President
Sepideh Yeoh, Clerk
Barbara Laifman, Member
Jennifer von Schneidau, Member
Brooke Pestano, Student Board Representative

EDUCATING TOMORROW'S LEADERS

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent
Linda Sheridan, Executive Assistant
Martin Klauss, Assistant Superintendent, Business & Administrative Services
Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
Cliff Moore, Consultant
Enoch Kwok, Director, Educational Technology
Susan Roberts, Director, Pupil Services

COPY OF ENTIRE AGENDA ON WEB SITE
WWW.OAKPARKUSD.ORG

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: lsheridan@oakparkusd.org.

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

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

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

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

NEXT REGULAR MEETING

Tuesday, January 21, 2014

Closed Session at 5:00 p.m. Open Session at 6:00 p.m.

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: www.oakparkusd.org

OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – ORGANIZATIONAL BOARD MEETING #885
December 10, 2013

CALL TO ORDER - Followed by Public Comments/ 6:00 p.m.
OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G-9**, Oak Park, California.

I. CALL TO ORDER: _____ p.m.

A. ROLL CALL

B. FLAG SALUTE

C. ADOPTION OF AGENDA

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

III. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Certificate of Recognition to Oak Park High School student Ashwarya Srinivas, Microsoft Office 2010 Master and Expert
2. Presentation by Medea Creek Middle School Hydration Heroes
3. Remarks from Board Members
4. Remarks from Student Board Member
5. Remarks from Superintendent
6. Report from School Site Councils
7. Report from Facilities Planning Committee
8. Report from Technology

B. DISCUSSION ITEMS (No Action required. If Action required, item will be brought to a future meeting as an Action Item)

1. Update on School Safety

C. BUSINESS SESSION:

1. CONSENT AGENDA

Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

At the request of any member of the Board, any item on the Consent Agenda shall be removed and given individual consideration for action as a regular agenda item.

- a. [Approve Minutes of Regular Board Meeting November 19, 2013](#)
- b. [Public Employee/Employment Changes 01CL22310-01CL22325 & 01CE06469-01CE06384](#)
- c. [Approve Purchase Orders –November 1 – November 30, 2013](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Medea Creek Middle School 6th Grade to Pali Institute– December 3-6, 2013](#)
Board Policy 6153 requires Board approval for student overnight trips

- e. [Approve Notice of Completion, Project 13-03R, Building C Modernization at Oak Park High School](#)
Board approval required for job completion.
- f. [Approve Notice of Completion, Projection 13-05R, ADA Field Improvements at Oak Park High School](#)
Board approval required for job completion.
- g. [Approve Authorization to Purchase Apple Computer Products and Services Pursuant to PCC Section 20118](#)
Board policy 3312 requires Board approval for contracts for services
- h. [Approve Disposal of Obsolete Personal Property – Grounds Equipment](#)
Per provisions of Education Code 17546, The Board must approve disposal of obsolete and surplus equipment

ACTION

2. BOARD

- a. [Election of Officers of the Board of Education](#)
Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually
- b. [Select and Approve School Board Representative to the County Committee on School District Organization](#)
Education Codes 35023 and 72403 require the Board to annually select a representative to the County committee
- c. [Approve Proposed Board Meeting Schedule for Calendar Year 2014](#)
To select and approve the meeting schedule for the Governing Board for the calendar year
- d. [Approve Designation of Secretary/Authorized Agent of the Board of Education](#)
Education Codes 35025 and 35034 and Bylaws of the Board 9122 empower the Board to designate the Superintendent as its Secretary and Authorized Agent
- e. [Approve Certification of Signatures](#)
Education Codes 42632 and 42633 require annual Certification of Signatures after election of Board Officers
- f. [Confirmation and Designation of Board Representatives to District Committees](#)
Board Members will select District Committee representation for the remainder of the school year
- g. [Approve Board Goals for 2013-2014](#)
Board Goals will be set for the 2013-2014 year

3. BUSINESS SERVICES

- a. [Approve Purchase of Network Switching Gear from Measure C6 and Measure R Bond Funds](#)
Board approval required for all Bond measure purchases
- b. [Approve Amendment #4 to Agreement with Balfour Beatty Construction, Inc. for Program/Construction Management Services](#)
Board Policy 3312 requires Board approval for contracts for services
- c. [Approve Fiscal Year 2013-2014 First Interim Financial Report, Certification and Budget Revisions](#)
Education Code 42130 and 42131 and Board Policy 3460 require the Board to approve and certify financial reports filed on behalf of the District
- d. [Approve Resolution #13-21, Authorizing the Issuance and Sale of Oak Park Unified School District Cross-Year Tax Revenue Anticipatory Note](#)
Through participation in the CSBA Cash Reserve Program, the district will be able to issue tax and revenue anticipation note (TRAN) as part of this cost effective pooled structure
- e. [Approve Agreement for Hosted Automated Substitute Calling System](#)
Board Policy 3312 requires Board approval for contracts for services

f. **Approve Site Capacities and Enrollment for 2014-2015**

According to provisions of DOC program, the Board is required to approve enrollment capacity and DOC transfers annually

4. **CURRICULUM**

a. **Approve New Course for Oak Park High School - Advanced Band**

This course is being considered at OPHS to expand instrumental music program which meets one of the District's Moral Imperatives, Goals and Action Plans.

5. **BOARD POLICIES**

a. **Approve Amendment to Board Policy 6112 – School Day – First Reading**

This policy is being updated to reflect option of district receiving incentive funding to reduce instructional minutes, through the 2014-2015 school year, without incurring financial penalties. Policy also adds material regarding the length of the school day for students with disabilities and the minimum amount of recess time in elementary schools, and moves material from AR to BP regarding requirements for board consultations and public hearing prior to establishing a block schedule.

b. **Approve Amendment to Board Policy 6144– Controversial Issues– First Reading**

Policy updated to incorporate material formerly in AR, reference policy that addresses appropriateness of supplementary instructional materials, add consultation with Superintendent or designee as needed to determine appropriateness of the subject matter or resource, add prior parental notification when required or deemed advisable, and add reference to appropriate complaint procedures.

c. **Approve Amendment to Board Policy 6162.6 – Use of Copyrighted Materials – First Reading**

Policy updated to reflect new court decision (Cambridge University Press v. Becker) reaffirming that federal criteria for determining “fair use” of copyrighted material must be weighed together on a case-by-case basis and do not exclude consideration of other factors..

d. **Approve Amendment to Board Bylaw 9010 – Public Statements - First Reading**

Bylaw updated to add concepts related to communicating the district's message in a manner that promotes public confidence in the Board's leadership, refraining from disclosing confidential information, and adhering to the same standards and protocols established for other Board communications when participating on social networking sites, blogs, or other electronic media.

e. **Approve Amendment to Board Bylaw 9250 – Remuneration, Reimbursement and Other Benefits – First Reading**

Bylaw updated to delete material requiring the district to establish a minimum percentage of the Board meeting that must be attended in order for a Board member to receive compensation, add statement clarifying that student Board members do not receive compensation, and reflect legal requirement to announce any additional compensation received whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting.

IV. INFORMATION ITEMS

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

V. OPEN DISCUSSION

VI. ADJOURNMENT:

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

VII. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

11/27/2013

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

**MINUTES OF REGULAR BOARD MEETING
BOARD OF EDUCATION**

11-19-13

#884

CALL TO ORDER/MEETING PLACE

The Board of Education Vice President, Mary Pallant, called the regular meeting to order at 5:11 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Ms. Mary Pallant, Vice President, Ms. Sepideh Yeoh, Clerk, Ms. Jennifer von Schneidau, Member, and Ms. Barbara Laifman, Member

BOARD ABSENT

Mr. Allen Rosen, President

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 5:12 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education Vice President, Mary Pallant, reconvened the regular meeting to order at 6:10 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Ms. Mary Pallant, Vice President, Ms. Sepideh Yeoh, Clerk, Ms. Jennifer von Schneidau, Member, and Ms. Barbara Laifman, Member

BOARD ABSENT

Mr. Allen Rosen, President and Brooke Pestano, Student Board Rep

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Mr. Cliff Moore, Consultant, and Ms. Linda Sheridan, Executive Assistant.

FLAG SALUTE

Russ Peters led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

The Board took no action in Closed Session held this evening.

ADOPTION OF AGENDA

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education adopted the agenda as presented. Motion carried 5-0.

PUBLIC SPEAKERS

None

PRESENTATION

The Board of Education presented Laura Kunesh with the Partners of Education Award.

REPORT FROM BOARD MEMBERS

Board Member Sepideh Yeoh reported she attended the Ventura County School Boards Association dinner meeting, the Special Education parent meeting in October, and the Recreation and Parks meeting. Board Member Barbara Laifman reported she attended the Community Outreach meeting, the Safe School Ambassadors meeting, the OPHS production of "Inherit the Wind", the VCBSA dinner meeting, the OVHS Model School visit, the DOC information night and the DLAC meeting. Board Member Jennifer Von Schneidau reported she also attended the OPHS production of "Inherit the Wind", the OVHS Model School visit, and the ASB fundraiser food truck from Four Seasons Restaurant. Board Member Mary Pallant reported that both she and Sepideh have graduated from the CSBA Masters in Governance program. She also reported that she attended the VCSBA dinner meeting and the DOC information night.

REPORT FROM STUDENT BOARD REP

Brook Pestano e-mailed her report which was read by Linda Sheridan.

REPORT FROM SUPERINTENDENT

Dr. Knight reported the OVHS Model School visit went very well. The OPHS Animal Club has 43 students involved and recently 10 students participated in a Farm Sanctuary Walk-a-thon and visited the Farm to see the animal. The Kanan Shuttle is doing great. They have 400 riders a day, most of them students. They are discussing starting to charge a fare beginning in January but this is still in the discussion stage. There is presently a district-wide change drive for Typhoon relief with funds going to UNICEF which will help the more than 4.5 million children in the Philippines. The goal is collect \$1 per child. If you haven't seen the latest edition of the OPHS Talon, the school newspaper, please look for it on-line, it has some very interesting articles that are all very well done. The District was named one of 441 schools in the United States by the College Board for offering AP courses and the number of students who take and pass them.

Report from School Site Councils

BES, ROES, and OPHS all presented reports on their School Site Council meetings.

Report from Facility Planning Committee

Peter Kristensen reported on the continuing work of the Facility Planning Committee.

DISCUSSION ITEMS

Update on School Safety – Dr. Knight reported on the continuing work on school safety

Report on Enrollment Capacity and District of Choice Transfers for 2014-2015 – Cliff Moore reviewed the information regarding enrollment capacity and accepting District of Choice Transfer for 2014-2015.

C.1. CONSENT AGENDA

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved the Consent Agenda. Motion carried 4-0-1 Absent.

- a. Approve Minutes of Regular Board Meeting October 15, 2013
- b. Public Employee/Employment Changes 01CL22276-01CL22309 & 01CE06440-01CE0638468
- c. Approve Purchase Orders –October 1 – October 31, 2013
- d. Approve Overnight Trip for Medea Creek Middle School 6th Grade to Pali Institute– December 3-6, 2013
- e. Approve Quarterly Report on Williams Uniform Complaints – October 2013

- f. Approve Overnight Trip for Oak Park High School Senior Life Skills Retreat – November 20-23, 2013
- g. Approve Overnight Trip for Oak Park High School Future Business Leaders of America Club – November 23-24, 2013

ACTION

2. BUSINESS SERVICES

a. Approve Purchase of Mobile Computing Devices and Technology Equipment From Measure C6 Bond Fund

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the Purchase of Mobile Computing Devices and Technology Equipment from Measure C6 Bond Fund. Motion carried 4-0-1 Absent.

b. Approve Change Order #3, Project 13-01R, Building C Modernization at Oak Park High School

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved Change Order #3, Project 13-01R, Building C Modernization at Oak Park High School. Motion carried 4-0-1 Absent.

c. Approve Change Order #2, Project 13-05R, ADA Field Improvements at Oak Park High School

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved Change Order #2, Project 13-05R, ADA Field Improvements at Oak Park High School. Motion carried 4-0-1 Absent.

d. Approve Consultant Agreement to Assist with Approval of Attendance Accounting System by California Department of Education

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the Consultant Agreement to Assist with Approval of Attendance Accounting System by California Department of Education. Motion carried 4-0-1 Absent.

e. Approve Resolution #13-19, Adopting Uniform Public Construction Cost Accounting Procedures

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved Resolution #13-19, Adopting Uniform Public Construction Cost Accounting Procedures. Motion carried 4-0-1 Absent.

f. Approve Resolution #13-20, Authorizing Participation in the Bright Schools Program

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved Resolution #13-20, Authorizing Participation in the Bright Schools Program. Motion carried 4-0-1 Absent.

g. Approve Acceptance of Donations

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved the Acceptance of Donations. Motion carried 4-0-1 Absent.

h. Approve Revisions to the Measure C6 Technology and Equipment Plan – Purchase of Photocopiers

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved the Revisions to the Measure C6 Technology and Equipment Plan – Purchase of Photocopiers. Motion carried 4-0-1 Absent.

i. Approve Purchase of Maintenance Equipment Authorized in Measure C6 Technology and Equipment Plan

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the Purchase of Maintenance Equipment Authorized in Measure C6 Technology and Equipment Plan – Tractor. Motion carried 4-0-1 Absent.

3. PERSONNEL SERVICES

a. Public Disclosure and Approve Collective Bargaining Agreement between the District and Oak Park Classified Association

Public Hearing opened at 7:44 p.m. No Public Comments Public Hearing closed at 7:45 p.m.
On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the Collective Bargaining Agreement between the District and Oak Park Classified Association. Motion carried 4-0-1 Absent.

b. Public Disclosure and Approve Collective Bargaining Agreement between the District and Oak Park Teachers Association

Public Hearing opened at 7:46 p.m. No Public Comments Public Hearing closed at 7:47 p.m.
On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved the Collective Bargaining Agreement between the District and Oak Park Teachers Association. Motion carried 4-0-1 Absent.

c. Approve Compensation Adjustment for District Administrators, Confidential, and Unrepresented Employees

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the Compensation Adjustment for District Administrators, Confidential, and Unrepresented Employees. Motion carried 4-0-1 Absent.

d. Approve Amendment to Employment Contract for Superintendent

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Employment Contract for Superintendent to increase salary to \$178,230.52 annually and \$806.47 daily. Motion carried 4-0-1 Absent.

e. Approve 2013-2014 Revised Declaration of Need for Fully Qualified Educators

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the 2013-2014 Revised Declaration of Need for Fully Qualified Educators. Motion carried 4-0-1 Absent.

4. BOARD

a. Approve Selection of Annual Organizational Board Meeting – December 10, 2013

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the Selection of Annual Organizational Board Meeting – December 10, 2013. Motion carried 4-0-1 Absent.

b. Approve Board Goals for 2013-2014

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education tabled this item to the December meeting. Motion carried 4-0-1 Absent.

c. Approve Nomination for CSBA Delegate Assembly

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education nominated Ana Del Rio-Barba as a candidate for membership on the CSBA Delegate Assembly representing Subregion 11B. Motion carried 4-0-1 Absent.

5. BOARD POLICIES

a. Approve Amendment to Board Policy 5145.3 – Nondiscrimination/Harassment – First Reading

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 5145.3 – Nondiscrimination/Harassment on First Reading. Motion carried 4-0-1 Absent.

b. Approve Amendment to Board Policy 6164.6 – Identification and Education Under Section 504 – First Reading

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the amendment to Board Policy 6164.6 – Identification and Education Under Section 504 on First Reading. Motion carried 4-0-1 Absent.

c. Approve Amendment to Board Policy 3513.3 – Tobacco-Free Schools – First Reading

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved the Amendment to Board Policy 3513.3 – Tobacco-Free Schools on First Reading. Motion carried 4-0-1 Absent.

d. Approve Amendment to Board Policy 5131.62 – Tobacco– First Reading

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 5131.62 – Tobacco on First Reading. Motion carried 4-0-1 Absent.

e. Approve Amendment to Board Policy 0420 – School Plans/Site Councils – First Reading

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved the amendment to Board Policy 0420 – School Plans/Site Councils on First Reading. Motion carried 4-0-1 Absent.

f. Approve Amendment to Board Policy 1431 – Waivers – First Reading

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 1431 – Waivers on First Reading. Motion carried 4-0-1 Absent.

g. Approve Amendment to Board Policy 3311 – Bids – First Reading

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 3311 – Bids on First Reading. Motion carried 4-0-1 Absent.

h. Approve Amendment to Board Policy 3350 – Travel Expenses – First Reading

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the amendment to Board Policy 3350 – Travel Expenses on First Reading. Motion carried 4-0-1 Absent.

i. Approve Amendment to Board Policy 5141.27 – Food Allergies/Special Dietary Needs

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved the amendment to Board Policy 5141.27 – Food Allergies/Special Dietary Needs on First Reading. Motion carried 4-0-1.

VII. INFORMATION ITEMS

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

IX. ADJOURNMENT

There being no further business before this Board, the Regular meeting is declared adjourned at 9:05 p.m.

Date _____ President of the Board

Date _____ Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 10, 2013

SUBJECT: C.1.c. APPROVE PURCHASE ORDERS ISSUED NOVEMBER 1-25, 2013
CONSENT

ISSUE: Shall the Board approve the purchase orders issued November 1-25, 2013?

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative 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	_____	_____	_____	_____

Includes 11/01/2013 - 11/25/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B14-00225	ACT-Autism Ctr for Treatment	2013/2014 - ACT Services	Pupil Services/Special Ed.	010	67,275.00
B14-00226	Jive Commuications Inc	Telephone Service District & OVHS	Business Administration	010	6,000.00
B14-00227	Thousand Oaks Electric	MCMS EV Charging Station	Business Administration	010	2,785.00
B14-00228	Oakstone Glass Corporation	2013-2014 Glass Replacements & Materials	Business Administration	010	500.00
B14-00229	James Sullivan	Kiln/wheel/Disc/lse,rnt, rpr	Oak Park High School	010	400.00
B14-00230	Silver Star Automotive Group	2013-14 PO Vehicle Maintenance & Repairs	Business Administration	010	500.00
B14-00231	GE Infrastructure Sensing Inc.	Proj 13-22R CO2 Sensors Districtwide	Business Administration	213	15,050.00
FS14-00057	Pete Fowler Db a Acorn Applianc e Service	Oven & Stove Repairs	Food Services	130	750.00
P14-00057	Educational Data Systems	PFT Testing 2013-2014 School yr	Curriculum	010	1,096.39
P14-00179	Houghton Mifflin Harcourt c/o American Express	OPIS Textbooks Medallions TE 2013-2014	Curriculum	010	203.44
P14-00340	Newman, Aaronson and Vanaman	Settlement - Attorneys Fees	Pupil Services/Special Ed.	010	2,500.00
P14-00341	Lego Education	PFA: App'd wish list items for Robotics	Medea Creek Middle School	010	1,544.35
P14-00342	Yrenka Lolli-Sunderlin	IEP Assessment for Student	Pupil Services/Special Ed.	010	127.50
P14-00343	Grainger Industrial Supply	PFA: App Custodial Wish List Item	Medea Creek Middle School	010	695.53
P14-00344	Do-It Center	Propane for Emergency Generators - Safety Credits	Business Administration	010	405.81
P14-00345	Technical Business Solutions	Proj 13-20R Gym Foyer Roof Repair OPHS	Business Administration	213	200.00
P14-00346	Johnstone Supply	Proj 13-22R HVAC Supplies Districtwide	Business Administration	213	569.83
P14-00347	San Joaquin County Office of Education	EDJOIN -employment recruiting	Human Resources	010	510.62
P14-00348	Technical Business Solutions	OPHS Security Troubleshoot	Business Administration	010	150.00
P14-00349	Taft Electric Company	DO/OVHS Install of EV Charging System	Business Administration	010	5,965.00
P14-00350	California Continuation Education Association	CCEA School Membership	Oak View High School	010	250.00
P14-00351	M/M Mechanical, Inc	OHES Hot Water Regulator	Business Administration	010	1,311.36
P14-00352	Airtek Indoor Air Solutions	OPHS Air Duct Cleaning G Build	Business Administration	010	9,000.00
P14-00353	Pacificom	Install Cafeteria Jacks for POS System	Business Administration	010	3,262.52
P14-00354	Pacificom	Proj 13-01R Phone Purchase Bldg 200 BES	Business Administration	213	659.28
P14-00355	M/M Mechanical, Inc	Proj 13-03R Bottle Fillers Bld C Mod OPHS	Business Administration	213	4,459.00
P14-00356	School Health Corporation	Health/mat & supp	Oak Park High School	010	65.47
P14-00357	VCOE	AcaDeca/PFC Donation/oth exp	Oak Park High School	010	400.00

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

ESCAPE ONLINE

Page 1

Includes 11/01/2013 - 11/25/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00358	Nasco	PFA: Approved PFA items for 7th/8th Gr Science	Medea Creek Middle School	010	275.09
P14-00359	Curt Loch, Elite Products & Designs LLC	PFA:App Wish List Item-Skateboard Racks	Medea Creek Middle School	010	961.18
P14-00360	Training Room, Inc.	Athletics/mat & supp	Oak Park High School	010	60.00
P14-00361	Guided Discoveries Inc.	Don: AstroCamp 2013-14, 8th Gr trip	Medea Creek Middle School	010	19,812.50
P14-00362	James Sullivan	Repair Kiln/Disc/rnt lse rpr	Oak Park High School	010	129.95
P14-00363	Karen Kennedy dba Camino Real Naturalist & Historical Interp	Donation - 3rd grade field trip	Brookside School	010	721.50
P14-00364	SOS Survival Products	Safety Credits - Emergency Kit Supplies	Business Administration	010	1,883.32
P14-00365	The Rain Drain	Proj 13-03R Gutter Installation C Bldg OPHS	Business Administration	213	240.00
P14-00366	Malibu-Pacific Tennis Courts	ROES New handball wall	Business Administration	010	13,600.00
P14-00367	Morales Exterminating Co. Inc	MCMS Termite Treatment	Business Administration	010	350.00
P14-00368	Morales Exterminating Co. Inc	OHES Termite Treatment	Business Administration	010	385.00
P14-00369	Department of Industrial Rela	Proj 13-01R & Proj 13-03R DIR Services BES/OPHS	Business Administration	213	4,540.76
P14-00370	M/M Mechanical, Inc	Proj 13-10R Hydration Stations ROES/OHES	Business Administration	213	3,964.00
P14-00371	Document Systems	Photocopier Replacement BES, OHES, ROES, MCMS	Business Administration	212	129,320.35
P14-00372	Hughes General Engineering	Proj 13-23R ADA Concrete Work MCMS	Business Administration	213	14,143.00
P14-00373	C&C Services, Inc.	Prop 39 Sub Metering Feasibility Study	Business Administration	010	5,100.00
P14-00374	Division of State Architect	Proj RDSA Re-open App#03-45173 OPHS Light Poles	Business Administration	213	500.00
P14-00375	Worthington Direct	PFA: Approved Wish List Items	Medea Creek Middle School	010	3,442.41
P14-00376	Fence Factory	Fence Installation & Repairs Baseball Field OPHS	Business Administration	010	2,598.00
P14-00377	Guided Discoveries Inc.	DON: Catalina Fox Landing trip	Medea Creek Middle School	010	30,040.00
P14-00378	FOLLETT LIBRARY RESOURCES	Book labels	Oak Park High School	010	58.75
P14-00379	TIRE MAN AGOURA, INC	Golf cart/oper exp/ls, rnt, rpr	Oak Park High School	010	162.22
P14-00380	Curriculum Associates	Writing handbooks for 2nd grade	Red Oak Elementary School	010	228.01
P14-00381	Naviance, Inc	Renewal Naviance 2013-2014	Home Independent Study Program	010	995.00
P14-00382	Compuwave Inc.	Toner	Oak View High School	010	159.80
P14-00383	Guided Discoveries Inc.	DON: Catalina Cherry Cove trip	Medea Creek Middle School	010	29,392.50
P14-00384	Guided Discoveries Inc.	DON: Cherry Cove trip #2	Medea Creek Middle School	010	14,010.00
P14-00385	Calloway House, Inc.	PFA: Computer Keyboard Covers	Medea Creek Middle School	010	52.93
P14-00386	Acorn Press	DOC Advertising	Business Administration	010	4,630.80
P14-00387	DawnSignPress	OPHS Textbooks 2013-2014	Curriculum	010	2,868.60

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

ESCAPE ONLINE

Page 2

Includes 11/01/2013 - 11/25/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00388	Enhanced Landscape Mgmt, Inc	OHES Replacement Garden	Business Administration	010	275.00
P14-00389	VCOE	VCFast Cost 2013-14	Business Administration	010	4,108.00
P14-00390	Southwinds Transportation	Parent funded field trip-Santa Barbara-3rd gr.	Red Oak Elementary School	010	1,572.30
P14-00391	Jim Martin Construction, Inc.	Proj 13-03R Door Adjustments Bldg C Mod OPHS	Business Administration	213	2,643.00
P14-00392	Howard Baron	PFA Wish List Item - Mini Blinds	Medea Creek Middle School	010	2,519.80
P14-00393	VCOE	VPSS training - Social Studies - Randi Liepman	Curriculum	010	300.00
P14-00394	Johnstone Supply	Proj 13-22R Supplies HVAC Replacement	Business Administration	213	159.02
T14-00022	Naviance, Inc	DON: Career Planning Program for Middle School	Medea Creek Middle School	010	395.00
Total Number of POs			66	Total	423,233.89

Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	52	246,035.65
130	Cafeteria Fund	1	750.00
212	Measure C6 Technology Bond Fun	1	129,320.35
213	Measure R FACILITIES Bond Fund	12	47,127.89
		Total	423,233.89

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

ESCAPE ONLINE

Page 3

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: C.1.d APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL WINTER ATHLETIC TEAMS WHO QUALIFY FOR CIF PLAY-OFFS

CONSENT

ISSUE: Shall the Board approve an overnight trip for the Oak Park High School winter Athletic Team(s) who qualify for CIF Play-offs?

BACKGROUND: Principal, Kevin Buchanan, requests approval for any/all winter sports team(s) (Boys' & Girls' Soccer & Basketball) that might qualify for CIF play-offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. 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	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
vonSchneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 10, 2013

**SUBJECT: C.1.e. APPROVE NOTICE OF COMPLETION, PROJECT 13-03R,
BUILDING C MODERNIZATION AT OAK PARK HIGH SCHOOL**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 13-03R, Building C Modernization at Oak Park High School, contracted with Waisman Construction, Inc.?

BACKGROUND: On April 18, 2013, the Board of Education authorized the award of a contract for Project 13-03R, Building C Modernization at Oak Park High School, to Waisman Construction, Inc.

The work under this contract is now complete, and the District’s staff and construction manager Balfour Beatty have inspected the finished project and are satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

- ALTERNATIVES:**
1. Approve the Notice of Completion for Project 13-03R, Building C Modernization at Oak Park High School, contracted with Waisman 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 April 18, 2013 the said Oak Park Unified School District of Ventura County entered into a contract with Waisman Construction, Inc. of Canoga Park, California, for Bid 13-03R, Building C Modernization at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on December 10, 2013; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

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)

Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377
Attn: Martin Klauss, Assistant Superintendent Business Services

November 20, 2013

Subject: Measure "R" Staff Support Services
Oak Park Unified School District
Oak Park, CA

Re: Project 13-03R Building C Modernization at Oak Park High School
Recommendation to Request Board approval for issuance of Notice of Completion

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completions for work related to OPUSD Project 13-03R Building C Modernization at Oak Park High School. All contract installation requirements have been satisfied by Waisman Construction, Inc.. The final contract amount is as follows;

Master Plan Estimate

Construction Costs	\$ 1,731,141.00
Contingency on Master Plan Estimate (19%)	\$ 328,917.00
Total Master Plan Estimate	\$ 2,060,058.00

Waisman Construction, Inc Base Agreement	\$ 1,485,500.00
Approved Change Order # 13-03R-1	\$ 74,046.00
Approved Change Order # 13-03R-2	\$ 45,154.00
Approved Change Order # 13-03R-3 - FINAL	\$ 6,475.00
FINAL Cost	\$ 1,611,175.00

Balance on Original Master Plan Estimate	\$ 448,883.00
---	----------------------

Should you have any questions, please contact me at any time.

Respectfully,



Dennis Kuykendall
Senior Project Manager
Balfour Beatty Construction, Inc

cc. Julie Suarez, OPUSD
Keith Henderson, Balfour Beatty Construction
File

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: C.1.f. APPROVE NOTICE OF COMPLETION, PROJECT 13-05R, ADA FIELD IMPROVEMENTS AT OAK PARK HIGH SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 13-05R, ADA Field Improvements at Oak Park High School, contracted with Waisman Construction, Inc.?

BACKGROUND: On April 9, 2013, the Board of Education authorized the award of a contract for Project 13-05R, ADA Field Improvements at Oak Park High School, to Waisman Construction, Inc.

The work under this contract is now complete, and the District’s staff and construction manager Balfour Beatty have inspected the finished project and are satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

- ALTERNATIVES:**
1. Approve the Notice of Completion for Project 13-05R, ADA Field Improvements at Oak Park High School, contracted with Waisman 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 April 9, 2013 the said Oak Park Unified School District of Ventura County entered into a contract with Waisman Construction, Inc. of Canoga Park, California, for Bid 13-05R, ADA Field Improvements at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on December 10, 2013; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

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)

Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377
Attn: Martin Klauss, Assistant Superintendent Business Services

November 20, 2013

Subject: Measure "R" Staff Support Services
Oak Park Unified School District
Oak Park, CA

Re: Project 13-05R ADA Field Improvements at Oak Park High School
Recommendation to Request Board approval for issuance of Notice of Completion

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completions for work related to OPUSD Project 13-05R ADA Field Improvements at Oak Park High School. All contract installation requirements have been satisfied by Waisman Construction, Inc. The final contract amount is as follows;

<i>Master Plan Estimate</i>	
Construction Costs	\$ 304,000.00
Contingency on Master Plan Estimate (19.36%)	\$ 58,854.00
Total Master Plan Estimate	\$ 362,854.00
Waisman Construction Base Agreement (W/ Alt # 1)	\$ 405,000.00
Approved Change Order # 13-05R-1	\$ 12,543.00
Approved Change Order # 13-05R-2 – FINAL	\$ (815.00)
Total Construction Cost to Date	\$ 416,728.00
Balance on Original Master Plan Estimate	\$ < 53,874.00>

Should you have any questions, please contact me at any time.

Respectfully,



Dennis Kuykendall
Senior Project Manager
Balfour Beatty Construction, Inc

cc. Julie Suarez, OPUSD
Keith Henderson, Balfour Beatty Construction
File

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: C.1.g. AUTHORIZATION TO PURCHASE APPLE COMPUTER PRODUCTS AND SERVICES PURSUANT TO PCC SECTION 20118

CONSENT

ISSUE: Shall the Board authorize the purchase of Apple Computer products, services and related products under the cooperative purchase provision of Glendale Unified School District Bid P13-13/14, pursuant to the provisions of Public Contract Code (PCC) Section 20118?

BACKGROUND: The Board approved the District’s 2013-2016 Technology Plan, on June 17, 2013, and the three-year technology expenditures roadmap, on September 17, 2013. Each of these planning documents articulate expected purchases of Apple computers, iPads, peripherals, and services. In order to receive the most favorable pricing, and to conform to the bidding requirements of PCC 20111-20118, staff is recommending that the Board authorize the purchase of Apple computers and related components and services through the cooperative purchase provision of Glendale Unified School District Bid P13-13/14. On October 15, 2013, the Glendale Board of Education awarded Bid P13-08/09 to Apple, Inc., entering into an agreement for Education/State and Local Government Purchases and Professional Services. The contract contains a provision commonly referred to as a “piggyback” clause, authorized by PCC Section 20118, which allows school districts to utilize the bids of other public agencies, thereby saving time, effort and money.

- ALTERNATIVES:**
1. Approve the purchase of Apple Computer products, services and related products utilizing Glendale Unified School District Bid P13-13/14.
 2. Do not approve the purchase of Apple Computer products.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

Excerpt from the Minutes of the Glendale Board of Education meeting held on October 15, 2013. It was moved by Mr. Krikorian and seconded by Mrs. Boger that Consent Calendar No. 7 be accepted. The motion was approved unanimously.

GLENDALE UNIFIED SCHOOL DISTRICT

October 15, 2013

CONSENT CALENDAR NO. 7

TO: Board of Education
FROM: Dr. Richard M. Sheehan, Superintendent
SUBMITTED BY: Eva Rae Lueck, Chief Business and Financial Officer
PREPARED BY: Mike C. Lee, Controller
SUBJECT: **Award of Bid Number P-13 13/14 for Apple Computer Products, Services, and Related Items**

The Superintendent recommends that the Board of Education award Bid Number P-13 13/14 for Apple Computer products, services, and related items to Apple Computer Corporation and approve purchases, lease-purchases, or leases as needed from Apple Computer Corporation.

Apple Computer Corporation, like Hewlett-Packard, Dell, and other technology companies serving the needs of public education, markets its products directly to educational institutions. School districts purchase products from the manufacturer (Apple), and Apple equipment can be serviced by either Apple or an Apple certified technician.

This bid may be used by school and community college districts throughout California by virtue of its "piggyback" clause (Public Contract Code 20118, 20652) and may be extended for an additional 4 (four) years (total 5 years from award date, through October 15, 2018) by mutual consent of the District and Apple Computer Corporation (Education Code 39644).

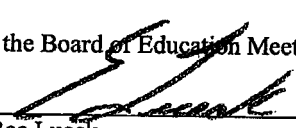
The pricing structure for this bid is based on the current government and educational price list for Apple Computer Corporation products which is published several times each year. A "Technology Clause" which allows product and component upgrades that meet the general technical requirements of school districts was included as a part of the bid document.

Equipment will be purchased from general and categorical program funds, as well as Measure S funds.

Bid details are available for review in the Purchasing Department.

STRATEGIC PLAN GUIDANCE: "Students will have access to appropriate technology."

I hereby certify that this is a true and exact copy of an excerpt from the Minutes of the Board of Education Meeting held on October 15, 2013.


Eva Rae Lueck
Chief Business and Financial Officer

RECEIVED
PURCHASING DEPT
2014 SEP -9 AM 8:15

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA
County of Los Angeles**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the action for which the attached notice was published. I am a principal clerk of the GLENDALE NEWS-PRESS, which was adjudged a newspaper of general circulation on March 1, 1934 for the City of Glendale, County of Los Angeles, and State of California. Attached to this Affidavit is a true and complete copy as was printed and published on the following date(s):

AUGUST 22 and 29, 2013

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Los Angeles, California,

This 29th day of August, 2013


Signature

202 W. 1st Street, 10th Floor
Los Angeles, CA 90012

GNP 8-35

NOTICE OF BID

NOTICE IS HEREBY GIVEN that the Glendale Unified School District ("District") of Los Angeles County, California, acting by and through its Governing Board ("Board") will receive up to, but not later than, 2:00 PM on September 27, 2013, sealed bids for the procurement of the following:

Bid No. P-13 13/14 - Apple Computer Products, Services, and Related Items

All bids shall be made and presented on a form furnished by the District. Bids shall be received in the office of the Procurement and Contract Services, Room 305, Glendale Unified School District, 223 North Jackson Street, Glendale, CA 91206, (818) 241-3111 ext. 477 and shall be opened and publicly read aloud at the above stated time and place.

Each bid must conform with and be responsive to the bid documents, copies of which are on file and may be obtained from the office of Procurement and Contract Services. Each bid shall be accompanied by the security and all forms referred to in the contract documents.

A mandatory bidder conference will be conducted on September 5, 2013 at 10:00 AM, beginning in Room 305 of the District Office address noted above. Vendors wishing to submit a bid to the District are required to attend. Arrive early! Parking may not be readily available!

Sealed bids must be delivered to the Glendale Unified School District, Procurement & Contract Services Department, 223 North Jackson Street, Room 305, Glendale, CA 91206 no later than 2:00 PM on September 27, 2013.

Companies interested in bidding should request appropriate bid documents from the Procurement & Contract Services Department, (818) 241-3111, ext. 477.

No bidder may withdraw their bid for a period of ninety (90) days after the date set for the opening of bids. The District reserves the right to reject any and all bids or to waive irregularities in any bid.

Refer to the formal bid documents and specifications for additional information, terms, and conditions.

The District is an "Equal Opportunity" employer. Qualified Disabled Veteran Business Enterprises (QDVE) are encouraged to participate in this project.

Mike C. Lee Ad dates: August 22 and 29, 2013
Mike C. Lee, Controller, Business Services
Glendale Unified School District, Glendale, Los Angeles County, California

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: C.1.h APPROVE DISPOSAL OF OBSOLETE PERSONAL PROPERTY – SURPLUS GROUNDS EQUIPMENT

CONSENT

ISSUE: Shall the Board approve the disposal of surplus obsolete Grounds equipment, a Ford I710 tractor, per the provisions of Education Code Section 17546?

BACKGROUND: As authorized by the Board-approved Measure C6 Technology and Equipment Plan, the Business Operations department recently purchased a new Kubota tractor, replacing the 35-year-old Ford I710 tractor used by the Grounds and Maintenance departments. The District has received an offer of \$1,000 for the used Ford I710 tractor from a private individual. Sale of this type requires specific Board action and Staff is requesting authorization to accept the offer.

Education Code Section 17546 provides that if the Board, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value \$2,500, it may be sold at private sale without advertising, by any employee of the district empowered to do so. Accordingly, Staff recommends that the Board declare the Ford I710 tractor (Model A1 312A, Engine/VIN H843-23517) as surplus, and authorize the Assistant Superintendent, Business Services, to sell the equipment to a private individual for the amount of \$1,000.

ALTERNATIVES:

1. Declare the Ford I710 tractor (Model A1 312A, Engine/VIN H843-23517) as surplus, and authorize the Assistant Superintendent, Business Services, to sell the equipment to a private individual for the amount of \$1,000.
2. Do not authorize the sale of surplus property.

RECOMMENDATION: Alternative 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: DECEMBER 10, 2013
SUBJECT: C.2.a ELECTION OF OFFICERS OF THE BOARD OF EDUCATION
Action

ISSUE: To nominate and elect officers of the Board of Education.
ELECTION OF OFFICERS

1. Approve the nomination and election of _____ as the President of the Board of Education.

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

2. Approve the nomination and election of _____ as the Vice President of the Board of Education.

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

3. Approve the nomination and election of _____ as the Clerk of the Board of Education.

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

Respectfully submitted

 Anthony W. Knight, Ed.D.
 Superintendent

RATIONALE: Education Code Section 5017 and Elections Code Section 10554, require newly elected or appointed Board members need to be sworn in prior to assuming their official duties. Bylaws of the Board 9320 and Education Code Section 35143 require the nomination and election of Board Officers annually.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: C.2.b SELECTION OF SCHOOL BOARD REPRESENTATIVE TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

Action

ISSUE: To select a Board Member as a representative in the election of the County Committee on School District Organization.

ALTERNATIVES: Select _____ as a representative to the County Committee on School District Organization for 2013.

RATIONALE: The selection of a representative is in compliance with the requirements of Education Code Sections 35023 and 72403.

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: DECEMBER 10, 2013
SUBJECT: C.2.c. APPROVE PROPOSED BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2014

Action

ISSUE: To select the meeting schedule of the Governing Board for calendar year 2014.

BACKGROUND: The Board approved the 2013-2014 meeting schedule through June 2014 at August 20, 2013 Board Meeting. It is customary to select the Board Meeting Schedule for the remainder of the calendar year at the Organizational Meeting. It is requested that the Board consider the highlighted dates listed below beginning with August 2014.

ALTERNATIVES: To select the following schedule of the Regular Board Meetings to commence in Closed Session at 5:00 p.m. and adjourn to Open Session at 6:00 p.m. for the 2014 Calendar Year:

January 21, 2014	Regular Meeting in January
February 18, 2014	Regular Meeting in February
March 18, 2014	Regular Meeting in March
**April 8, 2014	Regular Meeting in April
May 20, 2014	Regular Meeting in May
**June 3, 2014	Budget Study Session Meeting
June 17, 2014	Regular Meeting in June
July 2014 TBD	Board Retreat
August 19, 2014	Regular Meeting in August
September 16, 2014	Regular Meeting in September
October 21, 2014	Regular Meeting in October
November 18, 2014	Regular Meeting in November
**December 9, 2014	Organizational Meeting in December
(Falls within the 15 days after 1 st Friday)	
**First Tuesday of the Month	

Respectfully Submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

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: DECEMBER 10, 2013
SUBJECT: C.2.d APPROVE DESIGNATION OF SECRETARY/AUTHORIZED AGENT THE BOARD OF EDUCATION

Action

ISSUE: To approve designation the Superintendent as Secretary and Authorized Agent of the Board of Trustees.

- ALTERNATIVES:**
1. Approve the designation of the Superintendent as Secretary and Authorized Agent of the Board of Education.
 2. To make an alternate selection for Secretary and Authorized Agent the Board of Education.

RECOMMENDATION: Alternative #1.

RATIONALE: In accordance with Bylaws of the Board 9122 and Education Code Sections 35025 and 35034, the Governing Board is empowered to designate the Superintendent as its Secretary and Authorized Agent.

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: DECEMBER 10, 2013
SUBJECT: C.2.e APPROVE CERTIFICATION OF SIGNATURES

Action

ISSUE: To approve the authorization of the Board of Education to sign documents as submitted for Oak Park School District.

BACKGROUND: Annually at the beginning of each fiscal year, or after any reorganization or staff change, school districts need to declare the agent(s) authorized to sign orders, warrants, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with School Business and Advisory Services. The attached form is to be signed and returned to School Business and Advisory Services as any changes occur.

ALTERNATIVES: 1. Approve the authorization of the Board of Education to sign documents as submitted.
2. Deny authorization for signing of documents.

RECOMMENDATION: Alternative #1.

Respectfully submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

CERTIFICATION OF SIGNATURES

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

These approved signatures will be considered valid for the period of 12-10-13 to 6-30-14.

Date of Board Action: 12-10-13 Signature: Secretary of the Board

PART I

Signatures of Members of the Board:

Signature: Print/Type: President of the Board of Education

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

Signature: Print/Type: Clerk of the Board of Education

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

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

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

*K-12 Districts


Community College Districts

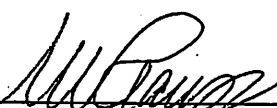
42632
42633


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85233

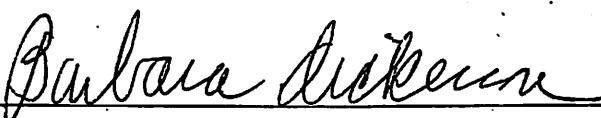
PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to sign checks, orders for salary payment, notices of employment, contracts, etc. Please list after each name all items that a person is authorized to sign.

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

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

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

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

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

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

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

- ❖ Authorization to sign reports, budgets, and all documents requiring signature of Secretary or Clerk.
- ❖ Authorization to approve payroll orders.
- ❖ Authorization to approve commercial check orders.
- ❖ Authorization to sign collection reports to the County.
- ❖ Authorization to sign Board approved budget transfers.
- ❖ Authorization to sign Interfund and Intrafund Transfers.
- ❖ Authorization to sign contracts after Board approval.

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

- ❖ Authorization to sign employment contracts.
- ❖ Appointment of authorized agents, for Federal and State applications.
- ❖ Appointment of representatives to acquire surplus property.
- ❖ Authorization to sign cafeteria reports.
- ❖ Authorization to sign checks on District bank accounts; i.e., cafeteria; clearing account.

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: C.2.f CONFIRMATION AND DESIGNATION OF BOARD REPRESENTATIVES TO DISTRICT COMMITTEES

Action

ISSUE: To confirm designation of Board representatives to District committees and/or to select as needed.

STATEMENT: In order to have Board coverage and representation to district committees, it has been our practice to select specific representatives. The Board is asked to confirm and select representation for the following committees:

- Benefits Committee (TBD)
- Community Outreach Committee (monthly, 11 a.m.)
- Curriculum Council (1st Tuesday, 3:30 p.m.)
- Calendar Committee (TBD)
- DELAC/English Learning (Jan. 6, Mar. 3, May 5, 1:00 p.m)
- EEAC (1st Thursday, 3:15 p.m.)
- GATE DAC (3rd Thursday, 3:30 p.m.)
- Facilities Planning Committee (1st Wednesday, 4:30 p.m.)
- Finance Committee (TBD)
- Friends of Oak Park Schools (3rd Monday, 7:00 p.m.)
- Oak Park MAC (4th Tuesday, 7:00 p.m.)
- Rancho Simi Recreation and Parks (2nd Thurs, Jan. Apr. Jul. Oct.)
- Safe Kids Task Force (4th Thursday, 3:30 p.m.)
- Technology Committee (Every other 2nd Monday, 3:30 p.m.)
- Wellness Council (2nd Tuesday, 9:00 a.m.)

RECOMMENDATION: As selected.

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 OF BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: C.2.g APPROVE BOARD GOALS FOR 2013-2014

ACTION

ISSUE: Shall the Board of Education approve the Board Goals for 2013-2014?

BACKGROUND: During the November Board meeting the Board reviewed and discussed goals for the 2013-14 school year. One Board member was absent and the item was tabled to this month so all Board members could have input. The following goals were discussed:

- Board will provide monthly report of Board meetings, developed by the Board President and/or Superintendent, to be given to the School Newsletters, the Star School Watch and posted on the website.
- Create a concise/easy to follow chart of the moral imperatives, goals and action plans as method to more effective way to communicate this to staff, parents and community
- Include student board member perspective to a greater extent
- Review the governance handbook every other year and after an election year
- Conduct an annual Board self-evaluation

ALTERNATIVES: 1. Review and approve Board Goals for 2013-14.
 2. Do not approve Board Goals for 2013-14.

RECOMMENDATION: At the Board’s discretion

Respectfully Submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: C.3.a APPROVE PURCHASE OF NETWORK SWITCHING GEAR FROM MEASURE C6 AND MEASURE R BOND FUNDS

ACTION

ISSUE: Shall the Board of Education approve the purchase of network switching gear equipment, to be funded from Measure C6 and Measure R bond funds?

BACKGROUND: The District’s 2013-2016 Technology Plan, approved by the Board in June 2013, and the three-year Technology Expenditures Roadmap, approved September 17, 2013, authorized the acquisition of 10Gb-capable network switching gear in order to provide infrastructure to support a 1-to-1 iPad initiative, Voice Over IP (VOIP) telephony, security cameras, and growth in the District’s network utilization for systems monitoring. The Technology Department is in the final stages of negotiating the purchase, installation, configuration, maintenance and monitoring of a Cisco-based 10Gb network switching infrastructure. The estimated hardware cost is \$300,000, and the expected cost for installation, configuration, maintenance, software updates, and monitoring for 5 years is \$150,000, for a total projected cost of \$450,000. A recommendation for this purchase will be forwarded to the Board prior to this evening’s meeting, once negotiations have concluded. The purchase will be made under the piggyback provisions of the Western States Contracting Alliance (WSCA) Contract AR-233.

It is anticipated that the cost of the project will be borne by a combination of C6 and Measure R funds, as the switch upgrade will service the needs of several programs: VOIP telephony, security cameras, building power and thermostat monitoring and control, wireless network provisioning, which are covered by those funding sources. The recommended division of costs by each funding source will be provided to the Board concurrently with the final recommendation for the equipment purchase.

- ALTERNATIVES:**
1. Approve the purchase of network switching gear equipment as recommended, utilizing the piggyback provisions of Western States Contracting Alliance Contract AR-233, to be funded from Measure C6 and Measure R bond funds.
 2. Do not approve the purchase.

RECOMMENDATION: Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information
 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: DECEMBER 10, 2013
SUBJECT: C.3.b. APPROVE AMENDMENT 4 TO AGREEMENT FOR MEASURE R PROGRAM/CONSTRUCTION MANAGEMENT SERVICES

ACTION

ISSUE: Shall the Board approve Amendment 4 to the agreement with Balfour Beatty Construction, Inc. (BBC) for program/construction management services in connection with Measure R and Modernization facilities projects?

BACKGROUND: At its meeting on May 20, 2009, the Board entered into an agreement with BBC for program and construction management services in connection with Measure R and State Modernization Program projects. The initial one-year term of the contract, encompassing the 2009 “quick start” projects and development of the overall Measure R and Modernization facilities improvement program, provided for renewal up to a total of five years upon mutual agreement. Based on the success of the resulting facility program, the BBC contract has been extended annually in each subsequent year, most recently when the Board approved Amendment 3 in December 2012.

The District and Facility Planning Committee have been pleased with the service provided by BBC and recommends the Board’s approval of Amendment 4, extending the period of service for one year to December 31, 2014. It is important to note that all terms, conditions, and fees for services remain unchanged. Services and projects provided under this amendment will only be performed as authorized by the Board of Education. Unless otherwise specified by the Board, the cost of services will be funded from Measure R and the State Modernization Program. The proposed amendment is attached for the Board’s review.

ALTERNATIVES:

1. Approve Amendment 4 to the agreement with Balfour Beatty Construction, Inc. for program/construction management services.
2. Do not approve Amendment 4.

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	_____	_____	_____	_____

**AMENDMENT NO. 4
TO AGREEMENT FOR PROGRAM/CONSTRUCTION MANAGEMENT SERVICES**

I. RECITALS

- A. Whereas on or about May 20, 2009, Oak Park Unified School District ("District") and Barnhart Inc. (a Heery International Company) ("Barnhart") entered into a Agreement for Program/Construction Management Services ("Agreement") related to Measure "R" Facilities Construction Bond Program;
- B. Whereas the term of the Agreement was for one year;
- C. Whereas Article 4 of the Agreement provides that the Agreement may be extended by way of written amendment to the Agreement;
- D. Whereas the District and Barnhart entered into Amendment No. 1 to extend the term of the Agreement through December 31, 2011.
- E. Whereas the District and Barnhart entered into Amendment No. 2 to extend the term of the Agreement through December 31, 2012.
- F. Whereas the District and Barnhart entered into Amendment No. 3 to extend the term of the Agreement through December 31, 2013.
- G. Whereas the District and Barnhart wish to enter into this Amendment No.4 to Agreement for Program/Construction Management Services ("Amendment") to extend the term of the Agreement and make other modifications to the Agreement as set forth herein.

II. AMENDMENT

The Agreement is hereby amended as follows:

- 1. All references in the Agreement to Barnhart shall be amended to refer to "Balfour Beatty Construction, LLC."
- 2. Pursuant to Article 4, subsection 4.2, the term of the Agreement shall be extended through December 31, 2014 ("Extension Term").
- 3. Barnhart shall be compensated for basic services (as described in Articles 2 and 3 of the Agreement) provided during the Extension Term.
- 4. To the extent they remain employed by Barnhart, Keith Henderson and Dennis Kuykendall shall remain assigned to the Project(s) contemplated under the Agreement, unless otherwise agreed by the District and Barnhart.
- 5. Except as expressly modified by this Amendment, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

This Amendment No. 4 is executed and becomes part of the Agreement on December 10, 2013.

Oak Park Unified School District

Balfour Beatty Construction, LLC

Martin Klauss, Assistant Superintendent
Business and Administrative Services

Brian Cahill, President
Southwest Division

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 10, 2013

SUBJECT: C.3.c. APPROVE FISCAL YEAR 2013-14 FIRST INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS

ACTION

ISSUE: Shall the Board review and certify the 2013-14 First Interim Financial Report and Budget Revisions?

BACKGROUND: After the adoption of the District’s annual budget each June, State law requires the Governing Boards to subsequently review and certify the District’s finances at prescribed intervals. The first of those intervals, the First Interim Financial Report is due on December 15th of each year, and reports on the budget year from July 1 through October 31. The First Interim Financial Report states the anticipated revenue and expenditures for the current fiscal year, as well as a multiyear financial projection, and includes the State’s criteria and standards report.

As this agenda was going to press, the Business Office was still working on completion of the Report. It is anticipated that the Report will be delivered to the Board under separate cover during the week of December 2, 2013, and will be made available for public review at the same time.

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: C.3.d. RESOLUTION 13-21, AUTHORIZING THE ISSUANCE AND SALE OF OAK PARK UNIFIED SCHOOL DISTRICT CROSS-YEAR TAX REVENUE ANTICIPATORY NOTE

ACTION

ISSUE: Shall the Board adopt Resolution 13-21 authorizing the issuance and sale of Oak Park Unified School District Cross-Year Tax Revenue Anticipatory Note?

BACKGROUND: The District has historically participated in the CSBA Cash Reserve Program to issue a tax and revenue anticipation note (TRAN) to manage cash flow. In April of 2013, the Board authorized participation in a CSBA-sponsored TRAN for fiscal year 2013-14. As in each of the four previous years, a second cross-year TRAN has become necessary due to the State’s deferral of the District’s 2013-14 funding appropriations into the subsequent fiscal year. The Board is asked to approve Resolution 13-21, authorizing the issuance and sale of an Oak Park Unified School District Cross-Year TRAN. It is expected that the District’s participation in this program will minimize the need to borrow from other funds, and maximize its interest earnings on available cash.

- ALTERNATIVES:**
1. Adopt Resolution 13-21, authorizing the issuance and sale of Oak Park Unified School District Cross-Year Tax Revenue Anticipatory Note; and requesting the Board of Supervisors to issue and sell said note(s).
 2. Do not adopt Resolution 13-21.

RECOMMENDATION: Alternative No. 1. This will allow Administration to proceed to the next step in the process and take part in this beneficial program. The District is not obligated to participate as a result of resolution adoption. The Resolution simply delegates to the administration the right to decide on participation at the time of pricing when the interest cost and reinvestment rates are known.

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	_____	_____	_____	_____

THIS RESOLUTION MUST BE DISCUSSED, CONSIDERED AND DELIBERATED BY THE GOVERNING BOARD AS A SEPARATE ITEM OF BUSINESS ON THE GOVERNING BOARD'S AGENDA IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 53635.7.

DISTRICT RESOLUTION 13-21

NAME OF DISTRICT: OAK PARK UNIFIED SCHOOL DISTRICT *

LOCATED IN: COUNTY OF VENTURA

ORIGINAL NOTE RESOLUTION ADOPTION DATE: 09-APR-13

ORIGINAL MAXIMUM AMOUNT OF BORROWING: \$7,500,000

SERIES A PRINCIPAL AMOUNT: \$5,310,000

SERIES A ISSUANCE DATE: 15-JUL-13

INCREASED MAXIMUM AMOUNT OF BORROWING: \$12,000,000

RESOLUTION OF THE GOVERNING BOARD AUTHORIZING AN INCREASE TO MAXIMUM AMOUNT OF BORROWING OF FUNDS FOR FISCAL YEAR 2013-2014 AND AUTHORIZING THE ISSUANCE AND SALE OF AN ADDITIONAL SERIES OF 2013-2014 TAX AND REVENUE ANTICIPATION NOTES THROUGH THE CALIFORNIA SCHOOL CASH RESERVE PROGRAM AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY TO ISSUE AND SELL SAID SERIES OF ADDITIONAL NOTES

WHEREAS, school districts, community college districts and county boards of education are authorized by Sections 53850 to 53858, both inclusive, of the California Government Code (the "Act") (being Article 7.6, Chapter 4, Part 1, Division 2, Title 5 of the Government Code) to borrow money by the issuance of temporary notes; and

* If the Name of the District indicated on the face hereof is not the correct legal name of the District which adopted this Resolution, it shall nevertheless be deemed to refer to the District which adopted this Resolution, and the Name of the District indicated on the face hereof shall be treated as the correct legal name of said District for all purposes in connection with the Program (as hereinafter defined).

WHEREAS, on the Original Note Resolution Adoption Date set forth above, the governing board (the “Board”) determined, pursuant to a resolution (the “Original Note Resolution”) that, in order to satisfy certain obligations and requirements of the school district, community college district or county board of education specified above (the “District”), a public body corporate and politic located in the County designated above (the “County”), it was desirable that a sum (the “Principal Amount”), not to exceed the Original Maximum Amount of Borrowing designated above, be borrowed for such purpose during its fiscal year ending June 30, 2014 (“Fiscal Year 2013-2014”) by the issuance of its 2013-2014 Tax and Revenue Anticipation Notes (the first series of which has been issued and shall be referred to herein as the “Series A Notes” and any subsequent series of which shall be referred to herein as “Additional Notes,” and collectively with the Series A Notes, the “Notes”), in one or more series (each a “Series”), therefor in anticipation of the receipt by or accrual to the District during Fiscal Year 2013-2014 of taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for such fiscal year for the general fund and, if so indicated in a Pricing Confirmation, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District (capitalized undefined terms used in this Supplemental Resolution shall have the meanings ascribed thereto in the Original Note Resolution); and

WHEREAS, on the Series A Issuance Date set forth above, the District issued the Series A Note in the Series A Principal Amount set forth above; and

WHEREAS, the Original Note Resolution provides that the District (or the County on its behalf, as applicable) may at any time issue pursuant to the Original Note Resolution one or more Series of Additional Notes consisting of Senior Notes or Subordinate Notes (including Subordinate Notes that are further subordinated to previously issued Subordinate Notes, as provided in the applicable Pricing Confirmation), subject in each case to certain specific conditions set forth in Section 2(B) of the Original Note Resolution; and

WHEREAS, the Original Note Resolution provides that, whenever the District shall determine to issue, execute and deliver any Additional Notes pursuant to the Original Note Resolution, the Series Principal Amount of which, when added to the Series Principal Amounts of all Series of Notes previously issued by the District, would exceed the Original Maximum Amount of Borrowing authorized by the Original Note Resolution, the District shall adopt a Supplemental Resolution amending the Original Note Resolution to increase the Original Maximum Amount of Borrowing as appropriate; and

WHEREAS, the District desires to issue, pursuant to the Original Note Resolution, a Series of Additional Notes in a Series Principal Amount which, when added to the Series A Principal Amount, would exceed the Original Maximum Amount of Borrowing authorized by the Original Note Resolution; and

WHEREAS, because the District does not have fiscal accountability status pursuant to Section 42650 or Section 85266 of the California Education Code, it requests the Board of Supervisors of the County to borrow, on the District’s behalf, said Series Principal Amount by the issuance of the Series of Additional Notes; and

WHEREAS, pursuant to Section 53853 of the Act, if the Board of Supervisors of the County fails or refuses to authorize the issuance of the Series of Additional Notes within the time period specified in said Section 53853, following receipt of this Supplemental Resolution, and the Series of Additional Notes are issued in conjunction with tax and revenue anticipation notes of other Issuers within the meaning of Section 53853 of the Act, the District may issue the Series of Additional Notes in its name pursuant to the Original Note Resolution as supplemented by terms stated herein; and

WHEREAS, it appears, and this Board hereby finds and determines, that said Series Principal Amount of the Series of Additional Notes, when added to the interest payable thereon, does not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for Fiscal Year 2013-2014 which will be received by or which will accrue to the District during such fiscal year for the general fund and, if so indicated in a Pricing Confirmation, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District and which will be available for the payment of the principal of the Series of Additional Notes and the interest thereon;

NOW, THEREFORE, the Board hereby finds, determines, declares and resolves as follows:

Section 1. Recitals. All the above recitals are true and correct and this Board so finds and determines.

Section 2. Increased Maximum Amount of Borrowing. The Original Note Resolution is hereby amended to increase the Original Maximum Amount of Borrowing set forth in the Original Note Resolution to the Increased Maximum Amount of Borrowing designated above.

Section 3. Issuance of Series B Notes. In accordance with the Original Note Resolution, this Board hereby determines to borrow, and hereby requests the Board of Supervisors of the County to borrow for the District, solely for the purpose of anticipating the receipt by or accrual to the District during Fiscal Year 2013-2014 of taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for such fiscal year for the general fund and, if so indicated in the Pricing Confirmation for the Series of Additional Notes authorized hereby, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District, and not pursuant to any common plan of financing of the District, by the issuance by the Board of Supervisors of the County, in the name of the District, of a Series of Additional Notes under Sections 53850 *et seq.* of the Act and to be designated generally as the District's "2013-2014 [Subordinate] ** Tax and Revenue Anticipation Notes, Series B" (referred to herein as the "Series B Notes"). The Series B Notes shall be issued in a Series Principal Amount which, when added to the Series A Principal Amount, shall not exceed the Increased Maximum Amount of Borrowing designated above. If the conditions of the Original Note Resolution are met, the

** The Series of Additional Notes shall bear the "Subordinate" designation if it is a Series of Subordinate Notes.

Series B Notes may be issued as Senior Notes. If not issued as Senior Notes, the Series B Notes shall be issued as Subordinate Notes.

In the event the Board of Supervisors of the County fails or refuses to authorize the issuance of the Series B Notes within the time period specified in Section 53853 of the Act, following receipt of this Supplemental Resolution, this Board hereby authorizes issuance of the Series B Notes, in the District's name pursuant to and in accordance with the Original Note Resolution as supplemented by the terms stated in this Supplemental Resolution. The Series B Notes shall be issued in conjunction with the note or notes of one or more other Issuers as part of the California School Cash Reserve Program (the "Program") and within the meaning of Section 53853 of the Act.

Section 4. Sale of Series B Notes. The Series B Notes shall be sold under the Bond Pool Structure authorized in the Original Note Resolution, to the California School Cash Reserve Program Authority (the "Authority") in accordance with the Original Note Resolution. Each Authorized Officer is hereby authorized and directed, during the period commencing on the date of adoption of this Supplemental Resolution and ending on June 15, 2014, to execute and deliver the Pricing Confirmation applicable to the Series B Notes on a date within five (5) days (or such longer period of time as agreed by the Authority) of the negotiation of the interest rate or rates and the purchase price to be paid for the Series B Notes in accordance with Section 4 of the Original Note Resolution.

Section 5. Preliminary Official Statement and Official Statement. Each Authorized Officer is hereby authorized and directed to provide Piper Jaffray & Co., as underwriter for the Program (the "Underwriter") with such information relating to the District as the Underwriter shall reasonably request for inclusion in the preliminary official statement (the "Preliminary Official Statement") and official statement of the Authority relating to the Series of Pool Bonds to which the Series B Notes will be assigned. If, at any time prior to the execution of the Pricing Confirmation for the Series B Notes, any event occurs as a result of which the information contained in the Preliminary Official Statement or other offering document relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriter.

Section 6. Effect of Supplemental Resolution. The Original Note Resolution is hereby ratified and confirmed and shall continue in full force and effect in accordance with the terms and provisions thereof, as supplemented by the terms stated in this Supplemental Resolution, including the authority granted to the Authorized Officers named therein to take all actions therein authorized with respect to a Series of Additional Notes.

Section 7. Submittal of Resolution to County. The Secretary or Clerk of the Board of the District is hereby directed to submit one certified copy each of this Resolution to the Clerk of the Board of Supervisors of the County, to the Treasurer of the County and to the County Superintendent of Schools.

SECRETARY'S CERTIFICATE

I, _____, Secretary of the Governing Board of the [Insert name of District] District/ [Insert name of County if District is an Office of Education] Board of Education, hereby certify as follows:

The foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Governing Board of the District/Board of Education duly and regularly held at the regular meeting place thereof on the ___ day of _____, 2013, of which meeting all of the members of said Governing Board had due notice and at which a majority thereof were present; and at said meeting said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

An agenda of said meeting was posted at least 72 hours before said meeting at _____, _____, California, a location freely accessible to members of the public, and a brief general description of said resolution appeared on said agenda.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office; the foregoing resolution is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes; and said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect. The Increased Maximum Amount of Borrowing specified in the foregoing resolution is \$_____.

Dated: _____, 2013

Secretary of the Governing Board
of the [Insert Name of District] District/ [Insert name of County if District is an Office of Education] Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
**SUBJECT: C.3.e. APPROVE AGREEMENT FOR HOSTED AUTOMATED
 SUBSTITUTE CALLING SYSTEM**

ACTION

ISSUE: Shall the Board of Education approve a subscription agreement with Frontline Technologies for the Aesop hosted automated substitute calling system?

BACKGROUND: As the District’s enrollment and teaching staff has grown, the ability of the part-time Guest Teacher Coordinator to arrange for adequate numbers of substitute teachers has become severely taxed. This condition exists in most school districts. Rather than hiring additional staff, many districts, including most in Ventura County, have met this challenge by means of an automated substitute calling system. After polling county districts on the systems currently used, OPUSD Staff solicited proposals from the two firms receiving the most positive feedback. The two companies, Frontline Technologies, offering its Aesop system, and eSchool Solutions, with SmartFind Express, offer hosted subscription services. Brochures and proposals from both vendors are attached for the Board’s review.

Staff received presentations and interviewed both companies. Based on real-time system demonstrations and school district references, Staff is recommending that the Board approve a subscription agreement with Frontline Technologies for the Aesop hosted automated substitute calling system. The system has an annual subscription fee of \$5,400, with a one-time cost of \$4,500 for set up and training.

ALTERNATIVES:

1. Approve a subscription agreement with Frontline Technologies for the Aesop hosted automated substitute calling system?
2. Do not approve the subscription agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

397 Eagleview Blvd.
Exton, PA 19341 USA

Valid If Signed and Returned to Frontline By:
Please Fax ALL PAGES of the signed Agreement to:

1/23/2014
(619) 923-0101

Customer Information		Billing Information	
Customer:	Oak Park Unified School District	Account Manager:	David Black
Address:	5801 E Conifer St Oak Park, California 91377	Initial Term:	2013-2014 / 2014-2015 School Years
Contact:	Barbara Dickerson	Billing Frequency:	Billed annually based on 10 months
Title:	Director	Cancellation Terms:	30 Days written notice
Telephone:	(818) 865-8467		
Email:	bdickerson@oakpark.org		

I. Subscription	Estimated Employees	Rate	Estimated Total
A. Employees Requiring a Substitute:	240	\$2.25	\$540.00
B. Employees not Requiring a Substitute:	0	\$1.00	\$0.00
		Estimated Monthly Investment	\$540.00
ESTIMATED ANNUAL SUBSCRIPTION: Monthly investment multiplied by 10 months (Summers are free)			\$5,400.00

II. Set-Up & Training:	Amount
A. System Setup (Project Manager, Data Load, Configuration, Set-Up of Rules, etc)	\$1,000.00
B. Training Options	
1. Aesop Academy: Frontline staff trains Customer designated Aesop Administrator at Frontline's location; Customer trains staff.	
OR	
2. On-Site Training: Frontline staff trains Customer at their facility.	\$3,500.00
All Travel and lodging costs are the responsibility of the school district.	
TOTAL ONE-TIME SET-UP & TRAINING FEES: (Invoiced at signing, due in 15 days)	\$4,500.00

III. Options:
1. Optimization Training: One day on-site training 6 to 12 months after the district is live on Aesop. All travel and lodging costs are the responsibility of the school district.
Initial to Accept: _____
2. Web Branding: Custom branding of Aesop application with customer colors and logos. (\$750)
Initial to Accept: _____

IV. Special Instructions and Additional Terms:

V. Amount Due at Signing \$4,500.00

BY SIGNING BELOW, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES WITH THE ADDITIONAL TERMS ATTACHED HERETO AND INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME. Customer also agrees that the terms and conditions of this Agreement and the Additional Terms are confidential information of Frontline Technologies, Inc. ("Frontline") and are not to be shared with any third party without the prior written consent of Frontline.

Oak Park Unified School District:	Frontline Technologies, Inc.
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

ADDITIONAL TERMS:

1. Subscription. Customer is purchasing a non-exclusive, non-transferable, non-assignable, terminable subscription ("Subscription") for use of Frontline's employee replacement system ("Aesop®") by Customer and those employees Customer registers on Aesop® as "Designated Employees".
2. Term. The Subscription shall begin upon the execution of this Agreement and continue through the time in which the pricing is set forth on the first page of this Agreement. IF neither party has given the other at least thirty (30) days written notice of its intent not to renew prior to the end of any Term, the Subscription shall automatically renew for the next year (the "Renewal Term").
3. Payment.
 - a. The System Setup Fee set forth on the first page of this Agreement will be invoiced to Customer by Frontline upon execution of this Agreement; but if Customer terminates this Agreement before completion of the setup process, Frontline will refund the System Setup Fee on a pro-rata basis, based on a six (6) week setup schedule;
 - b. The Training Fee set forth on the first page of this Agreement will be invoiced to Customer by Frontline upon execution of this Agreement; but if Customer terminates this Agreement before training takes place, Frontline will refund the Training Fee, less any out-of-pocket travel expenses related thereto incurred by Frontline prior to the termination. If Customer has elected to receive training at Frontline's facility, Customer shall be responsible for transportation, lodging and the like for Customer personnel. If Customer has elected to receive on-site training at Customer's facility, Customer shall be responsible for the reasonable costs of transportation, lodging and the like for Frontline's training personnel;
 - c. The Estimated Annual Subscription and the Estimated Monthly Investment set forth on the first page of this Agreement are merely general guidelines based on Customer's usage estimates. At the end of the month that Aesop® is fully functional for Customer, Frontline will render a detailed invoice, showing the number of Customer employees entered into Aesop®, multiplied by the applicable Employees Requiring a Substitute Rate and Employees Not Requiring a Substitute Rate (collectively, the "Employee Rates") as set forth on the first page of this Agreement, to yield the actual monthly investment (the "Actual Monthly Investment"). This will be multiplied by the number of months remaining in Customer's school year, prorating any partial months, to yield the actual annual subscription (the "Actual Annual Subscription") for the Initial Term. There will be no charge for summer usage. Should the number of employees on Aesop® change significantly during the year, Frontline will recalculate the Actual Annual Subscription and render an invoice, or present a refund, for the difference.
 - d. In all subsequent Renewal Terms, before the start of the school year, Frontline will calculate the Actual Monthly Investment by multiplying the actual employees entered into Aesop® by the applicable Employee Rates, as amended from time to time, to yield the Actual Monthly Investment. This will be multiplied by ten (10) to yield the Actual Annual Subscription for the ten (10) month school year. Should the number of employees on Aesop® change significantly during the Renewal Term, Frontline will recalculate the Actual Annual Subscription and render an invoice, or present a refund, for the difference;
 - e. Frontline reserves the right to increase any of the fees after the Initial Term, by providing at least thirty (30) days prior written notice of same to Customer;
4. Aesop® Assistance. Frontline shall provide Customer with commercially reasonable: (a) assistance in the initial installation and setup of Aesop®, and (b) ongoing telephone assistance regarding the use of Aesop® during the Initial Term and any Renewal Term during normal EST business hours Monday through Friday; but: (i) all telephone assistance rendered by Frontline shall be to Customer's Aesop® Administrator; and (ii) Frontline shall not be required to provide "help desk" support for any questions or assistance that is not directly related to Aesop®.
5. Aesop® Operation. Customer acknowledges and agrees that it must properly enter data and information onto Aesop® in order for Aesop® to operate properly. Customer shall be responsible to verify the accuracy of any of Customer's data entered on Aesop®. Frontline makes no representation or warranty of any kind as to the availability, promptness, or reliability of any substitute employee actually contacted by Aesop®.
6. Aesop® Administrator. At all times, Customer must have an employee who has obtained Aesop® administrator certification training from Frontline and who is certified by Frontline as an Aesop® administrator ("Aesop® Administrator"). If the Aesop® Administrator ceases to serve as such, Customer shall promptly and at its expense have a new employee obtain Frontline Aesop® administrator certification and be designated as an Aesop® Administrator.
7. Vacancies. Customer may use Aesop® to obtain temporary employee when there is no absent employee ("Vacancy"). Filling a Vacancy is treated by Aesop® as if it was a regular replacement for an absent employee and is billed at the Employee Rates.
8. Subscription Restrictions.
 - a. Customer shall not assign, transfer, pledge or otherwise encumber or dispose of any of Customer's rights or obligations under this Agreement.
 - b. The Subscription does not extend to any individual or entity not a party to this Agreement, any employees of Customer who are not either the Designated Employees or the Aesop® Administrator, or any business, school or operation acquired by Customer by merger, consolidation, purchase. Operation of law or otherwise, unless Frontline agrees in writing to the extension or assignment of the Subscription. No right is granted for the use or access of Aesop® by any third party. A transfer of control or ownership of Customer shall be considered a prohibited transfer of Customer's Subscription.
 - c. Frontline may assign this Agreement to any third party acquiring all or substantially all of Frontline's assets or stock.
 - d. Information regarding Customer's employees acquired by Frontline shall be confidential. Aggregated data not relating to individual employees of Customer acquired by Frontline in the course of performing this Agreement will be the sole property of Frontline.
9. Limitation of Liability.
 - a. **THE MAXIMUM LIABILITY OF FRONTLINE, ITS EMPLOYEES, AGENTS, REPRESENTATIVES, ATTORNEYS, OFFICERS AND DIRECTORS, FOR ALL DAMAGES, CLAIMS OR LOSSES WHATSOEVER, INCLUDING THOSE RELATING TO ANY ERROR, FAILURE, MALFUNCTION, OR DEFECT OF Aesop®, ANY BREACH OF THIS AGREEMENT AND ANY NEGLIGENCE OR OTHER MALFEASANCE BY FRONTLINE SHALL NOT EXCEED THE AMOUNT OF FEES ACTUALLY PAID BY CUSTOMER TO FRONTLINE DURING THE PAST TWELVE (12) MONTH PERIOD.**
 - b. Upon termination of this Agreement for any reason, the provisions of this Section shall survive termination and continue in full force and effect.
10. Termination.
 - a. Customer may terminate this Agreement at any time, for any reason or no reason, on thirty (30) days prior written notice to Frontline. In the event Customer terminates this Agreement pursuant to this Section, Frontline shall be entitled to retain all monies received from Customer pursuant to this Agreement, to be paid for fees due up to the termination; and shall be relieved of further obligations to Customer. Frontline shall promptly return to Customer any data, confidential information, materials, records and other information furnished to Frontline by Customer. Frontline shall return to Customer, on a pro-rates basis, and fees paid in advance by Customer that were not earned as of the date of termination.
 - b. Frontline may terminate this Agreement for any breach by Customer.
11. Public Disclosure. Customer grants to Frontline the right to publicly disclose the fact that Customer is using Aesop®, for Frontline's advertising and other promotional purposes.
12. Copyright and Trademarks. All intellectual property pertaining to Aesop®, including trademarks and copyrights, is and shall remain the sole property of Frontline and its affiliated companies.

What is Aesop?

*Aesop is the nation's leading automated substitute placement and absence management system, serving more than 3,000 districts nationwide. As Software-as-a-Service (SaaS), Aesop does not require any hardware, software or phone lines at the district. Instead, all personnel can access the service through the phone or internet anytime, anywhere. Aesop saves countless hours of manual sub-calling, while capturing rich data for **better employee absence management**. Aesop also saves data entry time by integrating with other software applications.*

Aesop provides:

- Automated web and phone-based substitute placement
- Real-time absence data and custom report-building
- Easy data integration with other software providers (payroll, HR, etc.)
- Reduced absenteeism through 24/7 tracking and accountability

Who uses Aesop?

Teachers

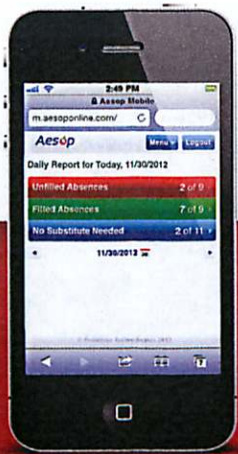
register their absences at any time, either by calling a toll-free number or by logging in via the web or a mobile device.

Substitutes

search for available assignments anytime, either by calling a toll-free number or by logging on via the web. Aesop will also notify substitutes based on preference lists managed by the district.

Administrators

know in real time which employees are absent, why they're out and who is substituting for them. Administrators stay informed through extensive reporting, can access key functions from their mobile devices, and can use skill-matching and preference lists to ensure qualified substitute placement.



Aesop has been selected by more districts than all other systems *combined*.

Why automate with Aesop?

Before automating with Aesop, our customers were tired of:

- Early mornings and late nights calling substitutes
- Inability to fill all of the absences
- A lack of instantly available, customizable reports
- No easy way to track absences, balances and approvals
- Piles of unorganized paperwork

By automating with Aesop, our customers gained:

- Automated sub placement through phone and internet
- Hours reclaimed for other district priorities
- Increased fill rates often at 100%
- Easy tools to build custom, real-time reports
- Online access to all absence-related data

Why switch to Aesop?

According to our clients who switched, Aesop offers:

- Better responsiveness from the customer support team
- More flexible options that adapt to your processes
- Easier do-it-yourself reporting with multiple export features
- Smoother integration with other software systems

Innovation and experience

- First web and phone solution, with 3 U.S. patents and more pending
- Used by more than 2 million educators in 3,000+ districts across 49 U.S. states
- Serving 400+ districts that have switched from other automated systems
- Over 10 years of Software-as-a-Service (SaaS) experience

Constant enhancements

- Free enhancements released frequently to the entire client base
- Only one version of Aesop so all customers instantly enjoy new features
- New and improved features are based on customer requests

Data security without the IT burden

- No hardware, software or phone lines to install or maintain
- Housed in multiple secure, world-class facilities with 7-day power backup
- Maintained and monitored 24/7 by Frontline Technologies

Why choose Aesop?

Cut costs and increase efficiency

- Reclaim the costs of manual sub-calling
- Eliminate absence forms and other paperwork
- Decrease employee absenteeism, cutting substitute costs
- Access data to prevent unfounded unemployment claims

Report on important trends

- Improve accountability by tracking absences historically and in real time
- Choose from a huge library of pre-built reports
- Easily build an infinite number of custom reports on demand
- Export and manipulate data in formats such as Excel, Access and HTML

Improve communication

- Approve absences faster by handling and tracking the entire process online
- Prepare substitutes by letting teachers leave files and notes with absences
- Communicate with personnel through online alerts and email notifications

Find substitutes your way

- Allow preference and exclusion lists at the district, school and teacher level
- Use skill matching to find the most qualified substitute
- Enjoy a flexible system that conforms to your existing business processes
- Trust a system that works for districts ranging from 20 employees to 20,000

Integrate your systems

- Eliminate dual data entry by sharing data with other software systems
- Share data between Aesop and 60+ payroll, HR and other applications
- Choose from advanced integration options, including web services
- Benefit from a seamless integration with other Frontline products, including **VeriTime**, our time and attendance management system

Enjoy the best service

- Enjoy free unlimited support through phone, email and live chat
- Talk to friendly, knowledgeable staff located at Frontline's headquarters
- Attend free regional user group meetings

Getting started with Aesop

We realize that you have a lot of priorities other than just implementing Aesop, so we take the process at the speed with which you're comfortable. It can be done easily in 5-8 weeks, but if you want to go faster or slower, **we'll work with your timeline!**

Step 1: Process Review & Planning

- Conference call with your personnel and your Client Services Specialist
- Review the steps for the implementation process
- Set a "go live" date and timeline for the project
- Discuss your current processes and how Aesop will meet your specific needs

Step 2: Data Migration

- Your Client Services Specialist will walk you through what you need to provide to our team in an Excel spreadsheet
- **The Aesop team will import all your data into Aesop for you**

Step 3: Configuration

- Set up business rules in Aesop
- Configure Aesop to work with your district processes

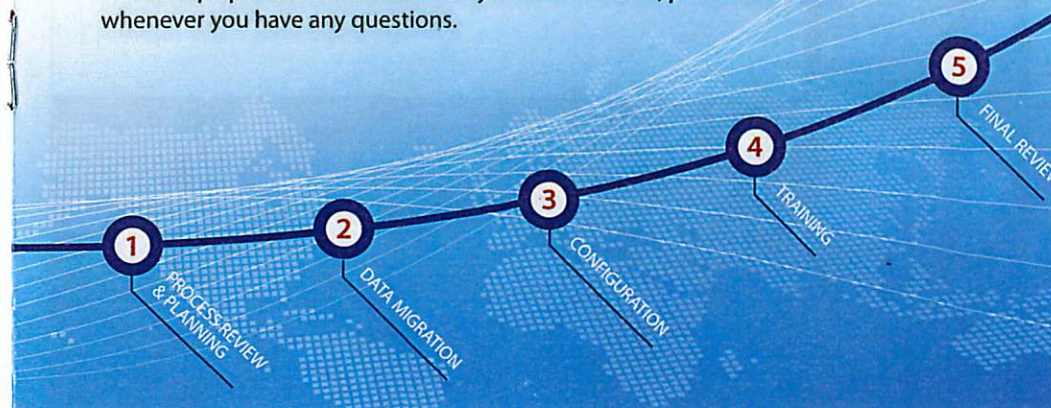
Step 4: Training

- Choose from training at your district or at our company headquarters
- Receive **personalized training** from a knowledgeable Aesop expert
- We will equip you with the knowledge and materials to easily train your end-users (teachers and substitutes)

Step 5: Final Review

- Test processes and make any final configuration changes in Aesop

Don't worry – we won't leave you hanging after you "go live" on Aesop! Our Aesop Specialists are available by **instant live chat, phone and email** whenever you have any questions.



Pricing

Aesop's flexible pricing model makes it affordable for districts of all sizes.

One-time setup and training fee

This one-time charge covers a Client Services Specialist working in person with you to set up the system and train your personnel. Training can take place at your district or at Frontline headquarters.

Subscription

Aesop offers a low-risk subscription that you can cancel at any time. We bill your district for only 10 months of the year (you get two months free) based on the number of employees in your district who are listed as active in Aesop. There are no charges for substitutes.

No long-term contracts or hidden fees

- No hardware, software or extra phone lines to install or maintain
- No long-term contracts
- No charge for premium support
- No upgrade charges

About our company

Frontline Technologies is focused on solving problems for K-12 school districts through innovative software.

Innovate. Work. Life.

We believe software should not only be innovative but should also *improve work life for every customer*. Frontline develops each of our products by listening to the ongoing needs of school districts and creating and improving products based on their feedback. We believe our attention to customer needs and emphasis on outstanding customer care are what set us apart and have contributed to our rapid growth with *99% customer retention and satisfaction*.

Want to learn more?

Frontline Technologies, Inc.
397 Eagleview Blvd.
Exton, PA 19341

Phone: **1.866.574.9169**
Fax: **610.363.3710**

Info@FrontlineK12.com

www.FrontlineK12.com/Aesop



"Aesop saved our district dollars in salary expense and increased productivity. Since so much of my time was freed up, I became more valuable and was able to take on other responsibilities of greater importance."

Cindy Dzurani | Business Office Secretary, Cranbury Township School District, NJ

*"I love Frontline because they have given me the ability to **do my job better and to help people**, which is why I love working in a public school anyway."*

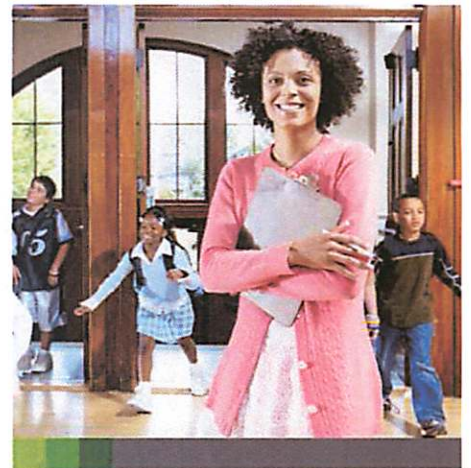
Vicky Barnes | HR/Payroll Assistant, Woodland Public Schools, WA



SmartFindExpress - Hosted Solution

**The Substitute Employee Management
System for Schools**

Submitted to: **Oak Park Unified School District
5801 E. Conifer Street
Oak Park, CA 91377**



Presented by: **Art Hughes
Sales Manager
800-776-8774 x245**

**November 12, 2013
Proposal # 3775**



Investment Required

Monthly Investment

Subscription SmartFindExpress Standard - Per month Totals	Employees	Rate	Total
Replacement Employees			
Teachers and Employees requiring replacements	240	\$1.00	\$240
Non-Replacement Employees			
Teachers and Employees not requiring replacement	15	\$.30	\$4.50
Monthly Sub-Total			\$244.50

One Time Fees

Solution Engineering Remote - Implementation & Configuration Investment	\$1,000.00
Training Investment – 3 days webinar	\$1,200.00
One Time Fee Sub-Total	\$2,200.00

Annual Investment Summary

Annual Investment (Monthly Investment *10 months)	\$2,445
One Time Fee (Implementation, Training, Integration)	\$2,200
Year #1 SmartFindExpress SaaS Total	\$4,645
Year #2 SmartFindExpress SaaS Total	\$2,445

This annual subscription includes long distance telephone charges. All investment information is valid for 60 days from the date of this proposal.



Annual Subscription Investment Options

Subscription – Annual Investment	Attendees	Rate	Total
eSchool Solutions Annual User Conference : Solution Summit <i>Includes Solution Summit Registration fee as well as travel and accommodation expenses per participant</i>	1	\$1,700.00	\$1,700.00

One Time Investment Options

Services Description	Total
Customized Integration Services <i>*subject to technical review and verification</i>	\$250 p/hour

DESCRIPTION OF SERVICES

1. SmartFindExpress Standard Subscription
 - Per Profile subscription to use SmartFindExpress in its current versions and/or release
 - i. Please refer to Subscription Agreement for detailed subscription information

2. Solutions Engineering Services – Remote
 - Your school district and eSchool Solutions will undertake an implementation process at a mutually agreed upon date. During the implementation process, all responsibilities will be discussed. The one time implementation fee includes the following:
 - i. Initial Setup
 - ii. Importing Data

3. Training Investment
 - a. Training program is comprehensive and designed to give your district the tools needed in order to operate SmartFindExpress effectively. Our project manager will conduct training for a maximum of (4) System Administrators and (12) District Trainers:
 - i. Implementation/Planning Meeting
 - ii. Documentation
 - iii. 3 Days Training- Webinar
 - iv. Go Live Date – Monitoring
 - v. For onsite training, the three days must be conducted over consecutive days and reasonable and customary travel expenses to include airfare, ground transportation, lodging and per diem will be billed directly to district



PAYMENT TERMS

1. Payment of 50% of the first year subscription fee and 100% of the Implementation and Training fee is due upon invoicing at contract award.
2. Payment of the remaining 50% is due upon invoicing when system access is provided (Implementation meeting).
3. At least 30 days before the annual renewal date, eSchool Solutions will determine the number of employee profiles (Sub-Eligible and Non-Sub-Eligible) in the database and provide written notice of adjustment, if any, required by an increase or decrease in the number of those profiles.
4. The service for the subsequent years' service will renew automatically. Payment is due on the renewal date. Failure to pay on the annual renewal date will result in termination of service.

This per employee/user subscription fee is applicable for a period of 12 months and includes long distance telephone charges. The number of Sub-Eligible (Replacement Employees) and Non-Sub-Eligible (Non-Replacement Employees) in the system will be monitored by eSchool Solutions on a monthly basis and additional users in the system over the above contracted amount will be billed to the client on a quarterly basis.

Upon contract award, eSchool Solutions and your district will sign the *SmartFindExpress* Subscription Agreement.

Name of School District: Oak Park Unified School District

Printed Name: _____

Signature: _____

Date: _____



Contact Information

<u>Contact Name</u>	<u>Contact Role</u>	<u>Phone</u>	<u>e-mail Address</u>
Art Hughes	Outside Sales Manager	800-776-8774 x245	ahughes@eschoolsolutions.com
Tina Santana	Chief Financial Officer	407.835.9899 x241	tsantana@eschoolsolutions.com

Company Information

Company Operating Name	eSchool Solutions
Legal Name of Company	eSchool Solutions, Inc.
Federal Identification Number	59-3545964
Name of Chief Executive Officer	Brett Fadeley
Number of School Districts Serviced in the US & Canada	500+
Company Address	eSchool Solutions 604 Courtland Street Suite 300 Orlando, FL 32804 USA
Website Address	www.eschoolsolutions.com
Telephone Number	888.388.8774
Fax Number	407.835.9838

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 10, 2013

SUBJECT: C.3.f. APPROVE ENROLLMENT CAPACITY AND DISTRICT OF CHOICE TRANSFERS

ACTION

ISSUE: At the November board meeting, the board received reports from staff regarding district capacity, student enrollment projections, average class sizes and the number of District of Choice (DOC) students that may be accepted for enrollment into Oak Park Unified for the 2014-2015 School Year. Prior to the DOC lottery that will take place on January 21, 2014 the board will need to take action to approve the number of projected vacancies for DOC enrollment.

BACKGROUND: Each year the board is presented with enrollment projections for the upcoming school year to help make decisions related to the capacity of the school district and the number of interdistrict students that can be accepted into OPUSD. Current enrollment and class size averages as well as the initial enrollment projections for next year were presented to the governing board for discussion in November. Under the District of Choice regulations the board of education must take action to approve the number of new District of Choice applications that will be enrolled into the District for 2014-2015. The window for new DOC applications for next school year opened November 1, 2013 and will close December 31, 2013. The lottery to fill identified openings at each grade level will take place during the regularly scheduled board meeting on January 21, 2014.

The staff will provide a number of capacity and enrollment scenarios for the board to consider in discussing this issue and make a recommendation for approval.

- ALTERNATIVES:**
1. Approve the 2014-15 enrollment projections summarized in Table 1 and the maximum number of interdistricts to fill in projected vacancies at each grade level (Table 2).
 2. Do not approve the 2014-15 enrollment projections summarized in Table 1 and the maximum number of interdistricts to fill in projected vacancies at each grade level (Table 2).
 3. Revise the enrollment projections summarized in Table 1 for 2014-15 and/or the maximum number of interdistrict enrollees to fill in projected vacancies at each grade level (Table 2).

RECOMMENDATION: The staff recommends Alternative 1.

Respectfully submitted,

Anthony W. Knight, Ed.D
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

Projected Enrollment for 2014-2015 School Year

Table 1 - Total District Enrollment by Site (2009-2013) and Projections for 2014

School	2009-10 Enrolled	2010-11 Enrolled	2011-12 Enrolled	2012-13 Enrolled	2013-14 Enrolled	2014-15 Projected
Brookside	511	547	590	599	625	620
Oak Hills	375	434	464	539	529	525
Red Oak	445	502	525	563	616	635
Medea Creek	1004	1047	1071	1132	1127	1100
Oak Park HS	1301	1322	1398	1463	1519	1535
Oak View HS	50	46	39	47	40	50
OPIS	110	105	114	168	215	210
NPS	5	5	5	4	1	3
Totals	3801	4008	4206	4515	4672	4678
Growth	5%	5.5%	4.9%	7.3%	3.5%	0.1%

Summary

Elementary projection at the sites for next year is 1780 (compared to 1770 for 2013-14)

Middle School projection for next year is 1100 (compared to 1127 for 2013-14)

High School projection for next year is 1535 (compared to 1519 for 2013-14)

OPIS projection is 210 (compared to 215 for 2013-14) and 50 OVHS (compared to 42 for 2013-14)

Table 2 – Projected Vacancies by Grade Level for New Interdistrict Students

This proposal allows the district to fill in empty seats at the elementary level to avoid the possibility of combination classes and to accept a small number of students at the middle and high school levels as attrition allows.

Grade Level	No. Inters	Grade Level	No. Inters	Grade Level	No. Inters	Grade Level	No. Inters
DK	20	6 th	30	9 th	40	OPIS	25
K	50	7 th	Attrition	10 th	Attrition	Oak View	10
1 st	21	8 th	Attrition	11 th	Attrition		
2 nd	19			12 th	Attrition		
3 ^{rd*}	0						
4 th	41						
5 th	21						
Totals	172		30		40		35

*There is an option and room to add an additional 3rd grade class at Brookside if it becomes necessary.

Summary

The District currently has 2137 interdistrict students that include OPIS (176), OVHS (16) and staff-related transfers (90). After deducting these 282 excluded transfers the net total of interdistricts for 2013-14 is 1855. We will lose 175 interdistrict students to graduation in 2014 (145 from OPHS, 9 from OVHS and 21 from OPIS). In addition, the overall attrition rate for current interdistrict students not returning to the district the following year has been between 3% and 5%. This is calculated to be approximately 55-90 students for school year 2014-15. The target enrollment for 2014-2015 has been set at 4678 students, a slight increase from the current enrollment of 4672. If this enrollment projection plays out at each level we will need to reduce our elementary staff by one teacher at Brookside and by one teacher at Medea Creek Middle School. The projected percentage of interdistricts for 2014-15 (40%) is close to 2013-14 (39.8%).

Table 3 - OPUSD Enrollment Changes (2007-2014)

Year	CBEDS Enrollment	Number Increase/Decrease	Percentage Change
2006-07	3777	+63	+1.7
2007-08	3707	-70	-1.85
2008-09	3621	-86	-2.3
2009-10	3801	+180	+5.0
2010-11	4008	+207	+5.5
2011-12	4206	+198	+4.9
2012-13	4515	+309	+7.3
2013-14	4672	+157	+3.5
2014-15	4678 Projected	+6	+0.1

Table 4 -Total Resident Enrollment by Site (2009-2014)

School	2009-10 Enrolled	2010-11 Enrolled	2011-12 Enrolled	2012-13 Enrolled	2013-14 Enrolled	2014-15 Projected
Brookside		390	373	385	410	
Oak Hills		299	274	305	300	
Red Oak		345	336	337	349	
Medea Creek		663	610	598	613	
Oak Park HS		934	916	874	844	
Oak View HS		28	22	24	27	
OPIS		22	27	27	39	
NPS		6	5	5	1	
Totals	2790	2687	2563	2555	2583	2609
Growth		-3.70%	-4.60%	-3%	1.2%	1.0%

TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 10, 2013

SUBJECT: C.4.a. APPROVE NEW COURSE FOR OAK PARK HIGH SCHOOL – ADVANCED BAND

ACTION

ISSUE: Shall the Board of Education approve a new course for Oak Park High School – Advanced Band?

BACKGROUND: Oak Park High School has submitted a request to offer a new course in the fall – Advanced Band. Attached is the course outline.

- ALTERNATIVES:**
1. Approve the new course for Oak Park High School.
 2. Do not approve the course for Oak Park High School.

RECOMMENDATION: Alternative #1

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Oak Park High School

Proposed Course Outline

I. Course Title
Advanced Band

II. Grade Level(s)
9-12 (PE Credit for grades 10-12)

Under EC Section 51242 a student may be granted physical education course credit for participation in marching band.

It is ultimately the obligation of the LEA to determine how each particular class, as conducted in its district, supports its course of study for grades nine through twelve. Whether marching band may be awarded physical education credit is the decision of the local governing board. In making this decision, the local board may consider the district's course outline of the marching band, the visual and performing arts content standards and framework, the physical education model content standards and framework.

III. Length/Credit
One year – 10 Credits

IV. OPUSD Moral Imperatives Addressed
Promote music program at OPHS including a marching band
More flexibility in terms of students earning P.E. credit

V. Course Description – short paragraph (for use in Course Advisement)
Advanced Band provides students with a balanced and comprehensive study of music. The first semester focuses on developing a musical program that includes marching activities, Color Guard, and musical performances and is concluded with a winter concert that provides a transition to the spring semester. The second semester will focus on the development of the Musical Ensembles of Brass, Woodwind, Color Guard, Drumline, and Percussion. Ensemble and solo activities are designed to develop elements of musicianship including, but not limited to: (1) tone production, (2) technical skills, (3) intonation, (4) music reading skills, (5) listening skills, (6) analyzing music, and (7) studying historically significant styles of literature. This course develops individual playing skills in addition to performing standard high school and college literature. The course develops musical ability and leadership skills and also addresses the instructional areas necessary to obtain PE credit. Students receive P.E. credit for first semester and Visual and Performing Art credit for second semester. May be repeated for credit.

VI. Standards Addressed
VISUAL AND PERFORMING ARTS CONTENT STANDARDS

Artistic Perception - Standards 1.0 – 1.6

Processing, Analyzing, and Responding to Sensory Information

Through the language and skills unique to music, students read, notate, listen to, analyze, and describe music and other aural information, using the terminology of music.

Creative Expression - Standards 2.0 – 2.10

Creating, Performing, and Participating in Music

Students apply vocal and instrumental musical skills in performing a varied repertoire of music. They compose and arrange music and improvise melodies, variations, and accompaniments.

Historical And Cultural Context - Standards 3.0 – 3.5

Understanding the Historical Contributions and Cultural Dimensions of Music

Students analyze the role of music in past and present cultures throughout the world, noting cultural diversity as it relates to music, musicians, and composers

Aesthetic Valuing - Standards 4.0 – 4.4

Responding to, Analyzing, and Making Judgments About Works of Music

Students critically assess and derive meaning from works of music and the performance of musicians in a cultural context according to the elements of music, aesthetic qualities, and human responses.

PHYSICAL EDUCATION MODEL CONTENT STANDARDS

Standard 1 - Students demonstrate knowledge of and competency in motor skills, movement patterns, and strategies needed to perform a variety of physical activities.

- 1.1 Combine and apply movement patterns, from simple to complex in team activities.
- 1.3 Explain the skill-related components of balance, reaction time, agility, coordination, and speed that enhance performance levels in team activities and apply those components in performance.
- 1.6 Evaluate the relationships of physical, emotional, and cognitive factors affecting individual and team performance.
- 1.7 Analyze and evaluate feedback from others and from the performance of complex motor movement activities to improve performance in team activities.
- 1.9 Create or modify practice/training plans based on evaluative feedback from skill acquisition and performance in team activities.
- 1.12 Evaluate independent learning of movement skills.

Standard 2 - Students achieve a level of physical fitness for health and performance while demonstrating knowledge of fitness concepts, principles, and strategies.

- 2.1 Participate in moderate to vigorous physical activity at least four days each week.
- 2.2 Participate in challenging physical fitness activities using the principles of exercise to meet individual needs and interests.
- 2.4 Assess levels of physical fitness and adjust physical activity to accommodate changes in age, growth, and development. .

Standard 3 - Students demonstrate knowledge of psychological and sociological concepts, principles, and strategies that apply to the learning and performance of physical activity.

Self-Responsibility

- 3.1 Participate in physical activities for personal enjoyment.
- 3.2 Examine and explain the ways in which personal characteristics, performance styles, and preferences for activities may change over a lifetime.
- 3.3 Evaluate the psychological benefits derived from regular participation in physical activity.
- 3.4 Explain and analyze the role of individual attitude, motivation, and determination in achieving personal satisfaction from challenging physical activities.
- 3.5 Evaluate and refine personal goals to improve performance in physical activities.

Group Dynamics

- 3.8 Identify leadership skills, perform planned leadership assignments, and assume spontaneous leadership roles.
- 3.9 Encourage others to be supportive and inclusive of individuals of all ability levels

VII. Brief Course Outline

COURSE OUTLINE:

A. First Semester

- 1. Marching Show/Music preparation
- 2. Performances at Rallies and Football Games
- 3. Attending Marching Band Competitions.
- 4. Playing Tests
- 5. Memorization Tests
- 6. Sectional Work
- 7. Transition to Concert Band setting and instrumentation
- 8. Practice sight-reading skills
- 9. Select, rehearse, practice and perform music for winter concert

B. Second Semester

1. Ensemble repertoire may be chosen from a wide variety of musical styles.
2. Research music projects for selected instruments that are studied, arranged, and presented in class.
3. Musical style, interpretation, and ensemble exercises.
4. Students will write reports and critiques, evaluating and comparing style elements, practice techniques, and performances.
5. Selected ensembles presented at Spring concert

VIII. Methods of Assessment

Students will be assessed formally and informally on weekly preparation and progress with selected repertoire and arrangement assignments.

In-class performances will be scheduled and critiqued by the instructor and by the student peers.

Written concert critiques and researched topics

In-class and recital performances

IX. Materials/Textbook(s)

The course has no required textbook. The instructor will provide performance materials. In addition, students and the instructor will acquire and/or arrange music for the various instrumentations as needed. OPHS is expanding its music library resources with the support of Friends of Oak Park Schools and they will be used for appropriate scores and for research topics re: instruments, repertoire and criticism.

X. Seeking “a-g” Approval – Yes We are applying for UC/CSU certification in the “F” VPA category.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: DECEMBER 10, 2013

SUBJECT: C.5.a. APPROVE AMENDMENT TO BOARD POLICY 6112 – SCHOOL DAY – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6112 – School Day?

BACKGROUND: Board Policy 6112 is being updated to reflect option for districts received incentive funding to reduce instructional minutes, through the 2014-2015 school year, without incurring financial penalties. Policy also adds material regarding the length of the school day for students with disabilities and the minimum amount of recess time in elementary schools, and moves material from AR to BP regarding requirements for board consultations and public hearings prior to establishing block schedule. Board Policy 6112 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 6112 – School Day.
 2. Do not amend Board Policy 6112 – School Day.
 3. Adopt a modified version of the amendment to Board Policy 6112 – School Day.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6112(a)

School Day

The Governing Board shall fix the length of the school day subject to the provisions of law.
(Education Code 46100)

(cf. 6111 - School Calendar)

The length of the school day shall apply equally to students with disabilities unless otherwise specified in the student's individualized education program or Section 504 plan.

(cf. 6159 – Individualized Education Program)

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

The schedule for elementary school shall include at least one daily period of recess of at least 20 minutes in length in order to provide students with unstructured but supervised opportunities for physical activity.

(cf. 5030 – Student Wellness)

(cf. 6142.7 – Physical Education and Activity)

In establishing the daily instructional calendar for each secondary school, the Superintendent or designee shall ~~schedule class periods giving~~ give consideration to course requirements and curricular demands, availability of school facilities, the age and attention span of students, and legal requirements.

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

Prior to implementing a block schedule program in which secondary students attend class for fewer school days, the Board shall consult with the certificated and classified employees of the school in a good faith effort to reach agreement shall also consult with parents/guardians of the student who would be affected by the change and the community at large. Such consultation shall include at least one public hearing for which the Board has given adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

(cf. 9320 – Meetings and Notice)

(cf. 4131 – Staff Development)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6112(b)

Legal Reference:

EDUCATION CODE

8970-8974 Early primary program, including extended-day kindergarten

37202 Equal time in all schools

37670 Year-round schools

46010 Total days of attendance

46100 Length of schoolday

46110-46119 Kindergarten and elementary schools (day of attendance)

46140-46147 Junior high school and high school (day of attendance)

46160-46162 Alternative schedule - junior high and high school

46170 Minimum day - continuation schools

46180 Opportunity schools (minimum day)

46190-46192 Adult school (day of attendance)

46200-46206 Incentives for longer instructional day and year

48200 Compulsory attendance for minimum school day

48663 Community day school, minimum school day

48800-48802 Concurrent enrollment at community college

51222 Physical education, instructional minutes

51760-517695 Work experience education

52325 Regional occupational center, minimum day

~~52326 Minimum school day for regional occupational center and programs~~

Management Resources:

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION POSITION STATEMENTS

Recess for Elementary School Students, 2006

STATE BOARD OF EDUCATION POLICY STATEMENTS

99-03 Physical Education (PE) Requirements for Block Schedules, July 2006

~~CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE~~

~~Kindergarten Information, June 7, 2002~~

~~U.S. DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~The Uses of Time for Teaching and Learning, October 1996~~

~~Extending Learning Time for Disadvantaged Students, August 1995~~

~~NATIONAL EDUCATION COMMISSION ON TIME AND LEARNING PUBLICATIONS~~

~~Prisoners of Time, April 1994~~

~~WEB SITES~~

~~U.S. Department of Education: <http://www.ed.gov>~~

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

~~National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>~~

~~State Board of Education:~~

~~<http://www.cde.ca.gov/re/lr/wr/waivepolicies.asp>><http://www.cde.ca.gov>><http://www.cde.ca.gov/re/lr/wr/waivepolicies.asp>~~

~~U.S. Department of Education: <http://www.ed.gov>~~

~~WestEd: <http://www.wested.org>~~

Adopted: 4-26-78

Amended: 4-14-82, 6-19-84, 7-21-87, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: DECEMBER 10, 2013

**SUBJECT: C.5.b APPROVE AMENDMENT TO BOARD POLICY 6144 –
CONTROVERSIAL ISSUES - First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6144 – Controversial Issues?

BACKGROUND: Board Policy 6144 is being updated to incorporate material formerly in AR, reference policy that addresses appropriateness of supplementary instructional materials, adds consultation with Superintendent or designee as needed to determine appropriateness of the subject matter or resources, add prior parental notification when required or deemed advisable, and add reference to appropriate complaint procedures. Board Policy 6144 is being submitted as with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 6144 – Controversial Issues.
 2. Do not amend Board Policy 6144 – Controversial Issues.
 3. Adopt a modified version of the amendment to Board Policy 6144 – Controversial Issues.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6144(a)

Controversial Issues

The Governing Board *recognizes that the district's educational program may sometimes include instruction related to* believes that students should have opportunities to discuss controversial issues *that may arouse strong reactions based on personal values and beliefs, which have political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop student's critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view.* social or economic significance and which the students are mature enough to investigate and address. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions and respect the opinions of others.

The Board expects *administrators and* teachers to exercise *professional judgment* caution and discretion when deciding whether or not a particular issue is suitable for study or discussion in any particular class. *They should consult with the Superintendent or designee to determine the appropriateness of the subject matter, guest speakers, and/or related instructional materials or resources.* Teachers should not spend class time on any topic which they feel is not suitable for the class or related to the established course of study.

(cf. 6141 – Curriculum Development and Evaluation)

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

(cf. 6161.11 – Supplementary Instructional Materials)

When providing instruction related to a controversial issue, the following guidelines shall apply:

- 1. The topic shall be suitable to the age and maturity of the students.*
- 2. Instruction shall be presented in a balance manner, addressing all sides of the issue without bias or prejudice and without promoting any particular point of view.*
- 3. The teacher may express a personal opinion provided he/she identifies it as a personal opinion and clarifies that he/she is not speaking on behalf of the school or district. The teacher shall not express an opinion for the purpose of persuading students to his/her point of view.*
- 4. No student's viewpoint shall be suppressed, provided such expression is not malicious or abusive toward others. Students shall be assured of their rights to form and express an opinion without jeopardizing their relationship with the teacher or school.*

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 6000

Instruction

BP 6144(b)

(cf. 5022 – Student and Family Privacy Rights)
(cf. 5145.2 – Freedom of Speech/Expression)
(cf. 6145.5 – Student Organizations and Equal Access)

5. Students shall be informed of conduct expected during such instruction and the importance of being courteous and respectful of the opinions of others.

(cf. 5131 – Conduct)
(cf. 5131.2 – Bullying)
(cf. 5137 – Positive School Climate)

6. Adequate factual information shall be provided to help students objectively analyze and evaluate the issue and draw their own conclusions.

7. The instruction shall not reflect adversely upon persons because of their race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, disability, religion, or any other bias prohibited by law.

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 5145.3 – Nondiscrimination/Harassment)
(cf. 5145.9 – Hate-Motivated Behavior)

8. The subject matter of the instruction shall not otherwise be prohibited by state or federal law.

The Board also expects teachers to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others.

When a guest speaker is invited to make a presentation related to a controversial issue, the Board requires that he/she be notified of this policy and the expectations and goals regarding the instruction. If the guest speaker is presenting only one point of view on an issue, the teacher shall be responsible for ensuring that students also receive information on the opposing viewpoints. Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic or social views or shall take active steps to neutralize whatever bias has been presented.

(cf. 6145.8 – Assemblies and Special Events)
(cf. 5145.2 – Freedom of Speech/Expression)

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 6000

Instruction

BP 6144(c)

When required by law or otherwise deemed appropriate by the teacher or administrator, parents/guardians shall be notified prior to instruction related to any controversial issue and parent/guardian consent shall be obtained for student participation. Students whose parents/guardians decline such instruction may be offered the option to participate in an alternative activity of similar value.

A student or parent/guardian with concerns regarding instruction about controversial issues shall be directed to appropriate district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

51550 Prohibited instruction or activity

51510 Prohibited study or supplemental materials

51511 Religious matters properly included in courses of study

51530 Prohibition and definition re advocating or teaching communism with intent to indoctrinate

51933 Sex education courses

51938 Right of parent/guardian to excuse child from sexual health instruction

60040 Portrayal of cultural and racial diversity

60044 Prohibited instructional materials

60045 Criteria for instructional materials

Adopted: 4-26-78

Amended: 4-14-82, 6-19-84, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: DECEMBER 10, 2013

SUBJECT: C.5.c. APPROVE AMENDMENT TO BOARD POLICY 6162.6 – USE OF COPYRIGHTED MATERIALS – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6162.6 – Use of Copyrighted Materials?

BACKGROUND: Board Policy 6162.6 is being revised to reflect new court decision reaffirming that federal criteria for determining “fair use” of copyrighted material must be weighted together on a case-by-case basis and do not exclude consideration of other factors. Board Policy 6162.6 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 6162.6 – Use of Copyrighted Materials.
 2. Do not amend Board Policy 6162.6 – Use of Copyrighted Materials.
 2. Adopt a modified version of the amendment to Board Policy 6162.6 – Use of Copyrighted Materials.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6162.6(a)

Use of Copyrighted Materials

The Governing Board recognizes *that district staff and students may use a variety of copyrighted materials in the educational program and other district operations. When such materials have not been purchased by the district for the intended use, the Board expects staff and students to respect the protections afforded by federal law to the copyright owners of those materials and respect any limitations by the copyright holder to the license of such materials.* the importance of ensuring that the district complies with federal law regarding copyrights. District staff and students are expected to maintain the highest ethical standards in using copyrighted materials.

*(cf. 1113 – District and School Web Sites)
(cf. 1114 – District-Sponsored Social Media)
(cf. 4040 – Employee Use of Technology)
(cf. 4119.21/4219.21/4319.21 – Professional Standards)
(cf. 4132/4232/4342 – Publication or Creation of Materials)
(cf. 5131.9 – Academic Honesty)
(cf. 6141 – Curriculum Development and Evaluation)
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)
(cf. 6161.11 – Supplementary Instructional Materials)
(cf. 6163.1 – Library Media Centers)*

Any literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, audiovisual or motion picture, sound, architectural, or other original work shall be assumed to be a copyrighted work, regardless of whether the work appears in print, audio, video, electronic, or other fixed and tangible form.

Before reproducing a copyrighted material for instructional or other district purposes, a staff member shall determine if the material is in the public domain or if the intended use of the material meets the criteria for fair use or another exception pursuant to 17 USC 107-122. If the material is not in the public domain or no recognized exception applies, the staff member shall seek permission of the copyright holder before using the material.

The Superintendent or designee shall inform staff that inclusion of an attribution citing the author and source of a copyrighted materials does not absolve the staff member from the responsibility to either obtain permission or satisfy criteria for fair use or another exception.

If a staff member is uncertain as to whether the intended use of the materials meets the criteria for fair use or another exception, he/she shall take the safest course and seek permission from the copyright holder to use the material or, if it is impracticable to obtain permission, shall contact the Superintendent or designee for clarification and assistance.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6162.6(b)

Students shall not copy or distribute copyrighted works to others. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

(cf. 3300 – Expenditures and Purchases)

(cf. 3312 – Contracts)

(cf. 6163.4 – Student Use of Technology)

~~When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright law, Board policy, and administrative regulation. The district shall not be responsible for any violation of copyright laws by its staff or students. If a staff member is uncertain as to whether reproducing or using copyrighted materials complies with the law, he/she shall contact the Superintendent or designee for clarification and assistance. At no time shall it be necessary for a district employee to violate copyright laws in order to perform his/her duties.~~

~~*(cf. 4040 – Employee Use of Technology)*~~

~~*(cf. 4119.1/4219.1/4319.1 – Civil and Legal Rights)*~~

~~*(cf. 6161 – Equipment, Books and Materials)*~~

~~*(cf. 6161.11 – Supplementary Instructional Materials)*~~

~~The Superintendent or designee shall ensure that the district observe all publisher licensing agreements between vendors and the district, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users for a single program, the district shall not make multiple copies of a computer program or software. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.~~

~~*(cf. 0400 – District Technology Plan)*~~

The Superintendent or designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.

(cf. 4131/4231/4331 – Staff Development)

Legal Reference:

EDUCATION CODE

35182 Computer Software

UNITED STATES CODE, TITLE 17

101-122 Subject matter and scope of copyright, especially:

102 Definitions

106 Copyright protection

107 Fair use

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6162.6(c)

110 Limitations on exclusive rights: Exemption of certain performances and displays

504 Penalties for copyright infringement

COURT DECISIONS

Cambridge University Press et al. v. Becker et al. (N.D.Ga. 2012) 863 F.Supp.2d 1190

Campbell v. Acuff-Rose Music, Inc., (1994) 510 U.S. 569

Marcus v. Rowley (9th Cir., 1982) 695 F.2d1171

Management Resources:

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Copyright Law: Do Schools Need a License to Show a Movie?, School Law Review, July 2010

U.S. COPYRIGHT OFFICE PUBLICATIONS

Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, 1995

Circular 22: How to Investigate the Copyright Status of a Work., rev. 2013

Circular 23: The Copyright Card Catalog and the Online Files of the Copyright Office, rev. 2012

WEB SITES

Copyright Clearance Center: <http://www.copyright.com>

Copyright Society of the USA: <http://www.csusa.org>

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

University of California, Copyright Education:

<http://copyright.universityofcalifornia.edu/usingcopyrightedworks.html>

U.S. Copyright Office: <http://www.copyright.gov>

Adopted: 7-21-87

Amended: 9-17-02, 11-18-08

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 10, 2013

SUBJECT: C.5.d. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9010 – PUBLIC STATEMENTS - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Bylaws of the Board 9010 – Public Statements?

BACKGROUND: Board Bylaw 9000 is updated to add concepts related to communicating the district’s message in a manner that promotes public confidence in the Board’s leadership, refraining from disclosing confidential information, and adhering to the same standards and protocols established for other Board communications when participating on social networking sites, blogs, or other electronic media. Board Bylaw 9000 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve the amendment of Bylaws of the Board 9010 – Public Statements.
 2. Do not approve the amendment Bylaws of the Board 9010 – Public Statements.
 3. Adopt a modified version of the amendment to Bylaws of the Board 9010 – Public Statements.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9010(a)

Public Statements

The Governing Board recognizes the **responsibility** rights of Board members ***in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right*** to freely express their **personal** views. ~~and encourages open discussion of issues during the Board meeting.~~ ***However, to ensure communication is a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.*** ~~The Board believes that effective Board members have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern the district.~~

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9121 - President)

(cf. 9200 - Limits of Board Member Authority)

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

(cf. 9005 - Governance Standards)

(cf. 9111 - Disclosure of Confidential/Privileged Information)

When speaking to community groups, other members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols

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

Series 9000

Bylaws of the Board

BB 9010(a)

established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

(cf. 1113 – District and School Web Sites)
(cf. 1114 – District-Sponsored Social Media)
(cf. 1340 – Access to District Records)
(cf. 9012 – Board Member Electronic Communications)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

GOVERNMENT CODE

6250-6270 California Public Records Act

54960 Actions to stop or prevent violation of meeting provisions

54963 Confidential information in closed session

Management Resources

WEB SITES

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

Adopted: 3-2-83

Amended: 11-6-84, 9-11-90, 3-12-02, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 20, 2009

SUBJECT: C.5.e APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9250 – REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Bylaws of the Board 9250 – Remuneration, Reimbursement, and Other Benefits?

BACKGROUND: Board Bylaw 9250 is updated to delete material requiring the district to establish a minimum percentage of the Board meeting that must be attended in order for a Board member to receive compensation, add statement clarifying that student Board members do not receive compensation, and reflect legal requirement to announce any addition compensation received whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting. Board Bylaw 9250 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve the amendment of Bylaws of the Board 9230 – Board Candidate Orientation.
 2. Do not approve the amendment Bylaws of the Board 9230 – Board Candidate Orientation.
 3. Adopt a modified version of the amendment to Bylaws of the Board 9230 – Board Candidate Orientation.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9250(a)

Remuneration, Reimbursement And Other Benefits

Remuneration

The Governing Board views Board service as a voluntary contribution to the community and elect not to receive the compensation to which *they are entitled pursuant to Education Code 35120*. ~~it is entitled by law.~~

Reimbursement of Expenses

Board members shall be reimbursed for *actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.*

(cf. 1160 – Political Processes)

(cf. 3100 – Budget)

(cf. 3350 – Travel Expenses)

Board members shall be reimbursed for traveling expenses incurred when performing services directed authorized in advance by the Board. (Education Code 35044)

(cf. 9240 - Board Development)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

~~The rate of reimbursement shall be the same rate specified for district personnel.~~

~~*(cf. 3350 – Travel Expenses)*~~

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program provided for district employees.

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

The district shall pay the actual premium or the current CAP amount toward the cost of premiums required for Board members electing to participate in the district health and welfare benefits program whichever is less.

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9250(b)

Legal Reference:

EDUCATION CODE

~~1090 Compensation for members and mileage allowance~~
33050-33053 General waiver authority
33362-33363 Reimbursement of expenses for attendance at workshops
35012 Board members; number, election and term
35044 Payment of traveling expenses of representatives of board
35120 Compensation for services as member of governing board
35172 Promotional activities
44038 Cash deposits for transportation purchased on credit

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

8314 Use of public resources

20322 Elective officers; election to become member

20420-20445 Membership in Public Employees' Retirement System; definition of safety employees

53200-53209 Group insurance

54952.3 Simultaneous or serial meetings; announcement of compensation

HEALTH AND SAFETY CODE

1373 Health services plan, coverage for dependent children

INSURANCE CODE

10277-10278 Group and individual health insurance, coverage for dependent children

UNITED STATES CODE, TITLE 26

403 Tax-sheltered annuities

UNITED STATES CODE, TITLE 42

18011 Right to maintain existing health coverage

CODE OF FEDERAL REGULATIONS, TITLE 26

1.403(b)-2 Tax-sheltered annuities, definition of employee

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

91 Ops.Cal.Atty.Gen. 37 (2008)

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Sample Expense and use of Public Resources Policy Statement, January 2006

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax-Sheltered Annuity Plans (403(b)) Plans for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013

WEB SITES

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

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

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

Public Employees' Retirement System: <http://www.calpers.ca.gov>

Adopted: 10-19-77

Amended: 11-6-84, 9-4-90, 3-12-02, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: IV.1 MONTHLY CASH FLOW REPORT

DISCUSSION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow through November of the 2013-14 school year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. The transition from traditional Revenue Limits to the new Local Control Funding Formula, and an attendant shift in appropriation funding schedules that still defers current year cash to the subsequent fiscal year, continues to present significant issues in the management of the District's cash flow. Given this critical period in school district finance, budget, and cash management, the Business Office regularly generates cash flow reports as an ongoing tool to assist the Administration and Board in analyzing and managing the District's cash and maintaining fiscal solvency. This report is updated monthly to reflect actual receipts and disbursements and to update projections based on the latest information.

This report was still being prepared as this agenda was going to press and will be forwarded to the Board during the week of December 2, 2013.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 10, 2013
SUBJECT: IV.2. ENROLLMENT AND ATTENDANCE REPORT – 2013-14 MONTH 3
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 2 of the 2013-14 school year?

BACKGROUND: As student enrollment and attendance plays a key factor in General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared current enrollment and attendance information through the end of the most recent reporting period to assist in this review. This report will be updated and reported to the Board each month at its regular meetings,

This report was still being prepared as this agenda was going to press and will be forwarded to the Board during the week of December 2, 2013.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: Debra A. Burgher, Principal. Brookside Elementary School

DATE: December 10, 2013

SUBJECT: Brookside Elementary School, Monthly Board Report

SCHOOL SITE COUNCIL MEETING:

Brookside Site Council met on November 5th. Agenda items included: Safe School Plan, increasing student musical performances, Sun Shades for playground areas and a Common Core update.

TEACHING AND LEARNING:

Kindergarteners re-enacted the story of the Pilgrims and the Wampanoag Indians who helped them survive. Classes hosted a feast for parents and guests. First graders are learning about birds and doing an art project with cardinals. They are also making snow people and writing snow stories. Students in second grade read the book Molly's Pilgrim and made dolls. Third graders are using natural materials to create Chumash Villages based on historical drawings and information. Fourth grade students created California landform maps and designed terrariums. Fifth grade scientists are learning about the uneven heating of our earth's surface and how convection currents create wind.

PTA REFLECTIONS HONOREES:

On November 25th, twelve Brookside students received honors at *The Conejo Council PTA 2013 Reflections Night* held at Thousand Oaks High School. Each year, the PTA Reflections Program challenges students to create art inspired by a specific theme. This year's theme is "Believe, Dream, Inspire". Brookside students receiving awards: Lior Ruben, Eva Doyle, Jai Bhatia, Elena McFadden, Andrew Hearst, Danica Gortner, Chelsea Stone, Katie Hearst, Daniella Becerra, Keller Slotnick, Jax Coopersmith, Lucy Heine, Yale Coopersmith.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified School District Board of Education

FROM: Erik Warren, Principal, Oak Hills Elementary School

DATE: December 10, 2013

SUBJECT: Monthly Board Report

Thanksgiving Celebrations

Thanksgiving is one of the great family celebrations of the year. Our Oak Hills family enjoyed a great Thanksgiving last week, including great performances from our Kindergarteners and First Graders. At each performance, the students shared what they have learned about Pilgrims, Native Americans, turkeys, and being thankful. As they practice their songs and plays, our students not only learn to perform, they perform to learn. They did a great job at all the shows!

Book Fair

There are many things to be thankful for at Oak Hills, and one of the most important is the continuing generosity of our parents and volunteers. We owe a huge thank you to our PTA for putting on another very successful Book Fair. I was excited to see so many books heading home with our students, as parents continue to create the literature-rich environments at home in which our students thrive! I am also especially thankful for all the families who purchased books to be donated to our classroom libraries. Great teaching requires that we have high-quality, high-interest literature to challenge readers at every level. The generous support from our parents and PTA is greatly appreciated.

Lunch Recess – Expanded Options for Students

Much of the learning at Oak Hills extends far beyond the walls of the classroom and the traditional academic subjects. Students need opportunities to learn how to interact with peers, have fun, and solve problems in a positive way. Therefore, an essential part of the school day is the unstructured play time of recess. Students need the opportunity to select and create a wide range of games and activities. Some children will be most comfortable when playing traditional sports activities, others choose to engage in more imaginative play. Some will join together in large groups, others will pair off with a friend or two. In an effort to ensure that there is something for everyone at recess time, we have added two new options for lunch recess: Art Time and Computer Time. Students may choose to “play” in the Computer Lab or Art Court and in a format that is more social and less structured than regular computer or art class. Students can extend their skills or even discover a talent they never knew they had. These sessions will be guided by our computer instructor, Ian Williamson (aka Mr. K), and our art consultant, Melanie Katzner.

Respectfully Submitted;

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: Jon A. Duim, Principal, Red Oak Elementary School

DATE: December 10, 2013

SUBJECT: Monthly Board Report

Report Card Conferences

Teachers used six days from November 7 to 15 to hold conference with parents regarding the educational progress of their students. Report cards were distributed at this time. The upper grade conferences also included the students so that together as a team, improvement goals could be set up to help ensure future progress.

Community Service

Red Oak continues to collect contributions to support worthy causes in our community and across the world. We have had a great outpouring of aid for military personnel stationed overseas with our collection of unwanted Halloween candy, a huge amount of donated food came in for local needy families sponsored by the Santa Comes to Agoura organization and funds were generously contributed to support relief efforts for the victims of the recent typhoon in the Philippines.

Book Fair

Our PFA organized a book signing for author and Red Oak parent, Drew Daywalt at Barnes and Noble on Friday, November 15. He read and signed his best selling book, *The Day the Crayons Quit*. Currently the book is #2 on the New York Times Children's Best Seller's List. It had been #1 and has been on the list for 18 weeks. The Time's described the story thus, "A colorful problem arises when Duncan's crayons revolt." Our librarian, Joann Fritzen also read stories to children. Our PFA arranged to receive a percentage of the proceeds from the sell of the book.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: DECEMBER 10, 2013
SUBJECT: MONTHLY SCHOOL REPORT

6th Grade Outdoor Education Curricular Trip December 3-6: Students and MCMS faculty will spend three days and four nights at the Pali Institute in Running Springs. They will participate in lots of hands-on science, team-building activities and ropes courses.

Medea vs. Lindero December 12th: 8th graders play their annual soccer game at Medea at 3:00

Winter Concert December 12th @ 6:00p.m.: Music, chorus and holiday cheer: another concert featuring beginning, advanced and Jazz band, and Chorus (with some special, added voices) under our fine Band Director, Elana Levine.

School Tours Continue December 10th at 9:00 a.m.: Families should meet in the main office for an informative and welcoming tour.

Quarter 2 Progress Reports are posted on Q December 13th

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified Board of Education

FROM: Kevin Buchanan, Principal, Oak Park High School

DATE: December 10, 2013

SUBJECT: Monthly Board Report

Fall Athletics

All of the OPHS fall athletic teams qualified for CIF Playoffs. Varsity Football went 9-1 in the season made the CIF semifinal playoffs and by the time you read this we'll know if we've won a CIF Championship. Thanks to Coach Terry Shorten who was named Ventura and Tri-County Coach of the Year and our Football staff was named Coaching staff of the year. Girls' cross country made State finals, and Sahm Bazargan qualified for State for the boys. Girls Volleyball made it to the second round and Girls Tennis also went out in the second round to the top seeded team. Freshman Annette Goulak is the top ranked player in Ventura County. Thanks to Al Calce and all the dedicated parents who helped at the XC meets and those early morning practice runs. Thanks to Girls Tennis Coach Schnaible and to Patrick Quinn for his work with the Girls Volleyball this season.

Winter sports are all off and running with boys and girls basketball in pre-season games under coaches Aaron Shaw and Kenny Golub. And we are now in the second year of fielding frosh/soph boys and girls soccer teams in addition to JV and Varsity all under the capable guidance of Coaches Bryan Collins and Mark Zeolla.

Midsummer Night's Dream

Casting is complete for OPHS production of Shakespeare's *Midsummer Night's Dream* January 16 -18. This production, directed by Don Enoch with musical direction by Ann Reinking, will be a classical rendition of Shakespeare tale of love, fairies, and magic in the sensual Forest of Arden.

OPHS Band and Choir Holiday Concert

The OPHS Choir, Concert Band, Jazz Band will be holding their Winter Concert on December 11th

College Board Advanced Placement Honor Roll

OPUSD has been named on a list of 477 districts across the U.S. and Canada being honored for increasing access to AP[®] course work while simultaneously maintaining or increasing the percentage of students earning scores of 3 or higher on AP Exams. Reaching these goals indicates that these schools are successfully identifying motivated, academically prepared students who are likely to benefit from rigorous AP course work.

College Applications

Students and counselors have been very busy meeting the November 30 application deadline and more and more students are applying early action and early decision. Financial Aid workshops are scheduled as the FAFSA deadline looms on December 31st.

Respectfully Submitted by:

**Anthony W. Knight, Ed.D.
Superintendent**

TO: Members of the Oak Park Unified Board of Education

FROM: Stewart McGugan, Director of Alternative Education

DATE: December 10, 2013

SUBJECT: Monthly Board Report



OAK VIEW HIGH SCHOOL

MODEL SCHOOL REVIEW

This was the highlight of our month. All of our teachers, parents and students played a huge role in preparing for our visit. The Principal and a teacher from Pacific High School paid us a visit. We had a day filled with activities and groups for them to review. We started off the day by inviting our visitors to meet with our staff and then we continued by holding key visits with our parents, district personnel, board members, Fish team, ASB and Clean Teen Team. Since the visit was on a Thursday, we were able to conclude the day by showing off our athletics, our gardening group and our community service group. Through the day, the visiting team repeatedly emphasized how lucky we are to work with such a supporting team. They recalled how many of the students kept saying how they felt like our school was a big family. The visiting team commented that they felt those comments from the student body represented the key foundation as to why our kids seemed to be so involved in their curriculum, support groups and each other.

FIELD TRIPS

We had a successful field trip for fifteen of our seniors to Moorpark Community College. They were able to tour the campus. This includes: language labs, computer labs, bookstore, main offices and resources. This was a great event, because Mrs. Allen will tie this into her Careers class and now all students will know how to register for classes. This trip proved to be a very practical and real-world learning lesson for our students.

GIVING THANKS BBQ

We are holding our ninth annual Turkey Walk and BBQ. This event will be start with a mile walk to the Simi Valley/Oak Park Community Center (Duck Pond). At the duck pond, all students, teachers, parents and administrators will individually quickly say what they are thankful for in their lives. When we return to the campus, it will be filled with the smell of BBQ Turkey burgers and turkey wings. Thank you to our parent volunteers for cooking for us all.

AWARDS

Susan Allen's class won California Readers Literacy Award. This award was from an essay that Mrs. Allen wrote on how she would use the author in her classroom when he/she visited regarding literacy. She won and our English classes will receive the following:

- Author/Illustrator single presentation with 2 classrooms of student viewers.
- One book autographed by the author for the winning classroom.
- Ten books from the California Collection for the winning classroom.
- Copy of the California Readers' publication Author Visits – designed to give ideas and tips on how to host an author/illustrator school visit.

These books will make their way to Mrs. Allen's famous library.



OAK PARK INDEPENDENT SCHOOL

CCIS CONFERENCE

Mrs. Hong, Mrs. Harrison, Mr. DeLong, Mrs. Purkey and I attended the California Consortium for Independent Study (CCIS) conference in Anaheim. This was a two-day conference that was geared toward Independent school policies on A-G requirements, NCAA, Attendance requirements, and Common Core. We all had a great time with each other and enjoyed many laughs. While we left the conference feeling confident about our school, we also all see goals we can set in areas that could use improvement. We are looking forward to implementing some of these new strategies to our program.

SUMMER SCHOOL

Barry Myerson and I met to discuss the possibility of running an Independent Summer school that would be held at OPIS. This summer school program would be an option geared towards credit recovery for high school students, in and out of the district. Throughout this process we will collaborate with the high school. We are looking to pilot a new A-G and NCAA approved program called Scout that would offer classes online. All of these classes are CP and above and would be taught by our OPUSD teachers. If this program is successful, then we will look to possibly implement it as a supplement to our OPIS program in the future.

FIELD TRIPS

Next week, we have our Nethercutt Museum field trip that showcases more than 130 of the world's greatest antique, vintage, classic and special interest automobiles. An amazing collection of automobile mascots, antique furniture, clocks and watches, and one of the world's finest collections of mechanical musical instruments is displayed in the music room. The tour culminates with a 5,000 pipe Wurlitzer Theatre organ.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified School District Board of Education

FROM: Kim Gregorchuk, Director, Oak Park Neighborhood School

DATE: December 10, 2013

SUBJECT: Monthly Board Report

Oak Park Neighborhood School has been busy learning about colors, the properties of paint, the properties of clay, and we are about to begin learning about the properties of paper. We have turned a corner of the atelier into a paper area with many different kinds of paper for the children to explore. After they have torn, rolled, crinkled, crumbled, and twisted the different types of paper, we will add spray bottles, scissors, paintbrushes, and more to the area for the children to continue their explorations.

The Parent Advisory Board has purchased an outdoor block set for our playground. These are large, wooden, Lego-like blocks that are made to be used outdoors. They are reinforced with UV resistant rubber corners and stainless steel hardware. They come with a storage shed, a wheelbarrow, and wheel-like parts. We expect many hours of fun and imaginative play. Not only did we get a fabulous new block set, but the children also discovered the joy of boxes.



Our parents also put on a Diwali celebration for the children. We had beautiful chalk drawings on our sidewalks, delicious food, colorful saris to dress up in, and each child made a clay diya (oil lamp).

I would like to invite each of you to our annual Holiday Concert on Tuesday, December 17th, from 9:30 to 10:00am.

Have a wonderful Thanksgiving and Holiday Season.

Respectfully Submitted;

Anthony W. Knight, Ed.D.
Superintendent