

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #919

DATE: December 8, 2015

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
Barbara Laifman, President
Allen Rosen, Vice President
Drew Hazelton, Clerk
Denise Helfstein, Member
Derek Ross, Member
Josh Weisberg, 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 19, 2016

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 #919
December 8, 2015

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 Ruitao “Ray” Zhang for his participation in the All-National Honor Concert Band
2. Presentation of Partners in Education Awards to Mike Paule and Lori Getz
3. Recognition of Pat Ramirez and Rudy Munoz on their retirement from OPUSD
4. Remarks from Board Members
5. Remarks from Student Board Member
6. Remarks from Superintendent
7. Report from School Site Councils
8. Report from Facilities Planning Committee
9. Report from Technology

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 17, 2015](#)
- b. [Public Employee/Employment Changes 01CL22956-01CL22968 & 01CE07528-01CE07546](#)
- c. [Approve Purchase Orders – November 1-20, 2015](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America \(FBLA\) – April 14-17, 2016](#)
Board Policy 6153 requires Board approval for student overnight trips

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. Confirmation and Designation of Board Representatives to District Committees

Board Members will select District Committee representation for the remainder of the school year

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 Certification of Signatures

Education Codes 42632 and 42633 require annual Certification of Signatures after election of Board Officers

e. 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

f. 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

3. BUSINESS SERVICES

a. Approve Fiscal Year 2015-2016 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

b. Public Hearing and Approval of Certification of Compliance with Children's Internet Protection Act

The Children's Internet Protection Act (CIPA) requires the Board of Education to hold a public hearing and approve Certification of Compliance

c. Approve Amendment 6 to Agreement for Measure R Program/Construction Management Services

Board Policy 3312 requires Board approval for contracts for services

d. Approve Measure C6 Bond Fund Equipment Purchases – Instructional Equipment at Oak Park High School

Board approval required for C6 purchases

4. BOARD POLICIES

a. Approve Amendment to Board Policy and Administrative Regulation 3270 – Sale and Disposal of Books, Equipment and Supplies - Second Reading

Policy updated to Board roles in determining whether the value of the property is sufficient to warrant a sale and in approving the terms and conditions of the sale. Policy also reflects new law (SB 971, 2014) which eliminates the mandate to adopt rules for the identification of obsolete instructional materials.

b. Approve Amendment to Board Policy 6190 – Evaluation of Instructional Program - Second Reading

Policy updated to reflect the suspension of the state Academic Performance Index and new law (AB 104, 2015) which adds homeless students to the definition of numerically significant student subgroups whose progress toward district goals must be annually assessed.

IV. INFORMATION ITEMS

V. OPEN DISCUSSION

VI. ADJOURNMENT:

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

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

11-17-15

#918

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:35 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 5:35 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, reconvened the regular meeting to order at 6:05 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Ms. Barbara Laifman, President, Mr. Allen Rosen, Vice President, Mr. Drew Hazelton, Clerk, Ms. Denise Helfstein, Member, Mr. Derek Ross, Member, and Mr. Josh Weisberg, Student Board Representative

STAFF PRESENT

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

FLAG SALUTE

Zach Borquez led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

Dr. Knight reported the Board of Education took no action in Closed Session this evening.

ADOPTION OF AGENDA

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education adopted the agenda as presented except to move item B.1.b. to Action. Motion carried Aye: Helfstein, Hazelton, Laifman, Rosen, Ross, No – 0.

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported he attended the OPHS Disney Choir Concert. Board Member Denise Helfstein reported she continues to work as a parent member to the OPHS WASC group, she attended the Curriculum Committee meeting, Red Ribbon Week activities at BES including a great assembly, and the OPHS Marching Band performance for BES students. Board Member Drew Hazelton stated he would like to recognize the OPHS Fall sports teams for their fine showing this season. He thanked all the parents, volunteers, coaches and students for their hard work. Mr. Hazelton reported he attended the BES bingo night, parade and book fair, conducted Citizens Oversight Committee interviews with Derek Ross, attended the Needs Assessment Committee meeting and attended the memorial service with Barbara Laifman for Kate Edwards and her mother held this past Sunday. Board Member Derek Ross reported he also conducted interviews for the Citizens Oversight Committee, attended the EEAC meeting, attended the OPHS Disney Choir Concert, took a tour of MCMS with Principal Brad Benioff,

attended his first OPHS football game against Calabasas H.S., attended the Needs Assessment Committee meeting, and the OPHS Marching Band performance at ROES. He reported the Oak Park Recreation and Parks Committee toured their facilities in Oak Park and discussed how to proceed with Mae Boyer Park. Board Member Barbara Laifman reported she attended the Wellness Council and Friends meetings. The Community Outreach Committee meets tomorrow.

REPORT FROM STUDENT REPRESENTATIVE

Josh Weisberg reported ASB discussed their Constitution in preparation for the WASC visit, this week is their food drive, ASB is planning the next rally and considering holding a Classic Car Show.

REPORT FROM SUPERINTENDENT

Dr. Knight reported he attended two field trips over the last week. He visited the Gentle Barn in Santa Clarita with students from OPIS and attended the opera *Moby Dick* with OPHS AP English class at the Music Center in L.A. Dr. Knight reported the new garden program is starting strong and October was Suicide Awareness month at OPHS. He reported OPIS is planning a butterfly garden and bench as a memorial to Kate Edwards and he announced the passing of the District's first Superintendent, Dan Thompson.

REPORT FROM SCHOOL SITE COUNCILS

The Board received reports from BES, OHES, ROES and OPHS regarding discussions at School Site Council meetings.

C.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting October 20, 2015](#)
- c. [Approve Purchase Requisitions - October 1 through October 31, 2015](#)
- d. [Ratify Overnight for Oak Park High School Girls' Basketball Team – November 13, 2015](#)
- e. [Approve Expulsion of Student in Disciplinary Case #01-15/16](#)
- f. [Approve Notice of Completion, Project, 14-29F, Solar Power Design/Build Contract at Oak Park High School](#)
- g. [Approve Notice of Completion, Project 15-02R, Shade Sail Structures at all District Elementary Schools](#)
- h. [Approve Disposal of Obsolete Personal Property](#)
- i. [Approve Addendum to Mandated Cost Program Advisory and Compliance Services Agreement with School Innovations & Achievement](#)

ACTION

- a. [Public Employee/Employment Changes 01CL22934-01CL22955 & 01CE07509-01CE07527](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved Public Employee/Employment Changes 01CL22934-01CL22955 & 01CE07509-01CE07527. Motion carried: Aye - Hazelton, Helfstein, Laifman, Ross, No – 0, Recuse – Rosen.

2. BUSINESS

- a. [Approve Appointments to the 2015-16 Oak Park Citizen's Oversight Committee](#)

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the appointment of Ryan Schnobrick, Adam Findley and Bing Xu to the 2015-16 Oak Park Citizen's Oversight Committee. Motion carried: Aye - Hazelton, Helfstein, Laifman, Rosen, Ross, No - 0.

b. Approve and Certify 2015-2016 School Bell Schedules and Minimum Instructional Minutes

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved and certified the 2015-2016 School Bell Schedules and Minimum Instructional Minutes. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No - 0.

c. Approve Measure C6 Bond Fund Equipment Purchase – Maintenance and Operations Vehicles

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Measure C6 Bond Fund Equipment Purchase - Maintenance and Operations Vehicles from Downtown Ford Sales of Sacramento, CA, in the total amount of \$149,814. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

d. Ratify the Award of Contract for Measure C6 Bond Fund Equipment Purchase – Districtwide Security Cameras – Phase 2

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education ratified the award of contract for Measure C6 Bond Fund Equipment Purchase – Districtwide Security Cameras – Phase 2 to Blue Violet Networks for cameras in the amount of \$130,086 and to Pacific Coast Sound and Communications (PacifiCom) for cabling in the amount of \$12,995. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

e. Approve Measure C6 Bond Fund Equipment Purchase – Instructional Equipment for Oak Park High School

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Measure C6 Bond Fund Equipment Purchase – Instructional Equipment for Oak Park High School of risers from Wenger Corporation in the amount of \$10,025. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

3. CURRICULUM

a. Approve District Instructional Calendars for 2016-2017 and 2017-2018

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the District Instructional Calendars for 2016-2017 and 2017-2018. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. Approve Revised Physical Education Requirements for Oak Park High School

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the revised Physical Education Requirements for Oak Park High School. The Board included in the motion that OPHS provide longitudinal and aggregated data on students over the next couple of years. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

4. HUMAN RESOURCES

a. Approve 2016-2017 and 2017-2018 Classified Employees Holiday Calendars

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the 2016-2017 and 2017-2018 Classified Employees Holiday Calendars. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. Approve Early Retirement Incentive Memorandum of Understanding

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

5. BOARD

a. Approve Selection of Annual Organizational Board Meeting – December 8, 2015

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the selection of the Annual Organization Board Meeting on December 8, 2015. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

6. BOARD POLICIES

a. Approve Amendment to Board Policy and Administrative Regulation 3270 – Sale and Disposal of Books, Equipment and Supplies- First Reading

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education tabled the amendment to Board Policy and Administrative Regulation 3270 – Sale and Disposal of Books, Equipment and Supplies for further information from CSBA. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. Approve Amendment to Board Policy and Adopt Administrative Regulation 4154, 4254, 4354 – Health and Welfare Benefits – First Reading

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy and adopted Administrative Regulation 4154, 4254, 4354 – Health and Welfare Benefits on first reading. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

c. Approve Amendment to Board Policy and Administrative Regulation to Board Policy 5141.31 - Immunizations – First Reading

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy and Administrative Regulation of Board Policy 5141.31 – Immunizations on first reading. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

d. Approve Amendment to Board Policy 6190 – Evaluation of the Instruction Program – First Reading

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education tabled the amendment to Board Policy 6190 – Evaluation of Instruction Program for further information from CSBA. Motion carried: Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No- 0.

VIII. OPEN DISCUSSION

Allen Rosen shared with the Board a clip from a CBS Morning Show regarding a school in Northern California who uses desks that students stand at rather than sitting and how well it has been received. He stated his willingness to attend the CSBA Annual Education Conference in two weeks.

Barbara Laifman discussed plans for the Board to celebrate the holidays with staff.

There being no further business before this Board, the Regular meeting is declared adjourned at 8:37 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 8, 2015
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – NOVEMBER 1-20, 2015 CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period November 1-20, 2015?

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
 Superintendent

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

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

Includes Purchase Orders dated 11/01/2015 - 11/20/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00134	Do-It Center	2015-2016 Supplies for Maintenance & Op	Business Administration	010	7,100.00
B16-00187	Home Depot	2015-2016 Maintenance Supplies and Tools	Business Administration	010	4,000.00
B16-00195	Pacific Mobile	MCMS & OHES DOH Trailer Lease/Rent 2015-16	Business Administration	010	4,273.50
B16-00251	Hollywood Fire Protection, LLC	Open PO for Additional Annual Fire Extinguisher Svs	Business Administration	010	1,000.00
B16-00252	All Partitions and Parts LLC	2015/16 PO for Partitions and Parts at all Sites	Business Administration	010	850.00
B16-00253	4 Oaks, Inc.	2015/16 - SpEd Speech Contractor	District-wide	010	5,000.00
B16-00254	ARC Document Solutions, LLC	Proj RDSA CAD Plot/Printing DSA Districtwide	Business Administration	213	500.00
P15-00065	Blue Violet Networks, LLC	Proj 14-17R Campus Security Cameras Districtwide	Business Administration	213	209,147.39
				213	71,692.42
P16-00390	Tobi Jo Greene Girls Empowerment Workshop	Girls Empowerment Workshop	Oak View High School	010	1,200.00
P16-00395	Cornerstone Construction	Pro 15-17F Emergency Repair OPHS Cafe	Business Administration	010	6,564.83
P16-00400	Blue Violet Networks, LLC	Proj 15-05C Campus Security Cameras Phase II	Business Administration	212	130,085.36
P16-00401	Pacificom	Proj 15-05C Security Camera Cabling Phase II	Business Administration	212	12,995.00
P16-00402	Ventura County Graphic Service	Health/cumulative folders	Red Oak Elementary School	010	80.63
P16-00403	Premier Carpet, Inc.	Pro 15-08F Anti-Static Floor in Tech Office	Business Administration	010	11,486.00
P16-00404	Island Packers Cruises	Parent funded field trip/5th gr.	Red Oak Elementary School	010	5,977.00
P16-00405	Karen Kennedy dba Camino Real Naturalist & Historical Interp	Parent funded field trip/3rd gr.	Red Oak Elementary School	010	592.00
P16-00406	Southwinds Transportation	Parent funded field trip/3rd gr.	Red Oak Elementary School	010	428.10
P16-00407	Karen Kennedy dba Camino Real Naturalist & Historical Interp	Donation 3rd grade Chumash	Brookside School	010	592.50
P16-00408	Uline	PFA: Approved Wish List Item for Custodians	Medea Creek Middle School	010	614.47
P16-00409	Pacific Building Maintenance	Svs to Clean OPHS AP Trailer	Business Administration	010	910.00
P16-00410	AM/PM DOOR, Inc	Pro 13-15R Install Door Sweeps at OPHS Gym	Business Administration	213	1,225.00
P16-00411	Downtown Ford Sales	Replacement Ford Vehicles	Business Administration	212	31,662.25
P16-00412	Downtown Ford Sales	Replacement Ford Transit Cargo Van	Business Administration	212	35,211.90
P16-00413	CTE CAL, Inc.	Proj RDSA Closeout Districtwide	Business Administration	213	2,860.00
P16-00414	Organized Sports Inc.	Lockers - Security Control Key	Oak View High School	010	12.30
P16-00415	iParadigms, LLC.	PFA Don/Plagiarism/mat & supp	Oak Park High School	010	13,699.80

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

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Includes Purchase Orders dated 11/01/2015 - 11/20/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00416	Alan Peck	Band PercussionCoach/stipend/oth exp	Oak Park High School	010	2,000.00
P16-00417	Decker Equipment	Signs/PFA Don/mat & supp	Oak Park High School	010	688.28
P16-00418	Electronix Express	Science/PFA Don/mat & supp	Oak Park High School	010	126.80
P16-00419	NV5 West, Inc.	Pro 14-28F Testing Svs. for OPIS Relocatables	Business Administration	010	3,570.00
P16-00420	M/M Mechanical, Inc	Pro 15-10F Install Dishwasher/Sink in Rm 104	Business Administration	010	1,903.00
P16-00421	CTE CAL, Inc.	Proj 14-29F DSA Inspection Solar Shade OPHS	Business Administration	010	22,440.00
P16-00422	CTE CAL, Inc.	Proj 14-35F DSA Inspections Ball Wall ROES	Business Administration	010	1,760.00
P16-00423	Pacificom	Proj 15-13F OPHS Language Lab Cabling	Business Administration	010	5,202.50
P16-00424	C.C. Imex dba Embi Tec	Science/PFA Don/mat & supp	Oak Park High School	010	3,772.73
P16-00425	Southwinds Transportation	Parent funded field trip--3rd gr. Santa Barbara	Red Oak Elementary School	010	1,644.30
P16-00426	HEINEMANN	ROES Grades K - 5 Writing Trade Books 2015-2016	Curriculum	010	3,385.18
P16-00427	Grammarly Inc.	PFA:Appr'd Wish List Item Site Subscription	Medea Creek Middle School	010	2,400.00
P16-00428	Eileen M. Caines	5th Grade Author Visit	Oak Hills Elementary School	010	200.00
P16-00429	Accrediting Commission For Sch ools/Wasc	Accreditation/oth exp	Oak Park High School	010	550.00
P16-00430	Aztec Technology	PFA: Approved Wish List Item - Storage Container	Medea Creek Middle School	010	2,682.13
P16-00431	Quality Sheds	PFA: Approved Wish List Item - Shed for storage	Medea Creek Middle School	010	3,187.38
P16-00432	Miracle Playground Sales	Play Equipment Replacement Parts at OHES	Business Administration	010	179.40
P16-00433	All American Inspection, Inc.	Proj 15-15F In-Plant Inspection New Portable OHES	Business Administration	010	1,400.00
P16-00434	Curriculum Associates	SpEd Protocols	District-wide	010	91.65
P16-00435	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	Parent funded field trip--Santa Cruz 5th gr.	Red Oak Elementary School	010	2,073.00
P16-00436	The Prophet Corp. Db a Gopher	PFA: Approved Wish List Item - mats for Gym	Medea Creek Middle School	010	2,997.51
P16-00437	Southwinds Transportation	Donation - bus - 2nd grade	Brookside School	010	1,546.80
T16-00036	NWN Corporation	AD Redundancy and Network Management Server	Technology Coordinator	212	10,106.95
T16-00037	Compuwave Inc.	VCI Grant Engineering Laptops OVHS	Business Administration	010	3,445.85
T16-00038	Compuwave Inc.	VCI Gmt/Computers/mat & supp	Oak Park High School	010	31,018.05
T16-00039	PCM-G, Inc.	Dell Chromebook11 (2015)	Technology Coordinator	212	146,331.75
T16-00040	Compuwave Inc.	iPad/Chromebook Carts - ANTHRO	Technology Coordinator	212	26,294.50

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

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Includes Purchase Orders dated 11/01/2015 - 11/20/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
T16-00041	Border LAN Security	iBoss Web Content Filter with 5yr Lic/Support	Technology Coordinator	212	48,976.36
Total Number of POs			54	Total	889,734.57

Fund Recap

Fund	Description	PO Count	Amount
213	Measure R FACILITIES Bond Fund	1	209,147.39
		Total Fiscal Year 2015	209,147.39
010	General Fund	42	162,645.69
212	Measure C6 Technology Bond Fun	8	441,664.07
213	Measure R FACILITIES Bond Fund	4	76,277.42
		Total Fiscal Year 2016	680,587.18
		Total	889,734.57

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

ESCAPE ONLINE

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 8, 2015
SUBJECT: B.1.d APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL FUTURE BUSINESS LEADERS OF AMERICA (FBLA) – APRIL 14-17, 2016

CONSENT

ISSUE: Shall the Board approve an overnight trip for the Oak Park High School Future Business Leaders of America club?

BACKGROUND: Principal, Kevin Buchanan, requests approval for the FBLA to attend a conference scheduled for April 14-17, 2016 at the Convention Ctr. in Ontario, CA. Approximately 20 students, two OPHS teachers and two parent volunteers will travel by district approved drivers in district vehicles. They will depart the morning of Thursday, April 12th and return the afternoon of April 17th. They will stay at the Double Tree by Hilton. The cost will be approximately \$350 to cover the cost of conference registration, transportation and hotel. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 8, 2015
SUBJECT: B.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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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

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

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
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 8, 2015
SUBJECT: B.2.b. 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 (three meetings a year, 1:00 p.m.)
- EEAC (2nd Monday, 3:15 p.m.)
- GATE DAC (3rd Thursday, 3:30 p.m.)
- Friends of Oak Park Schools (3rd Monday, 7:00 p.m.)
- Needs Assessment Committee (1st Monday, 3:30 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 (4th Wednesday, 3:30 p.m.)
- Wellness Council (2nd Tuesday, 9:00 a.m. or 3:15 p.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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 8, 2015
SUBJECT: B.2.c. PROPOSED BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2016

Action

ISSUE: To select the meeting schedule of the Governing Board for calendar year 2015.

BACKGROUND: The Board approved the 2015-2016 meeting schedule through June 2016 at August 18, 2015 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 2016.

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 2016 Calendar Year:

January 19, 2016	Regular Meeting in January
February 16, 2016	Regular Meeting in February
March 15, 2016	Regular Meeting in March
April 19, 2016	Regular Meeting in April
May 17, 2016	Regular Meeting in May
**June 7, 2016	Budget Study Session Meeting
June 21, 2016	Regular Meeting in June
July 2016 TBD	Board Retreat
August 16, 2016	Regular Meeting in August
September 20, 2016	Regular Meeting in September
October 18, 2016	Regular Meeting in October
November 15, 2016	Regular Meeting in November
*December 6, 2016	Organizational Meeting in December

(Falls within the 15 days after 1st Friday)
 **First Tuesday of the Month
 *Second Tuesday of the Month

Respectfully Submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 8, 2015
SUBJECT: B.2.d 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

_____ **SCHOOL DISTRICT**

CERTIFICATION OF SIGNATURES

I, _____, Secretary to the Board of Education of the _____ 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 _____ to _____.

Date of Board Action: _____ 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


85232


42633


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: _____

The following documents must be filed with School Business and Advisory Services, designating personnel who are authorized to approve and/or sign for:

- ❖ Reports, budgets, and all documents requiring signature of Secretary or Clerk.
- ❖ Payroll orders.
- ❖ Commercial check orders.
- ❖ Collection reports to the County.
- ❖ Board approved budget transfers.
- ❖ Inter-fund and Intra-fund Transfers.
- ❖ Contracts after Board approval.

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

- ❖ Employment contracts.
- ❖ Agents, for Federal and State applications.
- ❖ Representatives to acquire surplus property.
- ❖ Cafeteria reports.
- ❖ 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 8, 2015
SUBJECT: B.2.e. SELECT AND APPROVE 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 2014.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 8, 2015
SUBJECT: B.2.f. 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 8, 2015

SUBJECT: B.3.a. APPROVE FISCAL YEAR 2015-16 FIRST INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS

ACTION

ISSUE: Shall the Board review and certify the 2015-16 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 November 30, 2015, and will concurrently be available for public review on the District’s website.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 8, 2015
SUBJECT: B.3.b. PUBLIC HEARING AND APPROVAL OF CERTIFICATION OF COMPLIANCE WITH CHILDREN'S INTERNET PROTECTION ACT
PUBLIC HEARING/ACTION

ISSUE: Shall the Board hold a public hearing and certify the District’s compliance with the federal Children's Internet Protection Act?

BACKGROUND: Congress enacted The Children’s Internet Protection Act (CIPA) in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA requires that school districts have an Internet content filter in place to protect students from accessing pornographic or other harmful content while on the Internet. CIPA further requires that school districts hold a public hearing to discuss Internet access policies and filtering programs in place to safeguard students.

At this evening’s meeting, led by the Director of Educational Technology and Information Services, staff will present an overview of the Internet access policies and filtering programs safeguarding District students, and conduct a public hearing as required by CIPA. To facilitate the discussion, a summary of CIPA requirements are attached, accompanied by the District’s current Student Acceptable Use Policy.

- ALTERNATIVES:**
1. Conduct a public hearing to discuss and receive comment on the District’s Internet access policies and filtering programs safeguarding students.
 2. Certify the District’s compliance with the federal Children's Internet Protection Act
 3. Do not a conduct a public hearing and certify CIPA compliance.

RECOMMENDATION: Alternatives Nos. 1 and 2

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



OPUSD Student Technology Acceptable Use Policy

Oak Park Unified School District offers its educational community a wide range of technologies to support teaching and learning. Use of these technology resources shall comply with federal and state laws and in accordance with the policies and procedures of Oak Park Unified School District. This Student Technology Acceptable Use Policy also applies per California Education Code 48900 which describes a school's jurisdiction over student activity and discipline to include:

- (1) *While on school grounds.*
- (2) *While going to or coming from school.*
- (3) *During the lunch period whether on or off the campus.*
- (4) *During, or while going to or coming from, a school-sponsored activity.*

OPUSD supports and encourages a student's US Constitution First Amendment right to free speech but recognizes that communication that adversely impacts a school's instructional environment (such as making other students feel unsafe while on campus) is not protected by the First Amendment. This even applies to speech that occurs off campus (see US Supreme Court ruling in *Tinker v. Des Moines Independent Community School District*). Students are reminded to communicate responsibly while on-line at all times to ensure the school environment remains safe and welcoming to all.

Technology resources the district may provide for student use include, but are not limited to computing devices, peripherals, interactive projection systems, and access to network information sources. Appropriate use is based on trust and responsible judgment. Failure to adhere to this acceptable use policy may result in having access to technology resources suspended or revoked.

Additionally, failure to adhere to this policy may result in discipline up to and including expulsion in accordance with the student behavior and discipline policies outlined in the student handbook. Students are expected to practice ethical behavior in all areas, including harassment, academic dishonesty, and plagiarism, whether or not they are using technology. The following terms and conditions are meant to provide families with examples of prohibited conduct, but are not intended to serve as a comprehensive list. Students may be disciplined for engaging in other conduct deemed in the sole discretion of the school site, district personnel, and in accordance with law, as detrimental to the school, its mission, and/or harmful to other students.

1. Students must abide by the school's policies as outlined in the Student Handbook at all times whether or not they are using technology.
2. All electronic devices used on campus are for educational use. Students who play games, text, or attempt to access any social networks during class time without the direction and supervision of a teacher may have the privilege to use these resources suspended or revoked. Repeated violations may result in more severe consequences.
3. Parents agree that the school may act as an agent for the creation of student accounts for educational purposes. Parents may choose to have their child opt out of this program by obtaining the Student On-line Account Opt Out form from the school office and submitting it to the school principal. This may include but is not limited to on-line accounts created to access Google Apps for Education,

Apple iTunes/iCloud, Microsoft Office365, Weebly, Educreations, and other curriculum related apps, programs, or services.

4. Parents agree that any content created by students (text, posts, comments, images or video) may be shared appropriately online. The district holds the safety of its students in highest regard. However, the ability to share information and teach responsible digital citizenship is also vital to the educational process. This includes the use of e-mail, school sanctioned learning management systems, photo sharing services for each class and other social media when applicable under the guidelines of the district's Best Practices of Social Media in Education document.
5. Students and Parents agree that images and videos of students may be used appropriately for marketing and community outreach including on the school's website and print material. Parents may choose to opt out by submitting the Student Media Release Opt Out Form at the end of this AUP to the school office.
6. Students and Parents agree that any inappropriate use of technology while on campus may result in school discipline and may apply to both district owned and personal devices. Inappropriate student use includes but is not limited to the following:
 - Sharing passwords or accounts with anyone other than your parent or trusted adult.
 - Searching for and/or visiting inappropriate websites (such as websites containing lewd, sexually suggestive, or graphically violent images or demeaning, derogatory, or hateful speech.)
 - Visiting social networking sites that are not directly used for educational purposes (including Facebook, Instagram, Twitter, Vine, etc.) during class time.
 - Use of instant messaging or chat rooms not directly related to instruction (including texting, picture messaging, audio and video messaging).
 - Recording video or audio of other students or staff without their permission.
 - Sending or posting messages that may be considered physically, sexually, or verbally threatening or harassing (via text, email, comment or post).
 - Possessing lewd, graphically violent, or derogatory/demeaning pictures and/or media files.
 - Logging in with someone else's account other than the student's own. If a student unintentionally gains access to another student's account, that student should notify a teacher or administrator and log-out of that account.
 - Posing as someone other than yourself.
 - Using anonymous methods to post, comment or engage in any type of communication.
 - Sharing personal information such as a phone number, address, financial information, family issues, login credentials and passwords.
 - Publishing personal information including private events and images (weekend plans or a party/event that not everyone in the class is invited to) or using social media to share images or brag about events in a way that may make others feel left out or uncomfortable.
 - Destroying, damaging, defacing, or rendering unusable any property (both physical property like a computer, or virtual, such as a webpage) belonging to the district or another person.
 - Stealing others' intellectual property including text, music, movies, and software, or using without the appropriate citation or expressed permission in accordance with Copyright Laws and Fair Use guidelines.

7. Students are reminded that anything they put online creates a permanent digital footprint that remains out of their control. Be mindful of the footprint one creates for themselves and others. Apps, websites and software that claim to delete information may still leave a permanent record accessible to others. Students should not assume their online presence will remain private and should conduct themselves on line expecting that any and all data they furnish could be accessible to a wider audience and potential employers in the future.
8. Cellular phones and personal electronic devices may be brought to campus and used only under specific circumstances. Students who bring personal electronic devices to campus do so at their own risk and release the district from liability due to loss, damage, or theft of device, or loss of use of the device if confiscated. All personal devices brought to campus by students must be kept in the OFF position out of view during school hours. These devices may only be used during class time under the direct supervision and instruction of a teacher or administrator. Failure to comply may result in the immediate confiscation of the device and the device will only be returned to a parent.
 - a. Elementary & Middle School Policy: Cellular phones and personal electronic devices must be turned off and stowed during school hours, including non-class time (e.g., recess, nutrition, lunch).
 - b. High School Policy: Cellular phones and personal electronic devices may be used during non-class time (e.g., nutrition, lunch), in a manner that abides by this acceptable use policy.
9. School issued and personal electronic devices (including any device with a camera or other recording capability) may not be turned on or taken out of its covered carrying case/bag in a bathroom or locker room. If a student is found with a device turned on or out in the open in either of these locations the device will be confiscated immediately.
10. Students agree not to install or download any file or application onto school/district issued devices without the expressed directive of a teacher or other staff member (including music, movies and games).
11. Students agree that while on campus, students will not place a taxing strain on the network by streaming large amounts of data (such as streaming video or audio) which is not directly related to a specific teacher directed assignment.
12. Students and Parents acknowledge that Oak Park Unified School District can and may monitor any and all communications on its network without further notice and may access student e-mail and other district provisioned accounts and on-line resources at any time. Students and parents should not assume nor expect that student work and communications on and through district networks and district provisioned accounts are private.

Student Activities Strictly Prohibited

- Bypassing (or attempting to bypass) the district web content filter through a web proxy, anonymizers, hotspot, or other means from a district computing device.
- Accessing or attempting to access confidential or restricted information on the school's network.
- Using the district issued devices or network to search for and/or access repositories of illegal content, content that may cause harm to the district's network, or content that promotes, encourages, or teaches students how to commit an illegal act (i.e. bomb making, pirating electronic media, intentionally causing harm, etc.).
- Damaging or defacing a district device or altering a district device's settings without teacher or administrator permission (backgrounds, homepages, dock, network configurations, account logins, etc.).

- Downloading apps or any media (including music, videos, games) not approved by OPUSD.
- Attempting to “jailbreak” school/district owned electronic device (that is, attempting to alter the device’s operating system in order to run additional, unauthorized applications).
- Gaining access to other students’ accounts, files, and/or data.
- Using technology to threaten, bully, or harass others. This may include but is not limited to sending, accessing, uploading, downloading, or distributing materials that are offensive, threatening, profane, obscene, or sexually suggestive.
- Using or advocating racial, ethnic, religious, or gender-based slurs.
- Illegally installing or transmitting copyrighted materials without the proper license or permissions. The district explicitly forbids student use of torrenting software or services on the district network.
- Deleting browsing history on school issued devices.
- Using or installing keyloggers, spyware, or other software/hardware that can be used to harvest other users’ login information and other data.
- Logging in to the district network using any other person’s log-in credentials.

A student whose behavior or device repair record indicates careless use or abuse of school issued devices or other technical resources will be referred to the Administration for appropriate disciplinary action.

Academic and behavioral policies and expectations are applicable to all technology use on campus, while using school issued technology or personal devices, or any off campus use of technology that may cause a serious disruption on campus. While OPUSD does not intend to search out content about students on the web, we reserve the right (but not the obligation) to intervene when off campus issues are brought to our attention.

Google Apps for Education (GAFE) and Electronic Mail

The use of GAFE (including Google Drive and Google Classroom) and electronic mail is for education and research that supports learning and the educational goals and objectives of Oak Park Unified School District. This Acceptable Use Policy coincides and complements Oak Park Unified School District’s Standards of Student Conduct as outlined in the Student Handbook, and therefore, any sending or sharing of data that violates these standards are prohibited.

By signing this acceptable use policy, students affirm the following:

1. I understand that the use of GAFE and electronic mail is a privilege, not a right. Inappropriate use may result in a suspension of privileges and/or other disciplinary measures.
2. I will accept personal responsibility for reporting any misuse of GAFE and electronic email. I will immediately report any threatening, obscene, or harassing e-mail to school staff.
3. I understand that school administration has the right to monitor all GAFE files and electronic mail sent to and through the GAFE account and that they may be scanned for content violating the terms of this agreement and that suspect e-mail may be reviewed by school administration.
4. I understand that files and communications shared and sent via GAFE and electronic mail must be school related and must abide by the guidelines outlined here. All material will be in keeping with school assignments.

5. I understand that I am responsible for all sharing and communications sent through my account and will not share my GAFE password with other students. I understand that I am responsible for all activities completed through my account.
6. I will not allow others to use my account name or password. If I feel that my account security is in jeopardy or has been compromised, I will notify school staff immediately.
7. I understand that it is important to log out of my GAFE account at the end of every session so another user cannot access my account.
8. I will not share personal information such as a phone number, address, financial information, family issues, login credentials and passwords.

Prohibited uses of GAFE and electronic mail include:

1. Intentional and unauthorized access to other people's GAFE account and/or electronic mail.
2. Harming or destroying data of another user or student.
3. Sending "spam," chain letters, or any other type of unauthorized widespread distribution of unsolicited mail or files.
4. Use of GAFE and/or electronic mail for commercial activities, personal gain, personal emails, social networking unrelated to a school assignment, and partisan political or lobbying activities.
5. Creation and/or use of false or alias GAFE account and/or email address in order to impersonate another or to send fraudulent communications.
6. Use of GAFE and/or electronic email to transmit or post harassing, obscene, discriminatory or offensive material.

Student On-line Accounts and Opting Out

As the district works to fulfill its mission of preparing students for the work force they will soon be entering, it will increasingly utilize tools and resources that are housed on-line and accessed through the internet. On-line accounts are necessary to access web based file storage and collaboration tools such as Google Drive, Google Classroom, Google Docs, and district administered Google email as well as other educational web resources. These web and cloud based services permit on-line distribution and hand-in of student assignments, on-line based class discussions and collaboration activities, web based curriculum or learning resources, and in some grade levels, student email. All district provisioned student accounts will be in compliance with federal and state privacy requirements including the recently enacted Student Online Personal Information Protection Act (SOPIPA - California AB1584, SB1777, and AB1442) which creates privacy standards for all on-line services catering to k-12 public education to prevent them from advertising to students, building digital profiles about them, and/or selling harvested student information to other parties. The district believes these restrictions provide a safe environment for students to utilize accounts that are created by the district for accessing on-line educational resources and services.

The federal Child On-line Privacy and Protection Act (COPPA) requires parental permission for the district to act on their behalf to create online accounts for children. In accordance with the COPPA requirements, the district is allowing parents to opt out of having the district create and issue student accounts for accessing on-line educational content and services. Any parent may obtain an **On-Line Account Creation Opt-Out Form** from their school office and submit it to the school principal to request that the district does not create on-line accounts for their child. If the district does not receive an opt-out form from a child's parent, the district will consider that

the child's parents have granted the district permission to create and manage student accounts used to access on-line resources when they sign and submit the Student Technology Acceptable Use Agreement each year.

Opting out of district created and managed on-line accounts for students could significantly impact your child's ability to participate in certain class lessons and activities and might prevent them from learning digital citizenship skills and practicing responsible behaviors being taught in class. It might also make it difficult for them to receive assignments, participate in class projects, submit work back to their teacher, or access on-line lessons and tutorials.

Do note that **students are not allowed access to email services in grades k-2** even though they will have a Google log-in, and that **students in grades 3-8 will have limited email** functionality which only allows them to send and receive emails with their teacher and other students in the district but not the "outside world" unless it is to a specific site/destination for the purposes of a particular assignment. **Students in higher grades (9-12) may be granted more access to send and receive mails with individuals and organizations outside of the district** as needed, but all email traffic will be able to be monitored by the district.

If you choose to opt out, please consider speaking with your child's teachers to discuss why you are wishing to do so and try to understand the potential ramifications this may have on your child's education experience before submitting it to the school principal.

Technology Acceptable Use Policy - Student and Parent Signatures

Please sign this page, detach, and return this form to school

I/We have read the OPUSD Student Technology Acceptable Use Policy and agree to abide by its rules and guidelines. Furthermore, we are also aware of the district's Student On-Line Account Creation Opt-Out form and that we may obtain it from a school office and turn it in to the site principal. If we do not submit the Opt-Out Form, we are granting the district permission to create and manage on-line accounts for our child in order to provide access to educational materials, services, and on-line storage of student class materials.

In signing this document, we also agree to not hold the district or any district staff responsible for the failure of any technology protection measures or users' mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred in which is required by Board Policy 6163.4.

Student Name (Printed): _____ School _____ Grade _____

Student Signature: _____ Date: _____

Guardian Name (Printed): _____

Guardian Signature: _____ Date: _____

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.

- CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only;
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD) at www.sl.universalservice.org. SLD also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

Filing a complaint

You have multiple options for filing a complaint with the FCC:

- File a complaint online at <https://consumercomplaints.fcc.gov>
- By phone: 1-888-CALL-FCC (1-888-225-5322); TTY: 1-888-TELL-FCC (1-888-835-5322); ASL: 1-844-432-2275
- By mail (please include your name, address, contact information and as much detail about your complaint as possible):

Federal Communications Commission
Consumer and Governmental Affairs Bureau
Consumer Inquiries and Complaints Division
445 12th Street, S.W.
Washington, DC 20554

Accessible formats

To request this article in an accessible format - braille, large print, Word or text document or audio - write or call us at the address or phone number at the bottom of the page, or send an email to fcc504@fcc.gov.

Last Reviewed: 11/03/15



TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 8, 2015
SUBJECT: B.3.c. APPROVE AMENDMENT 6 TO AGREEMENT FOR MEASURE R PROGRAM/CONSTRUCTION MANAGEMENT SERVICES

ACTION

ISSUE: Shall the Board approve Amendment 6 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 agreement, encompassing the 2009 “quick start” projects and development of the overall Measure R and Modernization facilities improvement program, provided for renewal of the contract upon mutual agreement of the parties. 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 5 in December 2014.

Staff and Facility Planning Committee have been pleased with the service provided by BBC and recommend the Board’s approval of Amendment 6, extending the contract for one year to December 31, 2016. 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. The proposed amendment is attached for the Board’s review.

- ALTERNATIVES:**
1. Approve Amendment 6 to the agreement with Balfour Beatty Construction, Inc. for program/construction management services.
 2. Do not approve Amendment 6.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

**AMENDMENT NO. 6
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 entered into Amendment No. 4 to extend the term of the Agreement through December 31, 2014.
- H. Whereas the District and Barnhart entered into Amendment No. 5 to extend the term of the Agreement through December 31, 2015.
- I. Whereas the District and Barnhart wish to enter into this Amendment No. 6 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, 2016 (“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. 6 is executed and becomes part of the Agreement on December 8, 2015.

Oak Park Unified School District

Balfour Beatty Construction, LLC

Martin Klauss, Assistant Superintendent
Business and Administrative Services

Suresh Rayana
Senior Vice President

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 8, 2015
**SUBJECT: B.3.d. APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASES –
 INSTRUCTIONAL EQUIPMENT AT OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall the Board approve Measure C6 bond fund purchases for instructional equipment at Oak Park High School?

BACKGROUND: Oak Park High School (OPHS) is requesting approximately \$11,900 in Measure C-6 funding to purchase equipment to assist in its performing arts productions. The specific piece of equipment is a power-driven straddle stacker truck, essentially a small forklift that has a short turning radius, extremely useful in lift heavy weight in narrow aisles and tight spaces. OPHS is requesting this equipment to provide power lifting of acoustic shelves, equipment and props for every stage production. Currently student power is used to lift the shelves and props onto and off of the stage.

District staff received two quotes for this equipment: Big Joe Lift Trucks, Inc., at a price of \$11,888, and Power Machinery Center at a price of \$12,739. Copies of the two proposals are attached for the Board’s review. Based on price and quality, staff is request authorization to accept the proposal submitted by Big Joe Lift Trucks, Inc.

Measure C6 bond language specifically authorizes the use of bond funds to acquire “Equipment, including for Visual and Performing Arts Program...”

ALTERNATIVES:

1. Approve the purchase of a straddle stacker truck for the Oak Park High School performing arts program from Big Joe Lift Trucks, Inc., in the amount of \$11,990, to be funded from Measure C6 bond funds.
2. Do not approve the equipment purchase.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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



BIG JOE LIFT TRUCKS, INC.
1112 E. Dominguez St
Carson, Ca 90746
Phone (310) 637-6000 Fax (310) 537-7407
brad@bigjoeca.com

**COMPANY: OAK PARK UNIFIED SCHOOL DISTRICT
19, 2015**

NOVEMBER

ATTN: ANNETTE SEGAL

RE: INFORMATION ON NEW BIG JOE POWER DRIVE STRADDLE STACKERS

ONE NEW BIG JOE PDS 30-104

- 3000 LB. CAPACITY
- 104" LIFTING HEIGHT
- 71" OVERALL LENGTH
- 42" LONG ADJUSTABLE FORKS
- ADJUSTABLE STRADDLES
- 24 VOLT BATTERY SYSTEM
- BUILT-IN 24 VOLT 110V AUTO CHARGER
- ALL WELDED STEEL FRAME
- BATTERY DISCHARGE METER
- TRANSISTORIZED SPEED CONTROL
- MAINTENANCE FREE BATTERY PACK
- LIST PRICE IS \$12,200.00



YOUR DISCOUNTED PRICE IS..... \$10,924.00 + TAX

**LEAD TIME APPROX TWO WEEKS
FOB: CARSON CA, \$145.00 DELIVERY**

WE LOOK FORWARD TO SERVICING YOU IN THIS REQUIREMENT,

BRAD COOK

3450 East Camino Avenue
Oxnard CA 93030-8809
Phone (805) 485-0577
Fax (805) 983-2773

POWER MACHINERY CENTER

3263 Rio Mirada Drive
Bakersfield CA 93308-4945
Phone (661) 323-6041
Fax (661) 323-5671

Quote #: Mike Power-20150604-1424 ^{SALES} ■ SERVICE ■ RENTALS ■ LEASES
www.powermachinery.com

November 10, 2015

Oak Park Unified School District
CC: Oscar Jimenez
5801 E. Conifer Street
Oak Park, CA 91377



PDS

Dear Oscar Jimenez,

Thank you for considering Power Machinery Center for your material handling equipment needs. We are pleased to offer the following for your review.

Model PDS 30-104
Big Joe Model PDS 30-104 24 volt - Power Drive Straddle Truck, Class II ITA Fork Carriage, Two Stage Mast
Class Class - III
Quantity 1
Base
Capacity 3,000
Fuel

OPTIONS INCLUDED IN THIS PROPOSAL

<u>Qty</u>	<u>Category</u>	<u>Factory No.</u>	<u>Description</u>
1	Forks	Std	Forks 42" Long x 4" x 1.5"
1	Load Backrests	Std	Load Back Rest 36" high
1	Batteries Option(s)		Maintenance Free Battery 4 Pack: (4)6V 224AH Absorbed Glass Matt (AGM) Maintenance Free polycase with automatic 25 Amp/110 VAC plug-in internal charger. Includes battery spacer for: 9.06" x 26.37" x open compartment

Specifications

**Estimated Delivery
Quoted Price Expires**

Monday, November 30, 2015

Executive Summary

<u>Qty</u>	<u>Manufacturer/Model</u>
1	PDS 30-104

<u>Price</u>
\$11,850.00

Grand Total

\$11,850.00

Note: This is based on a USD Currency Conversion rate of: 1.00000

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 17, 2015~~ DECEMBER 8, 2015

SUBJECT: B.4.a APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 3270 – SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES—~~First~~ Second Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3270 – Sale and Disposal of Books, Equipment and Supplies?

BACKGROUND: Board Policy 3270 is a mandated policy updated to add Board roles in determining whether the value of the property is sufficient to warrant a sale and in approving the terms and conditions of the sale. Policy also reflects new law (SB 971, 2014) which eliminates the mandate to adopt rules for the identification of obsolete instructional materials. Board Policy 3270 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 3270 – Sale and Disposal of Books, Equipment and Supplies.
 2. Do not amend Board Policy 3270 – Sale and Disposal of Books, Equipment and Supplies.
 3. Adopt a modified version of the amendment to Board Policy 3270 – Sale and Disposal of Books, Equipment and Supplies.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3270(a)

Sale And Disposal Of Books, Equipment And Supplies

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

~~When district-owned instructional materials, equipment, supplies or other personal property becomes unusable, obsolete, or no longer needed, the Superintendent or designee shall notify the Governing Board, provide an estimated value and recommend whether the items be sold or disposed of by one of the methods prescribed in law and administrative regulations. Upon approval by the Board, the Superintendent or designee shall arrange for the sale or disposal of these items.~~

(cf. 0440 – District Technology Plan)

(cf. 3512 – Equipment)

(cf. 6161.11 – Supplementary Instructional Materials)

(cf. 6163.1 – Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 14546)

Instructional materials ~~may~~ ***shall*** be considered obsolete or unusable ~~when they~~ ***by the district if they*** have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. ***Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:***

1. Contain information rendered inaccurate or incomplete by new research or technologies
2. Contain demeaning, stereotyping or patronizing references to any group of persons protected against discrimination by law or Board policy

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3270(b)

3. Are damaged beyond use or repair

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 1312.4 – Williams Uniform Complaint Procedures)
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)
(cf. 6011 – Academic Standards)
(cf. 6143 – Courses of Study)

The Superintendent or designee shall establish procedures to be used whenever ***the district sells equipment or supplies originally acquired under a grant or subgrant.*** ~~selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.~~ ***Such procedures shall be designed to ensure***

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

42291.5 Temporary school bus designation

~~42303 School bus sale to another district~~

60500-60530 Determination of obsolescence

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32-80.33 Equipment acquired under a grant or subgrant

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

School Services of California, Inc.: <http://www.sscal.com>

Adopted: 1-11-78

Amended: 3-18-86, 5-2-89, 9-17-02, 12-16-03, 2-16-10

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3270(a)

Sale And Disposal Of Books, Equipment And Supplies

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. **Alternatively, such materials may be donated to:** ~~in which case all of the proceeds of the sale shall be available to acquire basic instructional materials, supplemental instructional materials, or technology-based materials.~~ (Education Code 60510, 60510.1, 60521)

Such materials also may be donated to

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing **the general** literacy of the people.

(cf. 0440 – District Technology Plan)

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

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

(cf. 6161.11 – Supplementary Instructional Materials)

(cf. 6163.1 – Library Media Centers)

Any organization, agency or institution receiving obsolete instructional materials donated by the district shall certify to the **Governing** Board that it agrees to make no charge to any person to whom it gives or lends these materials. (Education Code 60511)

At least 60 days before selling or donating surplus or obsolete instructional materials, the Superintendent or designee shall notify the public of ~~it's~~ **the District's** intention to do so through a public service announcement on a local television station, in a local newspaper, or by another means **that the he/she believes** will most effectively reach the entities described above. ~~The Board shall also permit~~ Representatives of these entities and members of the public **also shall be notified of the opportunity** to address the Board regarding the distribution of these materials.

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which ~~are unusable or which~~ cannot be distributed as specified above may be disposed of by either of the following: (Education Code

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 3000

Business and Non-instructional Operations

AR 3270(b)

60530)

1. Mutilated so as not to be salable *as instructional materials* and sold for scrap *or use in the manufacture of paper pulp or other substances* at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the Board has given notice to all persons who have filed a request for such notice

(cf. 3510 – Green School Operations

(cf. 3511.1 – Integrated Waste Management) Personal Property

Equipment/Supplies Acquired with Federal Funds

When a district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (34 CFR 80.32)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federal supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies (34 CFR 80.32-80.33)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (34 CFR 80.32)

Other Personal Property

The district may sell **other** surplus or obsolete district-owned personal property through any of the following methods:

The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks or **by published ~~ing a notice~~** at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, **18548**)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3270(b)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

(cf. 3311 – Bids)

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. ~~Notice related to the auction shall be posted or published as described in item #1 above.~~ (Education Code 17545)

3. The district may sell the property, without advertising for bids, under any of the following conditions:

a. The ~~Governing~~ Board members attending a meeting **have** unanimously **determined** ~~agree~~ that **the** property, ~~whether one or more items~~, does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 – Actions by the Board)

b. The district sells the property to agencies of federal, state or local government, or to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)

c. The district sells or leases the property to agencies of federal, state or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

~~If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping.~~ (Education Code 17546)

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

(cf. 3100 – Budget)

Adopted: 1-11-78

Amended: 3-18-86, 5-2-89, 9-17-02, 11-09

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 17, 2015~~ DECEMBER 8, 2015

SUBJECT: B.4.b. APPROVE AMENDMENT TO BOARD POLICY 6190 – EVALUATION OF INSTRUCTIONAL PROGRAM – ~~First~~ Second Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6190 – Evaluation of Instructional Program?

BACKGROUND: Board Policy 6190 is being updated to reflect the suspension of the state Academic Performance Index and new law (AB 104, 2105) which adds homeless students to the definition of numerically significant student subgroups whose progress toward district goals must be annually assessed. Board Policy 6190 is being submitted as with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 6190 – Evaluation of Instructional Program.
 2. Do not amend Board Policy 6190 – Evaluation of Instructional Program.
 3. Adopt a modified version of the amendment to Board Policy 6190 – Evaluation of Instructional Program.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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Evaluation Of The Instructional Program

The Governing Board recognizes that it is accountable to the students, parents/guardians and community for the effectiveness of the district's education program in meeting the district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to improve student achievement.

(cf. 0200 – Goals for the School District)

(cf. 0500 - Accountability)

(cf. 6000 - Concepts and Roles)

(cf. 6141 – Curriculum Development and Evaluation)

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

(cf. 9000 – Role of the Board)

The Superintendent or designee shall provide the Board and the community with regular reports on student progress toward Board-established standards of expected achievement at each grade level in each area of study. In addition, he/she shall evaluate and report data for each district school and for every numerically significant subgroup, **as defined in Education Code 52052**, ~~of the student population~~, including, but not limited to, school and subgroup performance on statewide achievement indicators **and progress toward goals specified in the district's local control and accountability plan (LCAP)**.

(cf. 0460 – Local Control and Accountability Report)

(cf. 0510 - School Accountability Report Card)

(cf. 6011 - Academic Standards)

(cf. 6162.5 – Student Assessment)

(cf. 6162.51 – State Academic Achievement Test Standardized Testing and Report Program)

(cf. 6162.52 – High School Exit Examination)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6174 – Education for English Language Learners)

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education that district students receive.

~~Categorical Program Monitoring~~ Annual Monitoring of Consolidated Application Programs

The Superintendent or designee and the Board shall annually determine whether the district's categorical programs funded through the state's consolidated application are **effective in meeting the needs of the students** ~~supportive of the core curriculum and are effective in meeting the needs of the students~~ they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be

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used at each school and at the district level. These criteria shall include, but not necessarily be limited to, ***the progress of all students and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement, Title I educational agency plan and/or other applicable district or school plans.*** ~~toward goals contained in the school's single plan for student achievement and progress of the total student population and each numerically significant subgroup toward growth targets on the statewide Academic Performance Index.~~

Federal Program Monitoring

To ensure that the district's categorical programs comply with application legal requirements, the Superintendent or designee shall, on an ongoing basis, conduct a district self-evaluation which may utilize tools developed by the district or the California Department of Education (CDE).

When the district is selected by the CDE for a Federal Program Monitoring (FPM) compliance review, the Superintendent or designee shall gather and submit all documentation and data required for the review and shall cooperate with CDE staff to facilitate program monitoring.

~~The Superintendent or designee shall cooperate with the California Department of Education in the categorical program monitoring process to ensure that the district categorical programs comply with federal and state laws and regulations. The Superintendent or designee shall report to the Board regarding the results of this monitoring process.~~

~~(cf. 0410 - Nondiscrimination in District Programs and Activities)~~

~~(cf. 0420 – School Plans/Site Councils)~~

~~(cf. 0420.1 – School Based Program Coordination)~~

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

~~(cf. 1312.4 – Williams Uniform Complaint Procedures)~~

~~(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)~~

~~(cf. 4131 – Staff Development)~~

~~(cf. 3513.3 – Tobacco Free Schools)~~

~~(cf. 5020 – Parents Rights and Responsibilities)~~

~~(cf. 5146 – Married/Pregnant/Parenting Students)~~

~~(cf. 5148 – Child Care and Development Programs)~~

~~(cf. 5148.1 – Child Care Services for Parenting Students)~~

~~(cf. 5148.2 – Before/After School Programs)~~

~~(cf. 6020 – Parent Involvement)~~

~~(cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)~~

~~(cf. 6142.7 – Physical Education and Activity)~~

~~(cf. 6171 - Title I Programs)~~

~~(cf. 6172 – Gifted and Talented Student Program)~~

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(cf. 6173 – Education for Homeless Children)
(cf. 6174 – Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 – Career Technical Vocational Education)
(cf. 6178.1 – Work-Based Learning Experience Education)

~~On an ongoing basis, the Superintendent or designee shall conduct a district self evaluation which may utilize tools developed by the district or the CDE to ensure compliance of district categorical programs with legal requirements.~~

Evaluation of Consolidated Categorical Programs

Western Association of Schools and Colleges (WASC) Accreditation

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the district's schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The Superintendent or designee shall undertake procedures whereby the district's schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee shall regularly report to the Board on the status of district schools and any WASC recommendations for school improvement.

The results of any inspection of a school by WASC, or any other accrediting agency, shall be published not later than 60 days after the results are made available to the school.

Publication shall be by notifying each parent/guardian in writing and/or by posting the information on the district's or school's web site, as determined by the Superintendent or designee. (Education Code 35178.4)

(cf. 1113 – District and School Web Sites)
(cf. 5145.6 – Parental Notifications)

If any district school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This

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notice shall also be posted on the district's web site and the school's web site. (Education Code 35178.4)

Legal Reference:

EDUCATION CODE

33400-33407 Educational evaluations

35178.4 Notice of loss of accreditation status

44662 Evaluation and assessment guidelines

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

~~52050-52059 Public Schools Accountability Act~~

52052-52052.1 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

~~54650-54659 Education Improvement Incentive Program~~

62005.5 Failure to comply with purposes of funds

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements

3942 Continuity of funding

UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress

Management Resources:

~~CSBA PUBLICATIONS~~

~~Maximizing School Board Leadership: Curriculum, 1996~~

~~CDE PUBLICATIONS~~

~~Ongoing Program Self-Evaluation Tool (OPSET)~~

~~Categorical Program Monitoring Instruments~~

FPM Frequently Asked Questions

Federal Program Monitoring Instruments

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning Joint WASC/CDE Process Guide, 2014

WEB SITES

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

CDE, School and District Accountability Division: <http://www.cde.ca.gov/ccpdiv>

WASC, Accrediting Commission for Schools: <http://www.acswasc.org>

Adopted: 4-26-78

Amended: 11-19-80, 6-19-84, 6-12-90, 9-17-02, 5-16-06, 9-18-07