

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #869

DATE: December 11, 2012

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

TIME: **5:30 p.m. Closed Session**
6:00 p.m. Open Session

Please Note Later Start Time

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

Jan Iceland, President
Allen Rosen, Vice President
Mary Pallant, Clerk
Barbara Laifman, Member
Sepideh Yeoh, Member
Matt Dods, 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
Jane Mintz, Director, Educational Technology
Susan Roberts, Director, Pupil Services
Cliff Moore, Consultant

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

11/30/2012

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 15, 2013

Closed Session 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 #869
December 11, 2012

CALL TO ORDER - Followed by Public Comments/ 5:30 p.m.

CLOSED SESSION: 5:30 p.m.

RECONVENE OPEN SESSION: 6:00 p.m. (approximate)

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

III. RECESS TO CLOSED SESSION FOR DISCUSSION AND/OR ACTION ON THE FOLLOWING ITEMS:

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT: Instructional Assistant I Music, Instructional Assistant I PE, Instructional Assistant II Sub, Instructional Assistant I PE Sub, Food Service Worker Sub, Campus Supervisor Sub, Guest Teacher

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

Employee organizations: Oak Park Teachers Association and Oak Park Classified Association

IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: _____ 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. Remarks from Board Members
2. Remarks from Student Board Representative
3. Remarks from Superintendent
6. Report from School Site Councils
5. Report from Facilities Planning Committee

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

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 14, 2012**
- b. Public Employee/Employment Changes 01CL22016-01CL22038 & 01CE05925-01CE05993** **1**
- c. Approve Purchase Orders – November 1 – November 28, 2012** **4**
Board Policy 3300 requires Board approval of Purchase Orders
- d. Approve Overnight Trip for Oak Park High School Winter Athletic Team(s) Who Qualify for CIF Play-Offs** **8**
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BOARD

- a. Approve Nomination of Sepideh Yeoh to the CSBA Delegate Assembly to complete Jan Iceland’s Term** **9**
Board is asked to formally nominate Sepideh Yeoh to the CSBA Delegate Assembly to complete Jan Iceland’s term
- b. Administration of Oath of Office to Barbara Laifman, Sepideh Yeoh and Jennifer von Schneidau** **11**
Education Code 5017 and Election Code Section 10554 require newly appointed Board Members to be sworn in prior to assuming official duties

Recognition and Reception for Jan Iceland

- c. Election of Officers of the Board of Education** **13**
Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually
- d. Select and Approve School Board Representative to the County Committee on School District Organization** **15**
Education Codes 35023 and 72403 require the Board to annually select a representative to the County committee
- e. Approve Certification of Signatures** **17**
Education Codes 42632 and 42633 require annual Certification of Signatures after election of Board Officers
- f. Approve Designation of Secretary/Authorized Agent of the Board of Education** **21**
Education Codes 35025 and 35034 and Bylaws of the Board 9122 empower the Board to designate the Superintendent as its Secretary and Authorized Agent
- g. Approve Proposed Board Meeting Schedule for Calendar Year 2013** **23**
To select and approve the meeting schedule for the Governing Board for the calendar year
- h. Confirmation and Designation of Board Representatives to District Committees** **25**
Board Members will select District Committee representation for the remainder of the school year

3. <u>BUSINESS SERVICES</u>	
a. Approve Updated Master Plan	27
<i>Board asked to approve an updated Facility Master Plan</i>	
b. Approve Amendment #3 to Agreement with Balfour Beatty, Inc. for Program/Construction Management Services	29
<i>Board Policy 3312 Requires Board approval for contract for services</i>	
c. Approve Change Order #2, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School	31
<i>Board approval required for change orders</i>	
d. Approve Notice of Completion, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School	33
<i>Board approval required for job completion</i>	
e. Approve Notice of Completion, Project 12-07R, Building 300 Modernization at Brookside Elementary School	35
<i>Board approval required for job completion</i>	
f. Approve Notice of Completion, Project 12-11R, Asphalt Parking Lot Repairs at Medea Creek Middle School	37
<i>Board approval required for job completion</i>	
g. Approve Notice of Completion, Project 12-25R, Roof Repair and Replacement, Building E, at Medea Creek Middle School	41
<i>Board approval required for job completion</i>	
h. Approve Projected Enrollment and Interdistrict Transfers	45
<i>Annual review of enrollment capacity and District of Choice transfers</i>	
i. Approve Fiscal Year 2012-13 First Interim Financial Report, Certification and Budget Revisions	47
<i>Education Code 42130 and 42131 and Board Policy 3460 requires the Board to approve and certify financial reports filed on behalf of the District</i>	
j. Approve Agreement for E-Rate Consulting Services	49
<i>Board Policy 3312 Requires Board approval for contract for services</i>	
k. Approve Funding for the Our Children's Future Donation	57
<i>Board is asked to approve use of the remaining Legacy Brick Donation</i>	
l. Approve Donations	59
<i>Board Policy 3290 requires Board approval for donations to the District</i>	
4. <u>HUMAN RESOURCES</u>	
a. Public Disclosure and Approve Collective Bargaining Agreement Between the District and Oak Park Classified Association	61
<i>Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements</i>	
b. Public Disclosure and Approve Collective Bargaining Agreement Between the District and Oak Park Teachers Association	63
<i>Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements</i>	
c. Approve Retirement Incentive Plan for Certificated Personnel	65
<i>Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements</i>	
5. <u>BOARD POLICIES</u>	
a. Approve Amendment to Board Policy 6178 – Career Technical Education – Second Reading	67
<i>Mandated policy updated to list types of career technical education (CTE) programs that may be offered, reflects concepts of linked learning based on definition in new law (AB 730, 2011)</i>	

which establishes a pilot project, reflects new law (AB 1330, 2011) which allows districts to establish CTE as an optional graduation requirement, and reflects new law (AB 1304) which authorizes the CTC to issue a “recognition of study in linking learning” following a teacher’s completion of an approved course.

- b. **Approve Amendment to Board Policy 7310 – Naming of Facility – First Reading** 75
The Board would like to review this policy. It is submitted with changes suggested by staff.
- c. **Approve Amendment to Board Policy 3290 – Gifts, Grants and Bequests – First Reading** 79
The Board would like to review this policy. It is submitted with changes suggested by staff.

VII. INFORMATION ITEMS

- 1. **Monthly Enrollment and Attendance Report** 85
- 2. **Monthly Cash Flow Report** 87
- 3. **Monthly Measure R Budget Report** 89

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

- 1. Brookside Elementary School Report 91
- 2. Oak Hills Elementary School Report 92
- 3. Red Oak Elementary School Report 93
- 4. Medea Creek Middle School Report 94
- 5. Oak Park High School Report 95
- 6. Oak View High School/Oak Park Independent School 96
- 7. Oak Park Neighborhood School 97