

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #915

DATE: September 15, 2015

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

TIME: **4:30 p.m. Closed Session – G9 - PLEASE NOTE EARLIER START TIME**
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 Compassionate and Creative Global Citizens

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 & Information Systems
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, October 20, 2015

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 – REGULAR BOARD MEETING #915

September 15, 2015

CALL TO ORDER - Followed by Public Comments/ 4:30 p.m.

CLOSED SESSION: 4:30 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.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT: Campus Supervisors, Instructional Assistants II-Special Education, Department Secretary, Custodian, Food Service Assistants I, Instructional Assistant I, Clerical Sub, Instructional Assistant II Sub, Guest Teachers, Special Education Teacher

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

In re special education due process matter OAH Case No. 13-26660

E. SUPERINTENDENT’S GOALS

IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: _____ p.m.

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Dr. Tiffany Morse of VCOE/VCI regarding Career Technology Grant
2. Remarks from Board Members

3. Remarks from Student Board Member
4. Remarks from Superintendent
5. Report from Technology

B. 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 August 18, 2015 and Special Board Meeting September 1, 2015](#)
- b. [Public Employee/Employment Changes 01CL22825-01CL22880 & 01CE07445-01CE072487](#)
- c. [Approve Purchase Requisitions - July 1 through August 31, 2015](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Fall Athletic Teams Who Qualify for CIF Play-offs](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Approve Overnight Trip for Oak Park High School Cross Country Team – October 9-10, 2015](#)
Board Policy 6153 requires Board approval for student overnight trips
- f. [Approve Out-of-State Trip for Oak Park High School Journalism Members – November 11-14 2015](#)
Board Policy 6153 requires Board approval for student overnight trips
- g. [Approve 2015-16 Transportation Agreement with Tumbleweed Transportation](#)
Board Policy 3312 requires Board approval for contracts for services
- h. [Approve Notice of Completion, Project 15-03, Roof Repairs and Replacement, Building C, Medea Creek Middle School](#)
Board approval required for Notice of Completion
- i. [Approve Notice of Completion, Project 15-12, HVAC Replacement, Library Building Medea Creek Middle School – Equipment Installation](#)
Board approval required for Notice of Completion
- j. [Approve Resolution #15-16, Establishing the GANN Appropriation Limit for Fiscal Year 2015-2016](#)
Constitutional requirement for Board approval establishing appropriations limit
- k. [Approve Renewal Agreement with Ventura County Office of Education for 2015-2016 Escape Financial and Payroll/Personnel System Services](#)
Board Policy 3312 requires Board approval for contracts for services
- l. [Approve Overnight Trip for Medea Creek Middle School 8th Grade Astrocamp – October 28-30, 2015](#)
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BUSINESS

- a. [Approve Board Response to the Oak Park Citizens' Oversight Committee 2014-2015 Annual Report](#)
Board review and approval of Board response to OPCOC
- b. [Approve Measure C6 Five-Year Master Plan 2015 Update](#)
Board approval required for C6 Five-Year Master Plan Update

c. Approve Resolution #15-17, Authorizing Issuance of Measure C6 General Obligation Bonds

Board approval required for Issuance of General Obligation Bonds

d. Approve Unaudited Actual Revenues and Expenditures for Fiscal Year 2014-2015

Board is asked to review Unaudited Actual Revenues and Expenditures

e. Approve Consultant Agreement for School Gardens Program

Board Policy 3312 requires Board approval for contracts for services

f. Approve Measure C6 Bond Fund Equipment Purchase – Food Services Equipment

Board approval required for Measure C6 Bond purchases

g. Approve Measure C6 Bond Fund Equipment Purchase – Replacement of School Photocopiers

Board approval required for Measure C6 Bond purchases

h. Approve District of Choice Reporting Requirements

Board approval required for District of Choice Reporting

3. HUMAN RESOURCES

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

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

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

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

c. Approve Compensation Adjustment for Administrative, Confidential and Unrepresented Employees

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

d. Approve Amendment to Employment Contract with Superintendent

Board approval required for amendments to the Superintendent Contract

e. Approve Salary Adjustment to Specified Administrative Positions

Board approval required for adjustment to administrative positions

f. Approve 2015-2016 Declaration of Need for Fully Qualified Educators

Commission on Teacher Credentialing required certification of Board approval on Declaration of Need for Fully Qualified Educators

4. PUPIL SERVICES

a. Approve Contract for Non-Public Agency for Special Education Student #01-15/16 - \$68,952

Board Policy 3312 requires Board approval for contracts for services

b. Approve Contract for Non-Public School for Special Education Student #02-15/16 - \$30,003.20

Board Policy 3312 requires Board approval for contracts for services

c. Approve Contract for Non-Public Agency for Special Education Student #03-15/16 - \$62,219.19

Board Policy 3312 requires Board approval for contracts for services

d. Approve Contract for Non-Public Agency for Special Education Student #04-15/16 - \$5,160

Board Policy 3312 requires Board approval for contracts for services

e. Approve Contract for Non-Public Agency for Special Education Student #05-15/16 - \$71,252.90

Board Policy 3312 requires Board approval for contracts for services

f. [Approve Special Education Local Plan Area – Local Education Agency Assurances](#)

5. CURRICULUM

a. [Approve Additional Course for Oak View High School – Art and Science Engineering – STEAM Guitar Building, CAD, CAM, CNC & 3d Printing](#)

Board approval required for new courses

b. [Approve Additional Course for Oak View High School – The Business of Digital Graphics, Design and Heat Transfers](#)

Board approval required for new courses

6. BOARD

a. [Review, Amend and Approve 2015-2016 Moral Imperatives, Goals, and Action Plan](#)

Board will review amendments made by Leadership Team and staff

7. BOARD POLICIES

a. [Approve Amendment to Board Policy and Administrative Regulation 5144.4 – Required Parental Attendance – Second Reading](#)

Mandated policy for use in districts that authorize teachers to require parent/guardians to attend a portion of a school day in their child's classroom when their child has been removed from class for specified violations. Policy and Regulation contain materials formerly in BP/AR 5144.1 – Suspension and Expulsion/Due Process

b. [Approve Amendment to Board Policy and Administrative Regulation 0420 – School Plans/Site Councils – First Reading](#)

Policy and regulation updated to reflect requirements to align the district's local control and accountability plan with the strategies in each school's single plan for student achievement (SPSA) and the repeal of certain categorical programs that had been including in the state's consolidated application.

c. [Approve Amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures – First Reading](#)

Policy and regulation updated to reflect California Department of Education (CDE) compliance requirements for 2015-16 school year. Regulation also clarifies timeline for filing complaints regarding student fees and reflects new Office for Civil Rights Guidance recommending that district use web sites and social media to post nondiscrimination notices, policies, and procedures and contact information for compliance officer(s).

d. [Approve Amendment to Board Policy 4040 – Employee Use of Technology - First Reading](#)

Policy updated to delete outdated section on use of cell phone or mobile communications device, clarify that use of a password does not give an employee a reasonable expectation of privacy, and add material formerly in AR re: accessing/posting harmful matter and employee's responsibility to report security problems or misuse of district technology. Regulation deleted.

e. [Approve Amendment to Board Policy 4131 – Staff Development – First Reading](#)

Policy updated to reflect new law (SB 1060, 2014) which requires any district that offers a program of professional growth for certificated employees to evaluate professional learning opportunities offered by the district based on specified criteria.

f. [Approve Amendment to Board Policy 5131.2 – Bullying – First Reading](#)

Policy updated to clarify the appropriate use of the uniform complaint procedures (UCP) in cases of nondiscriminatory bullying. As revised, the policy provides that the UCP be used to investigate all instances of bullying, but that conduct determined to be nondiscriminatory

bullying then be resolved in accordance with the district's student discipline policies and procedures.

g. [Approve Amendment to Board Policy 6163.4 – Student Use of Technology – First Reading](#)

Policy updated to clarify circumstances under which districts may lawfully search students' personally owned devices, delete outdated prohibition against use of district technology to access social networking sites, and include material formerly in AR re: appropriate student conduct when using the Internet or other electronic communications. Regulation deleted.

h. [Approve Amendment to Board Bylaw 9100 – Organization – First Reading](#)

Bylaw updated to clarify the time periods during which the annual organizational meeting must be held pursuant o law and to expand items to be addressed during the meeting to include a review of resources on board governance and leadership roles and responsibilities.

VII. INFORMATION ITEMS

1. **Monthly Measure C6 Budget Report**
2. **Monthly Measure R Budget Report**
3. **Monthly Enrollment and Attendance Report**
4. **Monthly Cash Flow Report**

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

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

MINUTES OF REGULAR BOARD MEETING 8-18-15 #913
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 4:34 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 4:35 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, reconvened the regular meeting to order at 7:07 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

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Mr. Enoch Kwok, Director, Educational Technology and Information Systems, and Ms. Linda Sheridan, Executive Assistant.

FLAG SALUTE

Stephanie Bertholdo led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

Dr. Knight reported the Board of Education took action on two items in Closed Session this evening. The Board unanimously voted to approve Resolution #15-13 and the Board unanimously voted to approve Resolution #15-14.

ADOPTION OF AGENDA

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education adopted the agenda as presented except to remove item B1g – Denial of Claim #15-03 for Alleged Damages. Motion carried Aye: Helfstein, Hazelton, Laifman, Rosen, Ross, No – 0.

PUBLIC SPEAKERS

None

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen said he was glad to be back to the new school year and wished everyone a good year. Board Member Denise Helfstein said she enjoyed the summer and visited the schools on the first day of school. She thanked everyone for getting the schools ready and looking good. Board Member Drew Hazelton said welcome back and thanked the staff by name, Annette Segal, Oscar

Jimenez, Miguel Tabares, Ruben (Bobby) Botello, Candelario (Candy) Garcia, Paul LaTourette, Steve Cooper, and Julie Suarez, for all their hard work during the short summer break. Board Member Derek Ross said welcome back and reported he went to the registration at Red Oak Elementary and how easy it was to register on-line. Board Member Barbara Laifman reported she attended the Oak Park Neighborhood School open house.

REPORT FROM SUPERINTENDENT

Dr. Knight reported we have had a great start to the new year. He visited Oak Park Neighborhood School first day and the DK at Oak Hills Elementary School.

Report from Technology – Enock Kwok reported on the various activities of the Technology Department over the summer.

C.1. CONSENT AGENDA

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

- a. [Approve Minutes of Special Closed Session Meeting June 15, 2015, Regular Board Meeting June 16, 2015 and Special Board Meeting Retreat June 28, 2015](#)
- b. [Public Employee/Employment Changes 01CL22757-01CL22824 & 01CE07358-01CE072444](#)
- c. [Approve Agreement for Legal Services with Fagen Friedman & Fulfroost](#)
- d. [Approve Quarterly Report on Williams Uniform Complaints – July 2015](#)
- e. [Approve Certification of 2014-2015 Annual Attendance Report](#)
- f. [Approve Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)
- ~~g. [Approval Denial of Claim #15-03 for Alleged Damages](#)~~
- h. [Approve Notice of Completion, Project 13-12R, Building 100 Modernization at Brookside Elementary School](#)

ACTION

2. BUSINESS

- a. [Discussion and Consideration of Potential 2015-2016 Measure C6 General Obligation Bond Issuance](#)

Time Carty from Piper Jaffrey explained to the Board the background of Measure C6 and the timeline for issuing a new bond for the remaining money in Measure C6. The plan will be to have a Technology Study Session on September 1 at 5:00 p.m. at the D.O. Conference Room. Then staff will bring a resolution for the Board to approve at the September Regular Board meeting to issue the remaining money for Measure C6.

- b. [Approve Award of Contracts for Project 14-20F, Districtwide Exterior Lighting Upgrade](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Award of Contract for Project 14-20F, Districtwide Exterior Lighting Upgrade to California Electric Supply in the amount of \$86,000 and to Taft Election Company in the amount of \$80,728. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

c. Ratify Award of Contract for Project 15-09R, Painting of Student Lockers at Oak Park High School

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education ratified the Award of Contract for Project 15-09R, Painting of Student Lockers at Oak Park High School to Omega Construction Company, Inc. for \$46,150. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

d. Approve Agreements for Architectural and Engineering Services for Project 15-13F, Oak Park High School Language Lab at Oak Park Library

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the agreements for architectural and Engineering Services for Project 15-13F, Oak Park High School Language Lab at Oak Park Library to Mainstreet Architects + Planners, Inc., Welsh Structure, Inc, and Lucci & Associates. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the authorization to the Superintendent to award the contract to purchase three maintenance vehicles within the range of \$32,000-\$36,000 from Measure C6 Bond Fund. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

f. Approve Purchase of Equipment from Measure C6 Bond Fund – Purchase of Photocopier

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the purchase of Equipment from Measure C6 Bond Fund – Purchase of Photocopier from Document Solutions in the amount of \$14,622.45, utilizing the piggyback provision of the U.S. Communities Contract #4400003732. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

g. Approve Purchase of Equipment from Measure C6 Bond Fund – School Furniture and Equipment

On motion of , seconded by, the Board of Education approved the purchase of equipment from Measure C6 Bond Fund – School Furniture and Equipment in the amount of \$28,720.38. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

3. CURRICULUM

a. Public Hearing and Approval of Resolution #15-12, Regarding Sufficiency of Textbooks and Instructional Materials for 2015-2016

Public Hearing opened at 7:55 p.m. No public comments. Public Hearing closed at 7:55 p.m.

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Resolution #15-12, Regarding Sufficiency of Textbooks and Instructional Materials for 2015-2016. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. Approve Additional Textbook for Oak Park High School

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the additional textbook, *Signing Naturally*, for Oak Park High School. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

4. HUMAN RESOURCES

a. Approve Compensation Adjustment for Guest Teachers

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the compensation adjustment for Guest Teachers to \$115 daily rate retro to the first day of school. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. Approve Authorization to Employ an Administrative Consultant

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved the authorization to employ an Administrative Consultant in 2015-2016. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

c. Approve Authorization to Establish a New Classified Service Position – Head Custodian III

On motion of Allen Rosen, seconded by Denise Hazelton, the Board of Education approved the authorization to establish a new Classified Service Position – Head Custodian III. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

5. BOARD

a. Approve Proposed Board Meeting Schedule for the 2015-2016 School Year

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the proposed Board Meeting Schedule for the 2015-2016 School Year. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. Review and Amend 2015-2016 Moral Imperatives, Goals and Action Plan

The Superintendent will be sharing the 2015-16 Moral Imperatives, Goals and Action Plans with school staff and will bring back to the September Regular Board meeting for approval by the Board.

c. Review and Amend Governance Handbooks 2015

The Board reviewed the changes to be made to the Governance Handbook.

d. Approve Board Goals for 2015-2016

The Board reviewed and made recommendations for Board Goals for 2015-2016.

6. BOARD POLICIES

a. Approve Amendment to Board Policy and Administrative Regulation 4121 – Temporary/Substitute Personnel – First Reading

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy and Administrative Regulation 4121 – Temporary/Substitute Personnel on first reading. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. Approve Amendment to Board Policy 5113.1 – Chronic Absence and Truancy – First Reading

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy 5113.1 – Chronic Absence and Truancy on first reading. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

- c. **Approve Adoption of Board Policy 6170.1 – Transitional Kindergarten – First Reading**
On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the adoption of Board Policy 6170.1 – Transitional Kindergarten on first reading. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- d. **Approve Amendment to Board Policy and Administrative Regulation 6174 – Education for English Language Learners – First Reading**
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy and Administrative Regulation 6174 – Education for English Language Learners on first reading. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- e. **Approve Amendment to Board Policy and Administrative Regulation 5144.4 – Required Parental Attendance – First Reading**
This item was tabled for more information.
- f. **Approve Amendment to Board Policy and Administrative Regulation 6184 – Continuation Education – First Reading**
On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy and Administrative Regulation 6184 – Continuation Education on first reading. Motion carried: Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

VII. INFORMATION ITEMS

1. Monthly Enrollment and Attendance Report

VIII. OPEN DISCUSSION

There being no further business before this Board, the Regular meeting is declared adjourned at 9:11 p.m.

Date _____ President of the Board

Date _____ Clerk or Secretary of the Board

MINUTES OF SPECIAL BOARD MEETING AND STUDY SESSION 9-1-15 #914
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the special meeting to order at 5:12 p.m. at Oak Park Unified School District Office Conference Room, 5801 E. Conifer Street, 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. (Ms. Helfstein arrived after vote on Consent Agenda)

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Relations, Mr. Enoch Kwok, Director, Educational Technology and Information Systems, Ms. Susan Roberts, Director, Pupil Services and Linda Sheridan, Executive Assistant to the Superintendent

FLAG SALUTE

Enoch Kwok led the Pledge of Allegiance to the Flag

PUBLIC SPEAKERS

None

CONSENT AGENDA

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

1. Approve Resolution #15-15, Authority for the Board of Education to Improve Compensation for Certain Categories of Employees after July 1, 2015.
2. Approve Certification of Signatures for 2015-16 School Year.

STUDY SESSION

Enoch Kwok presented the Board with an overview of technology and where the district is moving in regard to technology in the future. He also presented a cost analysis of what future technology needs would be.

There being no further business before this Board, the Board adjourned the meeting at 9:300 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: SEPTEMBER 15, 2015
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – JUNE 1-AUGUST 31, 2015

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued June 1- August 31, 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 06/01/2015 - 08/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B15-00024	Perma-Bound	PFC: A/R Program & Book Order 2014-15	Medea Creek Middle School	010	3,449.86
B15-00042	Office Depot Customer Service Center	Open PO for office supplies	Medea Creek Middle School	010	17,225.00
B15-00057	Southwinds Transportation	DON: Open PO-bus transportation Band trips	Medea Creek Middle School	010	4,886.10
B15-00114	SMITH PIPE & SUPPLY	2014-2015 for grounds pipe supplies	Business Administration	010	9,500.00
B15-00125	Regency Enterprises, Inc	2014-2015 for Lighting Supplies	Business Administration	010	2,500.00
B15-00222	Pyro-Comm Systems, Inc.	2014/15 Fire Alarm Maintenance Service	Business Administration	010	17,500.00
B15-00248	Southwest School Supply	Open PO for Custodial Supplies	Business Administration	010	3,000.00
B15-00255	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	DON: Open PO for bus transportation	Medea Creek Middle School	010	1,848.00
B15-00271	School Speciality	Summer School Art Supplies OPHS	Summer School	010	1,000.00
B15-00272	Precision Data Products	Scantrons, etc/mat & supp - Summer School	Summer School	010	432.12
B15-00273	Southwest School Supply	Summer School Supplies & Janitorial MCMS & OPHS	Summer School	010	372.61
				010	627.39
B15-00274	Office Depot Customer Service Center	Summer School Supplies MCMS & OPHS	Summer School	010	250.00
B15-00275	Graphaids	Summer School Art Supplies OPHS	Summer School	010	997.60
B15-00276	Office Depot Customer Service Center	Supplies for TUPE Projects	Business Administration	010	500.00
B15-00278	XXXXXX Parents/OPUSD Student	4/2015-4/2016 - Compensatory S/L Services	District-wide	010	500.00
				010	7,000.00
B16-00019	Organized Sports Inc.	Open PO for any add'l PE/lock supplies	Medea Creek Middle School	010	3,500.00
B16-00035	Do-It Center	DISC: Custodial /maintenance supplies	Medea Creek Middle School	010	200.00
B16-00036	Home Depot	Open PO-misc hardware, mainten.supp. needs	Medea Creek Middle School	010	500.00
B16-00037	Frontline Technologies Group, LLC	AESOP - Guest Teacher	Human Resources	010	7,560.00
B16-00038	Perma-Bound	PFC: A/R Program & Book Order 2015-16	Medea Creek Middle School	010	2,000.00
B16-00039	Conejo Awards	Open PO for Engraving, Placques & Signs	Medea Creek Middle School	010	150.00
B16-00040	At & T CALNET2	Open PO for Telephone Charges	Medea Creek Middle School	010	3,000.00
B16-00041	Ward's Natural Science	Open PO for consumable Science supplies	Medea Creek Middle School	010	3,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00042	Nasco	DON: Open PO Science Lab Supplies	Medea Creek Middle School	010	100.00
B16-00043	NICK RAIL MUSIC	PFA: Open PO for Instrument Repairs	Medea Creek Middle School	010	3,000.00
B16-00044	Premier - A School Speciality	Don: 2015-16 Student Assignment Books	Medea Creek Middle School	010	10,212.50
B16-00045	DEPARTMENT OF SOCIAL SERVICES MS B-67	License fees for 15/16 school year	Neighborhood Pre-School Program	010	484.00
B16-00046	Discount School Supply	Art supplies for 2015/2016 school year	Neighborhood Pre-School Program	010	1,000.00
B16-00047	Dick Blick	Art Materials for 2015/2016 school year	Neighborhood Pre-School Program	010	800.00
B16-00048	Office Depot Customer Service Center	Blanket P.O. for office supplies for year	Neighborhood Pre-School Program	010	1,700.00
B16-00049	SOS Survival Products	DON: Earthquake/Emergency Supplies	Medea Creek Middle School	010	4,000.00
B16-00050	Document Systems	Staples, Color Copies and Maintenance for RICOH	Oak Hills Elementary School	010	1,500.00
B16-00051	Witt Company	Maintenance and Supplies for RISO	Oak Hills Elementary School	010	1,200.00
B16-00052	Southwest School Supply	Misc. School Supplies for 2015-2016 School Year	Oak Hills Elementary School	010	5,000.00
B16-00053	Office Depot Customer Service Center	Misc. School Supplies for 2015-2016 School Year	Oak Hills Elementary School	010	500.00
B16-00054	AARDVARK CLAY & SUPPLIES	Don/Art/mat & supp	Oak Park High School	010	3,000.00
B16-00055	Dick Blick	Art/Don/mat & supp	Oak Park High School	010	3,500.00
B16-00056	Conejo Hardwoods	Woodshop/Don/mat & supp	Oak Park High School	010	8,500.00
B16-00057	COSTCO WHOLESALE	Admin/mat & supp	Oak Park High School	010	3,800.00
B16-00058	Dan Amihud dba Dan's Piano Service	Piano/rnt lse rpr	Oak Park High School	010	1,500.00
B16-00059	Document Systems	Copying/Lott/mat & supp	Oak Park High School	010	4,000.00
B16-00060	Do-It Center	OPPA/Don/mat & supp	Oak Park High School	010	1,500.00
B16-00061	Graphaids	Art/Don/mat & supp	Oak Park High School	010	1,500.00
B16-00062	Harland Technology	Scantron/Lott/rnt lse rpr	Oak Park High School	010	1,800.00
B16-00063	Herff Jones	Grad/mat & supp	Oak Park High School	010	5,200.00
B16-00064	Mrs. Nelson's Library Services	Rebinding/Dics/repair	Oak Park High School	010	9,000.00
B16-00065	Office Depot Customer Service Center	Office & Classroom/mat & supp	Oak Park High School	010	7,000.00
B16-00066	Pitney Bowes Lease Global	Mail/rnt lse rpr	Oak Park High School	010	1,800.00
B16-00067	Southwest School Supply	Red Oak classroom supplies for 2015-2016	Red Oak Elementary School	010	5,000.00
B16-00068	Precision Data Products	Scantrons, etc/mat & supp	Oak Park High School	010	2,500.00
B16-00069	Rayvern Lighting Supply Co.Inc	Lighting & overhd projector bulbs/mat & supp	Oak Park High School	010	300.00
B16-00070	United States Postal Service	Red Oak Postage	Red Oak Elementary School	010	500.00
B16-00071	School Speciality	Art/Don/mat & supp	Oak Park High School	010	3,000.00
B16-00072	Top Quality Printing	Printing/non-instrut supp	Oak Park High School	010	3,500.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00073	21ST CENTURY TONER CARTRIDGES dba: IMAGING PROD.SPEC.INC.	Toner Cartridges/mat & supp	Oak Park High School	010	2,200.00
B16-00074	Western Industrial Machine Rep	Gen Ed/rnts lse rpar	Oak Park High School	010	500.00
B16-00075	Document Systems	Color copy charges and staples for Ricoh copiers	Red Oak Elementary School	010	1,000.00
B16-00076	Brian Hoover	Maintenance and Supplies for Fish Tank	Oak Hills Elementary School	010	1,200.00
B16-00077	Do-It Center	Misc. Custodial Supplies for 2015-2016 School Year	Oak Hills Elementary School	010	400.00
B16-00078	Regency Enterprises, Inc	Light Bulbs for 2015-2016 School Year	Oak Hills Elementary School	010	250.00
B16-00079	Southwest School Supply	Misc. Custodial Supplies for 2015-2016 School Year	Oak Hills Elementary School	010	5,375.00
B16-00080	AT &T MCI	Blanket P.O. for ATT Landlines 2015-2016	Oak Hills Elementary School	010	2,300.00
B16-00081	Do-It Center	Custodial/mat & supp	Oak Park High School	010	200.00
B16-00082	Southwest School Supply	Custodial supplies	Red Oak Elementary School	010	3,500.00
B16-00083	Regency Enterprises, Inc	Lighting/Custodial/mat & supp	Oak Park High School	010	900.00
B16-00084	Southwest School Supply	Custodial/mat & supp	Oak Park High School	010	20,000.00
B16-00085	Do-It Center	Custodial supplies for Red Oak	Red Oak Elementary School	010	500.00
B16-00086	Pacific Coast Environmental	DISC: Custodial Supplies	Medea Creek Middle School	010	800.00
B16-00087	Southwest School Supply	Open PO for Custodial supplies	Medea Creek Middle School	010	4,600.00
B16-00088	Do-It Center	Blanket PO for custodial supplies	Brookside School	010	300.00
B16-00089	Moore Medical Corp.	Health supplies	Brookside School	010	500.00
B16-00090	At & T CALNET2	telephone services	Brookside School	010	1,000.00
B16-00091	Office Depot Customer Service Center	office supplies	Brookside School	010	2,000.00
B16-00092	Document Systems	Open purchase order for color copies	Brookside School	010	1,400.00
B16-00093	Witt Company	maintenance and supplies for Riso	Brookside School	010	1,000.00
B16-00094	Southwest School Supply	school supplies	Brookside School	010	4,500.00
B16-00095	Southwest School Supply	Open order -- custodial supplies	Brookside School	010	5,000.00
B16-00096	U S POSTAL SERVICE(AMS-TMS) US PS/ASCOM HASLER	postal supplies	Brookside School	010	200.00
B16-00097	Agoura Lock Technologies, Inc.	keys/locks	Brookside School	010	100.00
B16-00098	Pacific Coast Environmental	Custodial Supplies	Brookside School	010	1,000.00
B16-00099	Advanced Water Solutions, INC	2015-16 Water Equipment Rental	Business Administration	010	1,000.00
B16-00100	AED Authority	Open PO for AED Batteries - Safety Credits	Business Administration	010	635.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00101	All City Management	2015/2016 School Crossing Guard Services	Business Administration	010	73,723.00
B16-00102	CCI Mail Systems	2015-2016 Maintenance of Postage Machine	Business Administration	010	3,000.00
B16-00103	Christy White Associates	2015-2016 Annual Financial Audit Services	Business Administration	010	38,500.00
B16-00104	Document Systems	2015 - 2016 Copier Color Copies and Staples	Business Administration	010	1,500.00
B16-00105	Document Systems	2015-2016 Copier Maintenance Agreement	Business Administration	010	57,432.68
B16-00106	Farmer Bros. Co.	2015-2016 Coffee Supplies	Business Administration	010	1,300.00
B16-00107	H. L. Flake Security Hardware	2015-2016 Open PO for Security Hardware Supplies	Business Administration	010	500.00
B16-00108	Jackie MacDonald DBA JM Enterprise	Open PO for 2015-2016 Recycled Paper	Business Administration	010	17,200.00
B16-00109	Jive Communications Inc	Hosted VOIP-CALNET 3 Telephone Monthly Svs Fees	Business Administration	010	29,411.70
B16-00110	MailFinance	Open PO Postage Machine Lease at DO	Business Administration	010	2,500.00
B16-00111	Office Depot Customer Service Center	2015-2016 Office Supplies for District Office	Business Administration	010	2,000.00
B16-00112	School Innovations & Advocacy Deposits	2015-2016 Consulting Mandated Costs	Business Administration	010	17,400.00
B16-00113	Staples	2015-2016 Office Supplies	Business Administration	010	1,200.00
B16-00114	Time Warner Cable	2015-2016 Open PO for High-speed Data (HSD) Svs.	Business Administration	010	1,200.00
B16-00115	Ventura County office of Education	2015-2016 Escape Finance/PayRoll/Personnel	Business Administration	010	50,119.00
B16-00116	WELLS FARGO PAYMENT REMITTANCE CENTER	2015-2016 For Credit Card Purchases	Business Administration	010	6,500.00
B16-00117	Regency Enterprises, Inc	Open Purchase order for light bulbs and recycling	Brookside School	010	500.00
B16-00118	A-1 Lawnmower	2015 - 2016 Grounds Equipment Repair & Supplies	Business Administration	010	1,000.00
B16-00119	Agoura Equip Rentals	2015-16 Misc Equipment Rental)	Business Administration	010	2,000.00
B16-00120	Agoura Lock Technologies, Inc.	2015-16 Locksmith Services	Business Administration	010	2,000.00
B16-00121	Air Cold Supply Inc	2015-2016 HVAC Parts Supplier	Business Administration	010	1,000.00
B16-00122	All Sale Electric, Inc	2015/ 2016 Open PO for Electrical Supplies	Business Administration	010	250.00
B16-00123	All-Phase Electric Supply Co	Open PO for Electrical Supplies for 2015/2016	Business Administration	010	1,000.00
B16-00124	Apex Superstores, Inc	2015-2016 Batteries for PA system, Telephone, UPS	Business Administration	010	600.00
B16-00125	Bee Professionals	2015- 2016 Bee Removal OPUSD	Business Administration	010	300.00
B16-00126	California Pest Management	2015-2016 for pest management	Business Administration	010	14,500.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00127	Carlson's Building Materials	2015-2016 Masonry Materials & Supplies	Business Administration	010	500.00
B16-00128	Cedar Valley Plumbing Supply	2015 - 2016 Plumbing Supplies & Tools	Business Administration	010	500.00
B16-00129	Cintas Fire Protection, Corp	Annual Fire Hydrant/5 Yr Sprinkler Inspection-MCMS	Business Administration	010	400.00
B16-00130	Clark Security/Anixter, Inc	Open PO for Security Parts & Supplies	Business Administration	010	1,000.00
B16-00131	Commercial Door Company Inc	Annual Fire Door Maintenance MCMS	Business Administration	010	3,364.25
B16-00132	Crowder Backflow Services, Inc	2015 - 2106 Backflow Services	Business Administration	010	500.00
B16-00133	Dial Security	2015 - 2016 Security for IT Room @ the DO	Business Administration	010	444.00
B16-00134	Do-It Center	2015-2016 Supplies for Maintenance & Op	Business Administration	010	7,100.00
B16-00135	Fence Factory	2015-2106 - Install Fences as Required	Business Administration	010	500.00
B16-00136	G.I. Industries	2015-2016 for Sanitation Services	Business Administration	010	24,000.00
B16-00137	Golden State Elevator	2015-2016 Annual Testing Elevators	Business Administration	010	1,500.00
B16-00138	Golden State Fire Extinguisher	2015-2016 Fire Extinguisher Svs	Business Administration	010	1,500.00
B16-00139	Intrepid Glass & Mirror, Inc	Open PO for Glass for 2015-2016	Business Administration	010	500.00
B16-00140	Javier Avalos	2015-2016 Vehicle Cleaning Maintenance	Business Administration	010	500.00
B16-00141	Kaiser Air & Sheet Metal Inc.	2015-2016 Open PO for HVAC Repairs - District-Wide	Business Administration	010	1,000.00
B16-00142	Lister Rents, Inc.	2015-2016 for misc equipment rental	Business Administration	010	500.00
B16-00143	M/M Mechanical, Inc	2015-2016 M & O Supplies and Equipment	Business Administration	010	500.00
B16-00144	Oak Park Water Service	2015-2016 For Water Utility	Business Administration	010	175,000.00
B16-00145	Pacific Plumbing Specialists	2015-2016 Plumbing Parts and Supplies	Business Administration	010	2,000.00
B16-00146	Pacificom	2015-2016 Communication Repairs and Supplies	Business Administration	010	1,000.00
B16-00147	Pacwest Air Filter, LLC	2015-2016 HVAC Parts/Supplies	Business Administration	010	9,000.00
B16-00148	Pep Boys	2015-2016 for Vehicle Parts and Supplies	Business Administration	010	1,000.00
B16-00149	Pierres Welding & Maint.	2015-2016 Welding Services District-Wide	Business Administration	010	1,500.00
B16-00150	Pyro-Comm Systems, Inc.	2015-2016 Fire Alarm Maintenance Service	Business Administration	010	3,000.00
B16-00151	Regency Enterprises, Inc	2015-2016 for Lighting Supplies	Business Administration	010	2,500.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00152	Roadside Lumber & Hardware,	Open PO 2015-2016 for Lumber and supplies	Business Administration	010	1,000.00
B16-00153	Safe-T-Proof	Open PO for Earthquake Strapping Supplies	Business Administration	010	5,000.00
B16-00154	Shell Oil Co	2015-2016 Gas for District Vehicles	Business Administration	010	16,500.00
B16-00155	SMITH PIPE & SUPPLY	2015-2016 for grounds pipe supplies	Business Administration	010	9,500.00
B16-00156	So Cal Edison	2015-2016 Electrical Utility Svs District-Wide	Business Administration	010	610,000.00
B16-00157	Southern California Gas Co.	2015-2016 for Gas Utility Svs District-Wide	Business Administration	010	23,900.00
B16-00158	Southwest School Supply	Open PO for Custodial Supplies	Business Administration	010	3,000.00
B16-00159	Sports Facilities Group	Annual Safety Inspection/Svs BB Backstops at MCMS	Business Administration	010	1,400.00
B16-00160	Thousand Oaks Electric	2015-2016 Electrical Supplies and Equipment	Business Administration	010	500.00
B16-00161	Trane Glendale Parts Center	2015-2016 for HVAC Parts	Business Administration	010	1,000.00
B16-00162	Trees & Things	2015-2016 Open PO for Tree Trimming & Maintenance	Business Administration	010	7,000.00
B16-00163	Triunfo Cty San Dist	2015-2016 Sewer Service Annual Fee	Business Administration	010	93,799.20
B16-00164	United Rentals	2015-2016 Open PO for Equipment Rentals	Business Administration	010	1,537.50
B16-00165	Venco Western Inc.	2015-2016 for All Sites Mowing/Fertilization	Business Administration	010	78,000.00
B16-00166	Ventura County office of Education	2015-2016 Q, SIS Hosting & Support + Food Srv	Business Administration	010	50,424.40
				130	4,575.60
B16-00167	Village Automotaive Ctr, Inc.	2015-2016 District Vehicle Repairs	Business Administration	010	7,900.00
B16-00168	Ventura County Schools	2015-16 Liability & Property Contribution	Business Administration	010	188,563.80
B16-00169	VCOE	VCOE - BTS program	Human Resources	010	11,000.00
B16-00170	William Andrew Tolson II	ASL Interpreter Svcs	Human Resources	010	2,000.00
B16-00171	Allisun Kale	Sign Language Interpreter	Human Resources	010	1,000.00
B16-00172	WELLS FARGO PAYMENT REMITTANCE CENTER	Human Resource Dept. Supplies	Human Resources	010	4,000.00
B16-00173	Advanced Water Solutions, INC	2015-16 Water Equipment Rental Rm. 104	Business Administration	010	1,020.00
B16-00174	VCOE	Blanket order for VCOE trainings 2015-2016	Human Resources	010	8,000.00
B16-00175	Uc Regents	UCLA - CTI training	Human Resources	010	40,000.00
B16-00176	Carrot-Top Industries, Inc.	2015-2016 M & O Supplies and Equipment	Business Administration	010	500.00
B16-00177	Dunn-Edwards Corporation	2015-2016 for Paint & Supplies	Business Administration	010	1,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00178	Grainger Industrial Supply	2015-2016 Electrical Supplies	Business Administration	010	15,000.00
B16-00179	MC2 Wholesale Lighting	2015-2016 Lighting and Electrical Supplies	Business Administration	010	200.00
B16-00180	McMaster-Carr Company	2015-2016 for Electrical Supplies	Business Administration	010	800.00
B16-00181	Miracle Appliance Parts	2015-2016 Small Appliance Parts	Business Administration	010	500.00
B16-00182	O'Linn Security	2015-2016 Patrol Services	Business Administration	010	1,500.00
B16-00183	Pacific Coast Environmental	Bio Ball Supplies for Waterless Urinals at DO	Business Administration	010	800.00
B16-00184	Russell Sigler Inc	2015-2016 HVAC Parts/Supplies	Business Administration	010	1,000.00
B16-00185	Intrepid Glass & Mirror, Inc	Remove, Dispose and Replace Glass at OVHS	Business Administration	010	925.40
B16-00186	Walnut Investment,LLC dba Acou stical Material Supply	2014/15 for Accoustical Tiles	Business Administration	010	1,000.00
B16-00187	Home Depot	2015-2016 Maintenance Supplies and Tools	Business Administration	010	4,000.00
B16-00188	Johnstone Supply	2015-2016 for Plumbing Supplies	Business Administration	010	1,000.00
B16-00189	Pyro-Comm Systems, Inc.	2015-2016 Fire Alarm Monitoring Service	Business Administration	010	2,880.00
B16-00190	G.I. Industries	Proj 15-14F Roll-Off Containers for Trash	Business Administration	010	1,000.00
B16-00191	Hollywood Fire Protection, LLC	Annual Fire Extinguisher Svs District-Wide	Business Administration	010	5,500.00
B16-00192	AT & T Mobility	Open PO for 2015-2016 Cell Phones & Svs	Business Administration	010	11,100.00
B16-00193	Fagen Friedman & Fulfrost LLP	2015-2106 Legal Services	Business Administration	010	165,635.00
B16-00194	Advantra Graphics	Printing for District during 2015-2016	District-wide	010	5,375.00
B16-00195	Pacific Mobile	MCMS & OHES DOH Trailer Lease/Rent 2015-16	Business Administration	010	2,773.50
B16-00196	Conejo Awards	Awards for District in 2015-16	District-wide	010	2,150.00
B16-00197	Arrowhead	Water for portable classrooms	Red Oak Elementary School	010	800.00
B16-00198	HD Supply Const. dba White Cap Construction Supply	2015/16 Open PO for Supplies	Business Administration	010	500.00
B16-00199	Pacific Coast Environmental	Maintenance/mat & supp	Oak Park High School	010	1,000.00
B16-00200	Robert Selman	2015-2016 Emergency Radio Supplies and Equipment	Business Administration	010	800.00
B16-00201	Jaime Alvarez JJER Fitness	PFA: Spin Bike Service	Medea Creek Middle School	010	1,520.00
B16-00202	Follett School Solutions, Inc.	Destiny Library Software Renewal 2015-2016	Curriculum	010	4,033.68
B16-00203	Pacific Artglass Corp	Art/Donation/Mat & supp	Oak Park High School	010	1,000.00
B16-00204	Douglas and Sturgess, Inc.	Art Don/mat & supp	Oak Park High School	010	1,000.00
B16-00205	VCOE	2015-16 SpEd Teachers - Workshops	District-wide	010	900.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00206	VCOE	2015-16 Workshops - Psychs/Behaviorist	District-wide	010	500.00
B16-00207	VCOE	2015-16 Workshops - Instructional Aides	District-wide	010	2,400.00
B16-00208	Office Depot Customer Service Center	2015-2016 - Office Depot - Supplies	District-wide	010	2,400.00
B16-00209	DS Waters of America, LP	2015-2016 - Sparkletts Water Service	District-wide	010	175.00
B16-00210	School Services of California	2014 - 2015 Fiscal & Mandate Information Services	Business Administration	010	3,540.00
FS16-00001	Alta Dena Certified Dairy	Dairy Products - Brookside Elem.	Food Services	130	3,500.00
FS16-00002	Alta Dena Certified Dairy	Dairy Products Oak Hills Elem	Food Services	130	3,500.00
FS16-00003	Alta Dena Certified Dairy	Dairy Products Red Oak Elem.	Food Services	130	3,500.00
FS16-00004	Alta Dena Certified Dairy	Dairy Products Medea Creek	Food Services	130	9,000.00
FS16-00005	Alta Dena Certified Dairy	Dairy Products Oak Park High	Food Services	130	7,000.00
FS16-00006	At & T CALNET2	Phone Bills	Food Services	130	300.00
FS16-00007	Controlled Elements HVAC	Freezer & Refrig. Repairs - District Wide	Food Services	130	10,000.00
FS16-00008	Johnstone Supply	Parts for Refrig & Freezers-BES-OH-RO-MC-OPHS	Food Services	130	2,000.00
FS16-00009	Gold Star Foods	Frozen Food/ BES-OH-RO	Food Services	130	10,000.00
FS16-00010	Gold Star Foods	Frozen Food/ MCMS	Food Services	130	15,000.00
FS16-00011	Gold Star Foods	Purchase of Frozen Food / Oak Park High	Food Services	130	15,000.00
FS16-00012	P&R Paper Supply Company, Inc.	Paper Products / BES-OHES-ROES	Food Services	130	8,000.00
FS16-00013	P&R Paper Supply Company, Inc.	Paper Products/ MCMS	Food Services	130	16,000.00
FS16-00014	P&R Paper Supply Company, Inc.	Paper Products/ OPHS-	Food Services	130	10,000.00
FS16-00015	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Brookside Elem	Food Services	130	3,000.00
FS16-00016	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Oak Hills Elem	Food Services	130	2,000.00
FS16-00017	Sysco Ventura, Inc.	Food Items, Drinks, Snacks /Red Oak Elem	Food Services	130	3,000.00
FS16-00018	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Medea Creek	Food Services	130	35,000.00
FS16-00019	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Oak Park High	Food Services	130	35,000.00
FS16-00024	Right Away Pizza, Inc. Db Ton y's Pizza & Pasta	Pizza / Oak Park High	Food Services	130	5,000.00
FS16-00025	Western Bagel	Bagels/ Brookside	Food Services	130	300.00
FS16-00026	Western Bagel	Bagels/ Oak Hills	Food Services	130	300.00
FS16-00027	Western Bagel	Bagels/ Red Oak	Food Services	130	300.00
FS16-00028	Western Bagel	Bagels/ Medea Creek	Food Services	130	2,000.00
FS16-00029	Western Bagel	Bagels / OPHS	Food Services	130	2,000.00

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Includes Purchase Orders dated 06/01/2015 - 08/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
FS16-00030	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls - Brookside	Food Services	130	4,000.00
FS16-00031	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls - Red Oak	Food Services	130	4,000.00
FS16-00032	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls- Oak Hills	Food Services	130	4,000.00
FS16-00033	Wildflour Bakery & Cafe, LLC	Wheat Bread & Rolls / Medea Creek	Food Services	130	8,000.00
FS16-00034	Wildflour Bakery & Cafe, LLC	Wheat Bread & Rolls / OPHS	Food Services	130	8,000.00
FS16-00035	Taylor Freezers of California	Sanitizer for Soft Serve Machine	Food Services	130	200.00
FS16-00038	Marx Bros. Fire Extinguisher	Fire System Service /BES	Food Services	130	230.00
FS16-00039	Marx Bros. Fire Extinguisher	Fire System Service /MCMS	Food Services	130	230.00
FS16-00040	Marx Bros. Fire Extinguisher	Fire System Service/ OPHS-CAFE	Food Services	130	375.00
FS16-00044	Tony's Fine Foods	Natural Food	Food Services	130	20,000.00
FS16-00045	United Natural Foods, Inc	Natural Food Products	Food Services	130	10,000.00
FS16-00046	SCVSFSA-SUPER Co-Op	Commodity Food Co-Op	Food Services	130	100.00
FS16-00047	Gold Star Foods	Cooler, Dry, & Frozen Storage Charges	Food Services	130	500.00
FS16-00048	The Berry Man, Inc.	Fresh Produce for Brookside Elem.	Food Services	130	4,500.00
FS16-00049	The Berry Man, Inc.	Fresh Produce for Oak Hills Elem.	Food Services	130	4,500.00
FS16-00050	The Berry Man, Inc.	Fresh Produce - Red Oak Elem.	Food Services	130	4,500.00
FS16-00051	The Berry Man, Inc.	Fresh Produce - Medea Creek	Food Services	130	10,000.00
FS16-00052	The Berry Man, Inc.	Fresh Produce - Oak Park High	Food Services	130	10,000.00
FS16-00053	Do-It Center	Parts for Repairs	Food Services	130	1,075.00
FS16-00054	Pete Fowler Dba Acorn Appliance Service	Oven & Range Repairs	Food Services	130	1,000.00
FS16-00055	Acorn Press	Legal Advertising	Food Services	130	432.00
FS16-00056	Do-It Center	Items for Cafeteria Repairs	Food Services	130	1,000.00
FS16-00057	Pete Fowler Dba Acorn Appliance Service	Gas Oven Repairs	Food Services	130	1,500.00
FS16-00058	Ventura County Environmental Health Division	Fees to Ventura Health Dept for all Sites	Food Services	130	2,500.00
FS16-00059	D'Amore's Pizza Connection	Special Pizza Crusts	Food Services	130	4,500.00
FS16-00060	D'Amore's Pizza Connection	Special Pizza Crusts	Food Services	130	2,000.00
FS16-00061	D'Amore's Pizza Connection	Special Pizza Crusts	Food Services	130	1,500.00
P15-00660	Lennox Industries, Inc	Pro 15-01R HVAC Replacement at MCMS	Business Administration	213	68,397.44
P15-00796	Christine Brown	WASC Self Study Consultant	Oak View High School	010	3,000.00
P15-00806	Lennox Industries, Inc	Proj 15-12R HVAC Replacement Library Bldg MCMS	Business Administration	213	88,642.35
P15-00870	Carter Fence Co., Inc.	OVHS Softball Outfield Fence WAGS To Reimburse	Business Administration	010	15,170.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00871	Collins Company, Inc.	Vinyl Mesh Softball Windscreen at OVHS	Business Administration	010	4,101.13
P15-00872	Clark Security/Anixter, Inc	Vandalism Boys Locker Room OPHS	Business Administration	010	121.52
P15-00873	Stumbaugh and Associates Inc.	Vandalism Boys Restroom OPHS	Business Administration	010	615.00
P15-00874	Hughes General Engineering	Proj 14-28F ADA Access Pathway OPIS	Business Administration	010	28,790.00
P15-00877	Bragg Investment Co.,Inc. DBA Bragg Crane Service	Proj 15-12R Crane Service Library Bldg MCMS	Business Administration	213	4,391.00
P15-00878	Main Street Architects, Inc.	Proj 15-02R Architect Shade Structures	Business Administration	213	16,388.49
				213	6,411.51
P15-00879	C & A Safety Consultants	Ath Trng/ROP/mat & supp	Oak Park High School	010	440.08
P15-00880	CR Print	WASC/Printing/mat & supp	Oak Park High School	010	212.85
P15-00881	21ST CENTURY TONER CARTRIDGES dba: IMAGING PROD.SPEC.INC.	CEC/ROP/mat & supp	Oak Park High School	010	599.66
P15-00882	Muvico 14	Parent funded field trip--3rd gr.	Red Oak Elementary School	010	1,541.25
P15-00883	Advantra Graphics	Busines Cards	District-wide	010	188.13
P15-00884	AP Exams	Don/AP Exams/mat & supp	Oak Park High School	010	81,332.00
P15-00885	Stagecoach Inn Museum	Donation 4th grade Stagecoach	Brookside School	010	592.00
P15-00886	ABM Electrical Power Svcs	Proj 14-37F Dual EV Charging Stations at OPHS	Business Administration	010	17,135.10
P15-00887	Ferguson Enterprises	Open PO for Plumbing Supplies	Business Administration	010	124.41
P15-00888	Division of State Architect At tn: HQ Cashier	Proj 14-25R DSA Fees Replacement Classrooms OPHS	Business Administration	213	6,461.46
P15-00889	County of Ventura-Public Works	Kanan Shuttle Annual Transit Costs 2014-15	Business Administration	010	46,667.00
P15-00890	Southwinds Transportation	Donation - buses for field trips	Brookside School	010	4,922.20
P15-00891	Advantra Graphics	Summer Reading/Summer Passport	District-wide	010	1,074.93
P15-00892	University of Oregon	DIBELS Assessment Data	Curriculum	010	77.00
P15-00893	Brodart Co.	Text Books Digital Barcode	Home Independent Study Program	010	136.51
P15-00894	California Consortium For Inde pendent Study	CCIS Membership	Home Independent Study Program	010	275.00
P15-00895	Community Educational Ent Ramo na Brandes	Donation - 1st grade - Chinese Acrobats	Brookside School	010	100.00
P15-00896	Division of State Architect	Proj RDSA DSA Fees Oak Park Library	Business Administration	213	500.00
P15-00900	VCOE	Child Abuse Training of Trainers	Human Resources	010	300.00
P15-00901	Paper Direct	Certificates/Admin/other	Oak Park High School	010	114.75
P15-00902	Acorn Press	Acorn Advertising for OPNS	Neighborhood Pre-School Progrm	010	2,147.52

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00903	Precision Plumbing	Emergency Repair of Main Water Line at ROES	Business Administration	010	461.00
P15-00904	American Building Contractor	Roof Warranty Ceiling Repair at ROES	Business Administration	010	1,478.00
P15-00905	Precision Plumbing	Project14-29F Move Equipment for Solar Transformer	Business Administration	010	7,115.00
P15-00906	Martha Villar	ASL interperter Svcs	Human Resources	010	90.00
P15-00907	Debi Fries	Buy Back day - Debi Fries/Brooke Fries Stress Talk	Curriculum	010	400.00
P15-00908	KW Engineering	Prop 39 Consutling and Preparation	Business Administration	010	10,560.00
P15-00909	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	Parent funded field trip, 5th Reagan	Red Oak Elementary School	010	1,368.00
P15-00910	Apex General Contractors	Siding Repair Trailer 104 at OVHS	Business Administration	010	3,266.00
P15-00911	Omega Construction Company	Rennovations at OVHS	Business Administration	010	14,700.00
P15-00912	Pro-Ed	SpEd - protocol order (psychs)	District-wide	010	497.97
P15-00913	VCOE	SpEd VCOE/SELPA workshops (2014/15)	District-wide	010	1,951.00
P15-00914	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	Donation 1st grade field trip	Brookside School	010	451.00
P15-00915	Bragg Investment Co.,Inc. DBA Bragg Crane Service	Proj 15-12R Crane Svs HVAC Install MCMS Library	Business Administration	213	4,391.00
P15-00916	Welsh Structures, Inc.	Proj 14-29F Architect/Engineering Solar OPHS	Business Administration	010	4,125.00
P15-00917	TIRE MAN - AGOURA, INC	Carlie Golf Cart Repair OPHS	Oak Park High School	010	239.62
P15-00918	Tri-County Gate Council	Tri-County GATE Council	Curriculum	010	130.00
P15-00919	VENTURA COUNTY STAR	Proj 15-03R Ad for Bids Roof Replacement MCMS	Business Administration	213	1,127.28
P15-00920	Document Systems	2014-15 Copy Overages Districtwide	Business Administration	010	15,662.49
P16-00007	Educational Data Systems	2015-2016 CELDT Pre ID	Curriculum	010	405.85
P16-00009	LRP Publication	Common Core & Special Education Books	Curriculum	010	1,255.94
P16-00010	Textbook Warehouse c/o AMEX	MCMS Workbooks 2015-2016	Curriculum	010	20,136.24
P16-00011	Textbook Warehouse c/o AMEX	MCMS Novels 2015-2016	Curriculum	010	1,486.73
P16-00012	Textbook Warehouse c/o AMEX	MCMS Textbooks 2015-2016 - History	Curriculum	010	11,421.88
P16-00013	Handwriting Without Tears	ROES DK Consumable 2015-2016	Curriculum	010	264.38
P16-00014	Houghton Mifflin Harcourt c/o American Express	Go Math ROES - Common Core Grab & Go Grade K & 1	Curriculum	010	2,793.05

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00015	Textbook Warehouse c/o AMEX	ROES Workbooks 2015-2016	Curriculum	010	6,304.80
P16-00016	Delta Education, LLC c/o American Express	ROES FOSS Science add'l organisms 2015-2016	Curriculum	010	3,276.71
P16-00017	Handwriting Without Tears	BES DK Consumable 2015-2016	Curriculum	010	264.38
P16-00018	Houghton Mifflin Harcourt c/o American Express	BES ELA Workbooks Grade 4 & 5	Curriculum	010	3,959.55
P16-00019	Textbook Warehouse c/o AMEX	BES Workbooks 2015-2016	Curriculum	010	5,344.36
P16-00020	Textbook Warehouse c/o AMEX	BES Textbooks 2015-2016	Curriculum	010	502.89
P16-00021	Handwriting Without Tears	OHES DK Consumable 2015-2016	Curriculum	010	264.38
P16-00022	Delta Education, LLC c/o American Express	BES FOSS Science add'l organisms 2015-2016	Curriculum	010	1,430.53
P16-00023	Textbook Warehouse c/o AMEX	OHES Workbooks 2015-2016	Curriculum	010	5,231.17
P16-00025	ACSA Membership Processing	ACSA Membership for Leadership	School Site Salaries-NonTeach	010	18,507.00
P16-00026	Textbook Warehouse c/o AMEX	OVHS Workbooks 2015-2016	Curriculum	010	3,811.33
P16-00027	Houghton Mifflin Harcourt c/o American Express	OHES ELA - Literacy book/tape 2015-2016 + Frindle	Curriculum	010	1,339.73
P16-00028	Textbook Warehouse c/o AMEX	MCMS - A Long Walk to Water 2015-2016	Curriculum	010	3,060.53
P16-00029	McGraw-Hill Education c/o American Express	OVHS Marine Biology Textbook 2015-2016	Curriculum	010	2,220.75
P16-00030	The Frame Gallery	DON: Framing for Class Picture	Medea Creek Middle School	010	135.16
P16-00031	Delta Education, LLC c/o American Express	OHES FOSS Science add'l organisms 2015-2016	Curriculum	010	1,483.50
P16-00032	Better World Club	2015-16 Renewal of Vehicle Roadside Assistance	Business Administration	010	499.50
P16-00033	Cengage Learning	Textbooks/VC Innovates Grant	Oak Park High School	010	1,902.04
P16-00034	Pacific Building Maintenance	Summer Deep Cleaning Svs. Districtwide	Business Administration	010	85,963.00
P16-00035	Next Technologies, Inc.	Desks/Trnsct Don/mat & supp	Oak Park High School	010	2,897.63
P16-00036	Vista Higher Learning	AP Span Wkbk/Don/mat & supp	Oak Park High School	010	888.55
P16-00037	Prestwick House, Inc c/o AMEX	Eng Wkbk/Don/mat & supp	Oak Park High School	010	8,051.75
P16-00038	Hayden-McNeil Pub c/o AMEX	Sci Wkbk/Don/mat & supp	Oak Park High School	010	4,425.65
P16-00039	McGraw-Hill Education c/o American Express	OPHS Biology AP Textbooks 2015-2016	Curriculum	010	19,387.50
P16-00040	School Health Corporation	Health room supplies	Red Oak Elementary School	010	264.60
P16-00041	Pitney Bowes Reserve Account	Postage/mat & supp	Oak Park High School	010	2,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00042	Textbook Warehouse c/o AMEX	OPHS Textbooks Foreign Lang/History/Comp 2015-2016	Curriculum	010	52,432.32
P16-00043	Agoura Lock Technologies, Inc.	Keys/Custodial/mat & supp	Oak Park High School	010	1,000.00
P16-00044	Embroider This	DON: Camp Medea T-shirts	Medea Creek Middle School	010	792.81
P16-00045	Product Architects, Inc	DON: CAMP MEDEA Water Bottles	Medea Creek Middle School	010	2,306.96
P16-00046	Special Buys Inc. DBA Bargain Balloons	DON: Camp Medea Supplies	Medea Creek Middle School	010	40.85
P16-00048	Follett School Solutions, Inc.	DISC: Barcode Labels for Library Books	Medea Creek Middle School	010	150.50
P16-00049	Pearson AGS Globe	AP French Wkbks/Don/mat & supp	Oak Park High School	010	887.67
P16-00050	Project Lead the Way (PLTW)	Proj Ld the Way/VC Inn Grnt/mat & supp	Oak Park High School	010	3,000.00
P16-00051	IXL Learning Inc	PFA Don/Math/Licenses	Oak Park High School	010	747.00
P16-00052	Ventura County Graphic Service	Cumulative and health folders	Red Oak Elementary School	010	80.63
P16-00053	Textbook Warehouse c/o AMEX	OPHS ELA/Math/Science Textbooks 2015-2016	Curriculum	010	31,855.05
P16-00054	Peacocks Marching World	Band/Trnscpt Don/mat & supp	Oak Park High School	010	5,133.66
P16-00055	McGraw-Hill Education c/o American Express	OPHS Algebra 1 2, Geometry & BioTextbooks 2015-16	Curriculum	010	146,487.87
P16-00056	Follett School Solutions, Inc. American Express	OPHS Textbooks/Chinese/Journalism 2015-2016	Curriculum	010	4,277.92
P16-00057	BizClicks Office	Partition Fabrication/Install-OPHS Student Store	Business Administration	010	7,700.25
P16-00058	Golden State Elevator	Replace Exhaust Fan in Elevator at OPHS	Business Administration	010	740.00
P16-00059	Omega Construction Company	Proj 15-09R Paint Student Lockers OPHS	Business Administration	213	46,150.00
P16-00060	Taft Electric Company	Proj 14-20R Exterior Lighting Replacement OHES	Business Administration	213	9,774.00
P16-00061	Taft Electric Company	Proj 14-20R Exterior Lighting Replacement OPHS	Business Administration	213	32,592.00
P16-00062	Taft Electric Company	Proj 14-20R Exterior Lighting Replacement MCMS	Business Administration	213	17,988.00
P16-00063	Taft Electric Company	Proj 14-20R Exterior Lighting Replacement ROES	Business Administration	213	20,374.00
P16-00064	Delta Education, LLC	Foss Science Training - Debra Hammill	Curriculum	010	7,740.00
P16-00065	Voyager Sopris Learning	MCMS Sp Ed TransMath 2015-2016	Curriculum	010	8,577.50
P16-00066	Dubuque Bank and Truck Co.	Pro 14-29F Lease/Purchase of Solar Install at OPHS	Business Administration	010	58,736.64
P16-00067	SHI International	2015-2016 Annual License/Software - MS Windows	Business Administration	010	192.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00068	Houghton Mifflin Harcourt c/o American Express	OPIS Textbooks 2015-2016 - K-5	Curriculum	010	15,897.76
P16-00069	Department of Industrial Relations(Accounting)	Elevator Permit at MCMS	Business Administration	010	225.00
P16-00070	Department of Industrial Relations(Accounting)	Elevator Permits at OPHS	Business Administration	010	350.00
P16-00071	Ferguson Enterprises	Open PO for Plumbing Supplies	Business Administration	010	300.00
P16-00073	Lennox Industries, Inc	2015-2016 Open PO for HVAC Parts	Business Administration	010	3,000.00
P16-00074	Sports Facilities Group	Annual Maintenance Bleachers & Backstops at OPHS	Business Administration	010	7,375.00
P16-00075	Bragg Investment Co.,Inc. DBA Bragg Crane Service	Relocate Container at DO to OPHS	Business Administration	010	6,323.00
P16-00076	Premier Carpet, Inc.	Carpet Replacement at Various Sites	Business Administration	213	83,571.43
P16-00077	HEINEMANN	BES Grade 4 & 5 Reading 2015-2016	Curriculum	010	702.65
P16-00078	Kaiser Air & Sheet Metal Inc.	Proj 15-12R HVAC Library Bldg MCMS	Business Administration	213	80,240.00
P16-00079	Southwest School Supply	OVHS Furniture 2015-6	Business Administration	212	3,791.85
P16-00080	Premier Carpet, Inc.	Demo and Replace Floor at OPHS Cafe	Business Administration	213	13,811.00
P16-00081	Southwest School Supply	BES Furniture 2015-16	Business Administration	212	2,533.78
P16-00082	Kaiser Air & Sheet Metal Inc.	Proj 15-09R Repair/Paint Lockers OPHS	Business Administration	213	2,232.00
P16-00083	Southwest School Supply	OPHS Furniture 2015-16	Business Administration	212	7,348.18
P16-00084	Sierra Educational Consulting	Coaching and Mentoring for Teachers	Curriculum	010	10,000.00
P16-00085	Quality Sheds	Shed / Lean to for OPHS - Donations	Business Administration	010	4,495.00
P16-00086	Pamela A. Carter	CC Indep Contractor Pam Carter	Curriculum	010	10,000.00
P16-00087	Time Warner Cable	2015/16 Mesh Network to Sites Internet Access	Business Administration	010	39,805.16
P16-00088	Hughes General Engineering	Repair Broken Water Main at ROES	Business Administration	010	2,000.00
P16-00089	Crowder Backflow Services, Inc	Repair Backflow at DO	Business Administration	010	650.00
P16-00090	Uc Regents	UCLA Lab School - CTI	Curriculum	010	13,074.00
P16-00091	Stumbaugh and Associates Inc.	Urinal Screens for MCMS & BES Restroom	Business Administration	010	838.00
P16-00092	Trees & Things	Trim Courtyard Trees at BES	Business Administration	010	3,220.00
P16-00093	Southwest School Supply	ROES Furniture 2015-16	Business Administration	212	1,272.80
P16-00094	Southwest School Supply	MCMS Furniture 2015-16	Business Administration	212	7,649.70
P16-00095	Steel Inspectors of Texas, Inc	Proj 15-02R Inspections Shade Structure ROES	Business Administration	213	3,500.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00096	Steel Inspectors of Texas, Inc	Proj 15-02R Inspections Shade Structure OHES	Business Administration	213	2,500.00
P16-00097	Steel Inspectors of Texas, Inc	Proj 15-02R Inspections Shade Structure BES	Business Administration	213	4,500.00
P16-00098	Southwest School Supply	OVHS Furniture 2015-6	Business Administration	212	2,706.64
P16-00099	Action Sales	C-6 Cafeteria Equipment	Business Administration	212	61,869.48
P16-00101	BTC Laboratories	Proj 14-35R Testing & Inspection Ball Wall ROES	Business Administration	010	1,982.00
P16-00102	CTE CAL, Inc.	Proj 14-25R DSA Inspection Classrooms OPHS	Business Administration	213	2,310.00
P16-00103	CTE CAL, Inc.	Proj 14-29F DSA Inspection Solar Shade OPHS	Business Administration	010	6,930.00
P16-00104	CTE CAL, Inc.	Proj 14-28F DSA Inspections OPIS	Business Administration	010	1,430.00
P16-00105	CTE CAL, Inc.	Proj 14-35F DSA Inspections Ball Wall ROES	Business Administration	010	4,290.00
P16-00106	CTE CAL, Inc.	Proj RDSA Closeout Districtwide	Business Administration	213	4,400.00
P16-00107	Carter Fence Co., Inc.	Repair & New Chainlink Fence at OVHS	Business Administration	010	4,870.00
P16-00108	ABM Electrical Power Svs	Proj 14-37F Dual EV Charging Stations at OPHS	Business Administration	010	13,891.58
P16-00109	Renaissance Learning, Inc	PFA: A.R. Program Renewal	Medea Creek Middle School	010	3,001.46
P16-00110	Christine Brown	WASC Self Study Consultant	Oak View High School	010	3,000.00
P16-00111	Hughes General Engineering	Proj 15-14R Workyard Fence and Concrete OPHS	Business Administration	010	2,700.00
P16-00112	Welsh Structures, Inc.	Proj 10-14R Engineering Services/Plan Check OPHS	Business Administration	213	400.00
P16-00113	Welsh Structures, Inc.	Proj 14-29F Architect/Engineering OPHS Library	Business Administration	010	600.00
P16-00114	Welsh Structures, Inc.	Proj 14-29F Architect/Engineering Solar OPHS	Business Administration	010	4,057.01
P16-00115	ModSpace	Modifications for OPHS Testing Trailer	Business Administration	010	3,800.00
P16-00116	Main Street Architects, Inc.	Proj RDSA Architectural Services ROES/OHES	Business Administration	213	26,800.00
P16-00117	PBS Engineers	Proj 10-14R Engineering Svc Modernization OPHS	Business Administration	213	4,200.00
P16-00118	Us Bank Trust Nat'l Assn.	Admin Fees 2009 GOB Election 2008 Series A	Business Administration	010	770.00
P16-00119	Us Bank Trust Nat'l Assn.	Admin Fees 2009 GOB Election 2006 Series B	Business Administration	010	770.00
P16-00120	Protection Design & Consulting	Proj RDSA Plan Review OPHS	Business Administration	213	4,070.00
P16-00121	NV5 West, Inc.	Proj 15-02R Inspections Shade Structures OHES	Business Administration	213	3,809.50
P16-00122	NV5 West, Inc.	Proj 15-02R Inspections Shade Structures BES	Business Administration	213	5,121.50

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00123	NV5 West, Inc.	Proj 15-02R Inspections Shade Structures ROES	Business Administration	213	6,105.50
P16-00124	Textbook Warehouse c/o AMEX	OPIS Grade 6-12 Workbooks 2015-2016	Curriculum	010	1,325.53
P16-00125	Fun Raising School Gear	TShirts and Sweatshirts for Board/Staff	District-wide	010	1,047.32
P16-00126	Airtek Indoor Air Solutions	Proj 15-01R Air Duct Cleaning Bldg C MCMS	Business Administration	213	24,650.00
P16-00127	Sports Facilities Group	Scoreboard Installation at MCMS Gym	Business Administration	010	3,250.00
P16-00128	Custom Modular Services Corp	Replace Ball Wall Backboards ROES	Business Administration	010	5,070.00
P16-00129	Carter Fence Co., Inc.	Install Tetherball & Basketball Poles & Backstop	Business Administration	010	2,665.00
P16-00130	California School Boards Assn	GAMUT Online 2015-16	Board of Education	010	2,410.00
P16-00131	Document Systems	Proj 15-01C Ricoh Copier Replacement in DO	Business Administration	212	14,712.45
P16-00132	California Electric Supply	Proj 14-20R LED Lighting OHES,ROES,MCMS,OPHS	Business Administration	213	86,000.00
P16-00133	Southwest School Supply	Desk for Elementary Counselor	Business Administration	010	370.88
P16-00134	Southwest School Supply	Furniture for Dean's Office at MCMS	Business Administration	010	1,025.55
P16-00135	Office Depot Customer Service Center	Blanket PO for Office Supplies	Home Independent Study Program	010	2,000.00
P16-00136	Arrowhead	Arrowhead Water #002729877	Home Independent Study Program	010	800.00
P16-00137	Accrediting Commission For Sch ools/Wasc	WASC Annual Membership	Oak View High School	010	870.00
P16-00138	Southwest School Supply	Open PO for School Supplies	Home Independent Study Program	010	1,000.00
P16-00139	Office Depot Customer Service Center	Blanket PO for Office Supplies	Oak View High School	010	1,500.00
P16-00140	Southwest School Supply	Blanket PO School Supplies 2015-16	Oak View High School	010	1,000.00
P16-00141	Document Systems	Staples & Color Copies - OVHS/OPIS	Oak View High School	010	500.00
P16-00142	Ventura County Graphic Service	Cumulative and Health Folders	Oak Hills Elementary School	010	201.56
P16-00143	Top Quality Printing	Guest Teacher Timesheets&Soft timecards-New Format	Business Administration	010	489.13
P16-00144	Oak Meadow school	OPIS American Literature Syllabus 2015-2016	Curriculum	010	4,387.50
P16-00145	Compuwave Inc.	Toner for Printer - Room 17	Neighborhood Pre-School Progrrm	010	1,290.00
P16-00146	Southwest School Supply	Teacher Desk in Rms. H-9 and H-15 at OPHS	Business Administration	212	741.75
P16-00147	At & T CALNET2	OVHS Fax Line	Oak View High School	010	500.00

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

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Includes Purchase Orders dated 06/01/2015 - 08/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00148	Signature Signs	Proj 15-02R	Business Administration	213	999.68
P16-00149	Purchase Power	Postage/mat & supp	Oak Park High School	010	520.99
P16-00150	Textbook Warehouse Inc.	OPHS Textbooks Foreign Lang Chinese 2015-2016	Curriculum	010	1,158.85
P16-00151	Spectrasystems, Inc. DBA Spect raturf	Proj 15-02R Rubber Surface ADA Pathway BES	Business Administration	213	9,015.80
P16-00152	M/M Mechanical, Inc	Proj 15-02R ADA Sinks Restrooms ROES	Business Administration	213	6,886.00
P16-00153	ModSpace	New Maintenance Trailer at DO	Business Administration	010	62,666.33
P16-00154	HEINEMANN	BES Grade 4 & 5 Reading 2015-2016	Curriculum	010	2,107.95
P16-00155	Textbook Warehouse c/o AMEX	OPIS add'l order Textbooks 2014-2015	Curriculum	010	2,691.26
P16-00156	OfficeFurniture.com LLC	Classroom Book Shelves	Oak View High School	010	309.60
P16-00157	Textbook Warehouse Inc.	OPHS Workbooks SpEd Algebra 1	Curriculum	010	182.75
P16-00158	California Consortium For Independent Study	CCIS Conference Registration	Home Independent Study Program	010	700.00
P16-00159	Tangram Fabricators, Inc	OPIS/OVHS Office/Classroom furniture	Home Independent Study Program	010	2,098.67
P16-00160	Parent of OPUSD Student	Settlement Reimbursement	District-wide	010	12,332.98
P16-00161	Taft Electric Company	Proj 14-08F Ground Rod Test Field House OPHS	Business Administration	010	285.00
P16-00162	Taft Electric Company	Proj 14-29F Electrician Solar Structures OPHS	Business Administration	010	212.50
P16-00163	Main Street Architects, Inc.	Proj 15-13F Architect Oak Park Library	Business Administration	010	3,500.00
P16-00164	Fence Factory	Proj 15-02R Panic Gate Hardware ROES	Business Administration	213	10,500.00
P16-00165	Welsh Structures, Inc.	Proj 15-13F Structural Engineer OP Library Lab	Business Administration	010	600.00
P16-00166	Us Bank Trust Nat'l Assn.	Admin Fees 2008 GOB Election 2011A & 2011B Series	Business Administration	010	1,815.00
P16-00167	Us Bank Trust Nat'l Assn.	Admin Fees 1977 GOB Election 2000 Series	Business Administration	010	847.00
P16-00168	Sargent-Welch	VCInnGrnt/mat & supp	Oak Park High School	010	108.93
P16-00169	Fisher Science Education	VCInnov Grnt/mat & supp	Oak Park High School	010	1,603.22
P16-00170	Enhanced Landscape Mgmt, Inc	School Site "Back to School" Landscape Clean-Up	Business Administration	010	19,800.00
P16-00171	CENTER GLASS CO	Replace & Install Dance Rm Mirrors at OPHS	Business Administration	010	2,450.00
P16-00172	Kaiser Air & Sheet Metal Inc.	Locker Repairs at OPHS	Business Administration	010	516.00
P16-00173	Detail Masters - Greg Dumond	Detailing District SUV's	Business Administration	010	1,000.00
P16-00174	Southwest School Supply	Teacher Furniture at MCMS	Business Administration	212	1,761.93
P16-00175	Southwest School Supply	Counselor Desk at OPHS	Business Administration	010	679.40

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Includes Purchase Orders dated 06/01/2015 - 08/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00176	Southwest School Supply	Teacher Furniture at OVHS 2015-6	Business Administration	212	913.75
P16-00177	Curriculum Associates	2nd grade Quick-Word Handbooks	Red Oak Elementary School	010	228.01
P16-00178	Electronix Express	VCI Grnt/Engineer/mat & supp	Oak Park High School	010	373.71
P16-00179	Houghton Mifflin Harcourt	Go Math BES - Common Core Grade 5	Curriculum	010	146.15
P16-00180	Home Depot DEPT 32 2500369867	Tools and Supplies VCI Grant - Engineering	Oak Park High School	010	347.63
P16-00181	Top Quality Printing	Spanish Wkbk/Don/mat & supp	Oak Park High School	010	5,718.36
P16-00182	Textbook Warehouse c/o AMEX	OPIS Textbooks 2015-2016 -	Curriculum	010	3,721.70
P16-00183	Follett Educational Services	OPIS Textbooks 2015-2016 -	Curriculum	010	940.28
P16-00184	McGraw-Hill Education c/o American Express	OPHS Algebra 2 Add'l Order 2015-16	Curriculum	010	3,535.64
P16-00185	ETS	15-16 CAASPP Parent add Sci Ppr Pncil Testg PreID	Curriculum	010	1,339.69
P16-00186	Miracle Playground Sales	New Basketball Fun Tunnel for K Yard at ROES	Business Administration	010	1,379.46
P16-00187	Lucci & Associates, Inc.	Proj 15-13F Electrical Engineer OP Library	Business Administration	010	6,700.00
P16-00188	Promotional Advertising Solutions, Inc.	OPNS T-Shirts	Neighborhood Pre-School Program	010	1,505.00
P16-00189	Arsenal Equipment Rentals, LLC	Equipment Rental - 9K Reachlift	Business Administration	010	465.50
P16-00190	City Of Ventura Parks & Rec.	Parent funded field trip--4th gr. Arroyo Verde	Red Oak Elementary School	010	380.00
P16-00191	C Below Subsurface Imaging	Proj 15-02R Utility Locating Shade Structures	Business Administration	213	7,125.00
P16-00192	Automoblox Co.	VCI Innv Grnt/mat & supp	Oak Park High School	010	116.10
P16-00193	Creative Notebook Solutions	VC Innv Grnt/workbooks/mat & supp	Oak Park High School	010	124.00
P16-00194	Accrediting Commission For Schools/Wasc	Accreditation/oth exp	Oak Park High School	010	870.00
P16-00195	Medco Sports Medicine	Athletics/Ath Trnr Supplies, mat & supplies	Oak Park High School	010	1,658.10
P16-00196	SOS Survival Products	Athletic Trainer/Athletics/mat & supp	Oak Park High School	010	193.19
P16-00197	School Health Corporation	Health Office/material & supp	Oak Park High School	010	173.90
P16-00198	Accrediting Commission For Schools/Wasc	Annual WASC Installment 2015-16	Home Independent Study Program	010	470.00
P16-00199	Top Quality Printing	Spanish Wkbk/Don/mat & supp	Oak Park High School	010	262.84
P16-00200	Worldwide Industries Group Inc DBA Bestblanks	VCI Grant Press Equipment & Supplies OVHS	Business Administration	010	5,025.27
P16-00201	Textbook Warehouse c/o AMEX	OPIS textbooks 2015-2016	Curriculum	010	1,354.50
P16-00202	Ventura County Association of School Psychologists	2015-16 - VCASP Membership/psychs	District-wide	010	100.00

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Includes Purchase Orders dated 06/01/2015 - 08/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00203	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	5th Grade Field Trip	Oak Hills Elementary School	010	1,454.00
P16-00204	VCOE	Fraud Prevention & Ethics Training	Business Administration	010	910.00
T15-00064	Starnet Data Design, Inc.	Palo Alto Firewall PA3050 HA pair	Technology Coordinator	212	94,280.00
				212	5,250.00
T15-00066	Admin Arsenal Corp	PDQ Windows Patch Deployment Software License	Technology Coordinator	010	1,000.00
T15-00067	Softerra Inc.	LDAP Administrator License 1 yr	Technology Coordinator	010	350.00
T16-00002	Amplified IT LLC	Google Admin Services (Backupify + Cloudlock)	Technology Coordinator	010	17,500.00
T16-00003	BE Publishing	Curr: Keyboarding Software	Medea Creek Middle School	010	1,038.70
T16-00004	Tangent	Tangent Barracuda Spam Filtering 1 Yr (2015-16)	Technology Coordinator	010	1,250.00
T16-00005	PCM-G, Inc.	Chromebooks (Dell 11" 2015) for Refresh	Technology Coordinator	212	66,282.00
T16-00006	Compuwave Inc.	Carts for mobile computers (Chromebooks etc.)	Technology Coordinator	212	13,947.05
T16-00007	Compuwave Inc.	Desktop Computers for OPHS Foreign Language Lab	Technology Coordinator	212	58,975.23
T16-00008	Uzibull	Uzibull iPad Air Cases 120	Technology Coordinator	212	4,895.55
T16-00009	Amplify	Software System/VC Innovates Grant	Oak Park High School	010	2,200.00
T16-00010	Compuwave Inc.	VC Invt Grnt/Computers/mat & supp	Oak Park High School	010	31,152.40
T16-00011	Compuwave Inc.	VC Invt Grnt/Computer/mat & supp	Oak Park High School	010	1,930.23
T16-00012	SHI International	Microsoft licensing CAMSA Districtwide	Technology Coordinator	010	9,693.50
T16-00013	Amplified IT LLC	Backupify GAFE Migrator Tool	Technology Coordinator	010	750.00
T16-00014	Computer-Using Educators	CUE Rockstar Training for TOSAs (3)	Technology Coordinator	010	897.00
T16-00015	Compuwave Inc.	VM Ware Licenses for Servers	Technology Coordinator	010	3,416.13
T16-00016	Uzibull	Uzibull iPad Air Cases 200	Technology Coordinator	212	7,272.38
T16-00017	Compuwave Inc.	HP Storage SAN Maintenance & Support 1yr	Technology Coordinator	010	4,512.00
T16-00018	Compuwave Inc.	Blk Toner Cartridge for HR Printer	Human Resources	010	273.05
T16-00019	Mendtronix, Inc.	Blanket Purchase Order for SMARTboard Repair	Technology Coordinator	010	4,000.00
T16-00020	Amplified IT LLC	Blanket PO for Google GAFE Migration Services	Technology Coordinator	010	5,000.00
T16-00021	Blackboard Inc	District Web Site Hosting	Technology Coordinator	010	13,267.00
T16-00022	Compuwave Inc.	VCI Grant Dell Latitude Computers OVHS	Business Administration	010	8,614.63

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Includes Purchase Orders dated 06/01/2015 - 08/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
TB16-00001	Compuwave Inc.	HR printer supplies 2015-2016	Human Resources	010	1,612.50
TB16-00002	CDW GOVERNMENT INC	Blanket PO - Equipment/Supplies <\$500	Technology Coordinator	010	5,000.00
TB16-00003	PCMG Inc,	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	3,000.00
TB16-00004	Monoprice	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	4,000.00
TB16-00005	All Connected Inc	Network Support, Monitoring, Consulting	Technology Coordinator	010	28,000.00
TB16-00006	VCOE	Blanket PO for IT Workshops at VCOE 2014-15	Technology Coordinator	010	2,000.00
TB16-00007	Apple Computer, Inc. Ms:198-3E D	Blanket PO for Computer Equip < \$500	Technology Coordinator	010	10,000.00
TB16-00008	Compuwave Inc.	Blanket PO - Equipment & Supplies <\$500	Technology Coordinator	010	5,000.00
Total Number of POs			518	Total	4,965,430.85

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	47	293,133.21
212	Measure C6 Technology Bond Fun	1	94,280.00
213	Measure R FACILITIES Bond Fund	6	184,780.74
Total Fiscal Year 2015			572,193.95
010	General Fund	368	3,285,839.58
130	Cafeteria Fund	53	313,917.60
212	Measure C6 Technology Bond Fun	17	261,924.52
213	Measure R FACILITIES Bond Fund	31	531,555.20
Total Fiscal Year 2016			4,393,236.90
Total			4,965,430.85

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.

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TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR CIF PLAY-OFF COMPETITION – FALL SPORTS

CONSENT

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

BACKGROUND: Principal, Kevin Buchanan, requests approval for any/all fall sports team(s) (Girls' Tennis, Volleyball, Golf, Football, and Cross Country) that might qualify for CIF play-offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CROSS COUNTRY TEAM – OCTOBER 9-10, 2015

CONSENT

ISSUE: Shall the Board approve an overnight trip for the Oak Park High School Cross Country Team?

BACKGROUND: Principal, Kevin Buchanan, requests approval for the Cross Country Team to attend the Clovis Invitational scheduled for October 9-10, 2015 in Fresno, CA. Approximately 45 athletes, four OPHS coaches and six volunteer chaperones will travel by district approved drivers in private & district vehicles. Team and chaperones will depart Friday, October 9 at noon and return Saturday, October 10 by 5 p.m. They will stay at the Clovis Comfort Suites. The cost will be approximately \$80 per athlete to cover the cost of transportation & lodging & breakfast. Athletes should bring approximately \$30-\$50 for extra spending money. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.1.f. APPROVE OUT OF STATE TRIP FOR OAK PARK HIGH SCHOOL JOURNALISM MEMBERS – NOVEMBER 11-14, 2015
CONSENT

ISSUE: Shall the Board approve an out-of-state trip for the Oak Park High School Journalism members?

BACKGROUND: Principal, Kevin Buchanan, requests approval for the National High School Journalism Convention in Orlando, FL scheduled for November 11-14, 2015. Between five-ten students (male & female), an OPHS teacher and one male parent volunteer will leave from LAX the morning of Wednesday, November 11 and return the evening of Saturday, November 14. Students and chaperones will stay at the Walt Disney World Swan Resort. Students will pay approximately \$800 per student to cover the cost of registration, meals, transportation and lodging. 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 out-of-state trip as presented.
 2. Do not approve out-of-state 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	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Member	_____	_____	_____	_____



Tumbleweed Transportation

Dedicated to Safety and Service

OAK PARK SCHOOL DISTRICT STUDENT TRANSPORTATION

This contract is made and entered into this 15th day of August, 2015 by and between Oak Park Unified School District, a California non-profit corporation, hereinafter called "Oak Park" or the "School," and Tumbleweed Educational Enterprises, Inc., a California corporation, hereinafter called the "Contractor." The parties do hereby contract and agree as follows:

Scope of Work

Contractor shall furnish transportation services for the School, including daily transportation for pupils and other persons designated within established boundaries, plus academic field trips to/from other points as directed. Said transportation shall be furnished at such times and places as specified by the School's Business Manager or the duly authorized representative in charge of transportation.

Period of Contract

This contract commences on August 15, 2015, and concludes on July 31, 2016.

Equipment

The Contractor shall provide one (1) school bus with a maximum capacity of twenty (20) elementary school passengers ("bus") throughout the period of this contract. Additional vehicles shall be made available for the School's use, with charges for same as set forth in more detail on page 5 hereof, if the School provides at least one hundred eighty (180) days advance written notice to the Contractor that additional equipment is required. Contractor reserves the right to substitute vehicles as necessary due to maintenance and equipment requirements, including using vehicles of a smaller capacity if the route on a given day or days has fewer than twenty (20) passengers.

All vehicles supplied under this contract shall be approved school buses as defined by applicable statutory or administrative codes, and must in addition meet with the approval of the School. The Contractor shall practice regular preventive maintenance as approved by the vehicle manufacturer on all vehicles. The Contractor shall clean all vehicles inside and out as necessary and make repairs to visible body damage inside or out immediately after such damage occurs.

The Contractor shall maintain spare vehicles of appropriate sizes which meet all of the above requirements so they may be substituted for the regularly assigned vehicle if needed without delay. Because breakdowns and unexpected events do occur in the transportation industry, the Contractor cannot be held responsible if unexpected events or circumstances beyond its control result in the late arrival of students to school or home. The Contractor will maintain continuous contact with the vehicle through two-way radios and will notify the School promptly if such events occur.

Post Office Box 49291, Los Angeles, California 90049
T (310) 444-3232 F (310) 444-3230
www.tumbleweedtransportation.com

The School shall have the option of inspecting the condition of the Contractor's vehicles used for the School at any time during the term of the contract. Any expenses of this inspection shall be borne by the School. Should an inspection reveal, in the opinion of the School, that repairs of the vehicles are needed for safety or other reasons, the School reserves the right to reject this equipment for the School's use and require the Contractor to provide replacement equipment until the required repairs and/or service have been completed. Cost of such repairs and service and re-inspection of vehicles shall be the responsibility of the Contractor. At times requested by the School, the Contractor shall submit evidence satisfactory to the School that all vehicles used by the Contractor receive regular inspections, programmed preventive maintenance, and safety services.

Vehicles and all appurtenances must comply in all respects whether specifically mentioned or not with the California Motor Vehicle Code, regulations of the City and County of Los Angeles, California pertaining to passenger vehicles and buses, regulations of the California Highway Patrol pertaining to school buses, and with the provisions of the California State Board of Education regulations governing pupil transportation as published and in effect at the time of execution of this contract and thereafter.

Permits and Licenses

The Contractor, its employees, and its agents shall secure and maintain valid permits and licenses as required by law for the execution of this contract. The School requires that the Contractor shall not pay more than the fee required by §9102.5 VC to register the equipment supplied hereunder.

Insurance

Contractor shall maintain at its own expense automobile insurance as set forth below during the contract period. Upon request, Contractor shall furnish Certificates of Insurance to the School. Automobile liability insurance shall be maintained to protect the Contractor, and as additional insured, the School, its Board, Officers, Agents, and Employees from any claims for damages for personal injury or death and from damage to property which may arise from Contractor's operations under this contract. Such insurance shall have a combined single limit of \$5 Million. Worker's Compensation Insurance shall be maintained as required by law to protect the Contractor from claims which may arise from operations under this contract.

Hold Harmless Agreement

The Contractor shall hold harmless and indemnify the School, its Board, its Officers, and its Employees from every claim or demand which may be made by reason of:

- A. Any injury to person or property sustained by the Contractor or by any person, firm, or corporation employed directly or indirectly by the Contractor or in connection with its performance under the contract however caused.
- B. Any injury to person or property sustained by any person, firm, or corporation caused by any neglect, default, or omission of Contractor or of any person, firm, or corporation directly or indirectly employed by Contractor upon or in connection with its performance under this contract.

The Contractor at its own expense and risk shall defend any legal proceeding that may be brought against the School or the Board of the School for any such claim or demand and satisfy any judgment that may be rendered against the School or the Board of the School based thereon.

Safety Program

The Contractor shall provide at its own expense regular and continuous formal safety instruction for all of its operating personnel assigned to this contract. Said personnel shall attend regularly scheduled safety meetings at least two (2) times a year.

Assignments or Sub-contracting

The Contractor shall not assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this contract without the School's written consent, which shall not be unreasonably withheld. Notwithstanding the foregoing, the School hereby consents to the Contractor's assigning its rights hereunder for the purposes of obtaining business financing.

Independent Contractor

While engaged in carrying out and complying with the terms and conditions of this contract, the Contractor is an independent contractor and not an officer, agent, or employee of the School.

School Closing

Contractor shall not be obligated to perform services for the School on days when the School is closed.

Special Considerations

The School shall maintain sole responsibility for filling the vehicle to capacity. Both parties understand and agree that this vehicle shall run whether or not it is full.

Routing and Scheduling

Prior to the start of any service hereunder, the School and Contractor shall cooperatively establish the routes (which includes the schedule) conforming to the needs of the School. The School shall provide completed transportation forms to the Contractor not later than August 15 of each year so that the School and Contractor may establish the route and rider list. The School shall make no changes to the route during the first two weeks of school. Not less than two (2) weeks prior to the start of each school year, the Contractor will provide the School with a detailed information letter, including each child's route number, driver's name, and safety information, for distribution at the School's expense to participating families.

If at any time during the term of the contract except for the first two (2) weeks of school it is determined that service may be improved by revisions to routing, scheduling, or vehicle assignment, the School and Contractor shall plan and institute such changes jointly. Any revisions so adopted shall be deemed an ordinary part of this contract.

The route, schedule, and bus stops must be approved by the School and may not be revised without the School's authorization. Increased vehicle capacities or services necessitated by program changes may be authorized by the School, which increases shall be charged at the rates set forth in detail on page 5 hereof.

Transportation shall be organized into one (1) route Monday through Friday excluding school holidays. Pick-up in the morning shall be at such times necessary to arrive at school at 9:00 AM.

Travel Time

Contractor understands and agrees that students will not be on a vehicle for more than 70 minutes excepting incidents beyond Contractor's control while being transported between the meeting points and School. In addition, both parties shall make every effort to structure routes so that travel time can be kept to less than 60 minutes. The School understands that routes longer than 60 minutes exceed the length recommended by the California Department of Education, and it agrees to accept all liability and hold Contractor harmless for issues arising out of route lengths that exceed the recommended guidelines.

Contractor's Representative and Personnel

Contractor shall designate one person to act as supervisor of operations relative to this contract. This person shall be available during all working hours of school days for the purpose of handling routing, assignments, and discipline problems. All personnel assigned to perform under this contract shall be subject to approval by the mutual agreement of the School and Contractor.

Excused Performance

Contractor shall be excused from performance hereunder during the time and to the extent it is prevented from performing in the customary manner by acts of God, earthquake, fire, strike, lockout, civil disorder, war, commandeering by the government, or events beyond its control such as natural disasters. Satisfactory evidence thereof will be presented to the School upon request.

Record Keeping and Accident Reports

Upon request the Contractor shall provide daily or other operational records the School deems necessary. The Contractor shall notify the School of any reportable accidents, as defined by law, involving the Contractor's equipment or personnel while operating for the School. Injuries to students not involving acceleration, deceleration, or movement of the bus shall also be reported.

Contract Prices

This contract covers AM & PM student transportation for students to their School. Students authorized to participate in the transportation program shall be designated by the School, and transportation shall be furnished on such days as school is in session to/from points along and over the route scheduled by the School. Once all students have been assigned to the bus, the School shall provide Contractor with each student's name, home address and telephone number, plus an emergency name and telephone number.

- A. Base Rate for Route Service during the 2015-16 school year
- | | | | |
|----------------------------|---|------------------|---|
| Bus Capacity: | Up to 20 Elementary School Students | Quantity: | 1 |
| Daily Rate: | \$ 322.04 per bus (Includes 5 hours and 50 miles per day) | | |
| Rate per Hour: | \$50.00 per hour over 6 hours each day | | |
| Rate per Mile: | \$2.00 per mile over 75 miles each day | | |
| Total Rate per Day: | \$322.04 per day | | |

*Please note that operating hours begin when the driver starts the daily pre-trip inspection and end when each bus returns to its base.

B. Trip Service using additional vehicles *not* included in this contract

Fees for field trips including events using the vehicle designated for purposes of this contract shall accumulate according to the price structure listed above. Excess fees shall only be charged once the 5 hour/50 mile limit has been met. Waiting time during field trips is included in the total trip time for billing purposes, and at all times, operating hours and mileage begin when the driver starts the daily pre-trip inspection and end when each bus returns to its base. The reduced price structure for additional vehicles referred to in Paragraph "D." on page 4 hereof shall be as follows:

Capacity:	20 Passengers (12 High School Students)
Trip Rate:	\$294.00 per bus (Includes 5 hours and 50 miles per day)
Rate per Hour:	\$50.00 per hour over 5 hours each day
Rate per Mile:	\$2.00 per mile over 50 miles each day

Capacity:	48 Passengers (32 High School Students)
Trip Rate:	\$325.50 per bus (Includes 5 hours and 50 miles per day)
Rate per Hour:	\$50.00 per hour over 5 hours each day
Rate per Mile:	\$2.00 per mile over 50 miles each day

Capacity:	72 Passengers (48 High School Students)
Trip Rate:	\$336.00 per bus (Includes 5 hours and 50 miles per day)
Rate per Hour:	\$50.00 per hour over 5 hours each day
Rate per Mile:	\$2.00 per mile over 50 miles each day

Capacity:	84 Passengers (56 High School Students)
Trip Rate:	\$355.95 per bus (Includes 5 hours and 50 miles per day)
Rate per Hour:	\$50.00 per hour over 5 hours each day
Rate per Mile:	\$2.00 per mile over 50 miles each day

Surcharge per Trip: \$19.00

C. Adjustment of Rates & Fuel Escalation Provision

Rates and surcharges shall be subject to increase annually corresponding to the increase in the Contractor's operating expenses. A "Surcharge" when applicable is a temporary additional charge that shall be effective for a specified period of time and discontinued if and when the additional charge is no longer necessary. The Base Rate for Route Service provided hereunder (Section "A" on Page 5) is fixed during the term of this contract. In the event Insurance Costs increase more than 5%, Contractor will assess a surcharge as required. When Insurance Costs decrease materially, the surcharge will be reduced or eliminated accordingly.

Since Contractor cannot know when or how the current fuel price escalation will be resolved, it will invoice all clients retroactively for the extraordinary costs actually incurred. For purposes of this provision, the Fuel Baseline is established at the cost of the average fuel load during the 2014-15 school year of \$23,000.

Effective March 1, 2008 until further notice, Contractor will retroactively invoice the School on a quarterly basis for its Proportionate Share of the increase that exceeds \$23,000 per fuel load. Immediately upon issuance of an invoice, the School agrees to pay the fuel escalation charge assessed. Whenever the cost of fuel loads returns to \$23,000 or less, this provision will be suspended. As an estimate for budgeting purposes only, Contractor acknowledges School's Proportionate Share is 1%.

Compensation for all Trip Services provided hereunder (Section "B" on Page 5) may be adjusted annually starting each Subsequent Year. If any unusual circumstances beyond the Contractor's control arise such as a sharp increase in Insurance Costs, Fuel Costs, or Operating Expenses, the Contractor will notify the School about the need for a surcharge to these rates. The surcharge per trip for the contract year will be \$19.00.

Any increases shall take effect as of each July 1. Each invoice that includes any increase in the Base Rate or any Surcharge or both shall be conclusively binding upon the School unless the School (1) pays the Contractor when due the total amount of the invoice, and (2) within 30 days after such invoice is sent, sends a notice to the Contractor objecting to such invoice and specifying the reasons therefore. In the event of a dispute, the parties shall mutually agree upon a compromise adjustment and document the agreement in writing.

Payment for Service

On or about the fifth day of each month, the Contractor shall submit invoices in duplicate for all services to be performed during the upcoming month under this contract and all additional charges incurred in the immediately preceding month. Payment for such services shall be made within fifteen (15) days of billing or prior to the first day of the upcoming month, whichever comes first. All fees are due in advance for each month that service is to be provided under this contract and must be received in full by the Contractor on or before the first day of the month.

Termination of Contract

The School may not terminate this contract prior to July 1, 2016 unless all said students no longer require transportation due to school transfer. If the School wishes to extend the term of this contract, the School shall provide the contractor with written notice of its desire to do so prior to March 1, 2016. If notice is provided thereafter, the Contractor shall not be obligated to extend the term of the contract but will make every effort to do so.

General Provisions

In the event of any legal action arising out of this contract, or any portion thereof, the prevailing party therein shall be entitled to reasonable attorney's fees. This contract represents the entire agreement between the parties. Any modification of this contract will be effective only if it is in writing and signed by both parties. If any provision of this contract is held by a court of competent jurisdiction to be invalid, the remaining provisions shall nevertheless continue in full force. Failure of either party to insist on strict compliance with any of the terms and conditions hereof in one instance shall not be deemed a waiver of such term or condition thereafter. This contract shall be governed by and construed under the laws of the State of California.

Executed on August 15, 2015, at Los Angeles, California

SCHOOL:

Oak Park Unified School District,

By:

CONTRACTOR:

Tumbleweed Educational Enterprises, Inc.,

By:

Martin Klauss

**Asst. Superintendant – Business &
Administrative Services**

Erin L. Benfield

President

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.1.h. APPROVE NOTICE OF COMPLETION, PROJECT 15-03, ROOF REPAIRS AND REPLACEMENT, BUILDING C, MEDEA CREEK MIDDLE SCHOOL

CONSENT

ISSUE: Shall the Board approve a notice of completion for Project 15-03, Roof Repairs and Replacement, Building C, Medea Creek Middle School, contracted with Pacific Single-Ply Roofing, Inc.?

BACKGROUND: On May 19, 2015, the District entered into contract with Pacific Single-Ply Roofing, Inc. of La Habra, California, for Project 15-03, Roof Repairs and Replacement, Building C, Medea Creek Middle School.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 15-03, Roof Repairs and Replacement, Building C, Medea Creek Middle School, contracted with Pacific Single-Ply Roofing, Inc.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

Notice of Completion

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

Description: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about May 19, 2015 the said Oak Park Unified School District of Ventura County entered into contracts with Pacific Single-Ply Roofing, Inc., of La Habra, California, for Project 15-03, Roof Repairs and Replacement, Building C, Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on September 15, 2015: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

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

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

Anthony W. Knight, Ed.D., Superintendent

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.1.i APPROVE NOTICE OF COMPLETION, PROJECT 15-12, HVAC REPLACEMENT, LIBRARY BUILDING, MEDEA CREEK MIDDLE SCHOOL – EQUIPMENT INSTALLATION

CONSENT

ISSUE: Shall the Board approve a notice of completion for Project 15-12, HVAC Replacement, Library Building, Medea Creek Middle School – Equipment Installation, contracted with Kaiser Air Conditioning?

BACKGROUND: On June 16, 2015, the District entered into contract with Kaiser Air Conditioning of Oxnard, California, for Project 15-12, HVAC Replacement, Library Building, Medea Creek Middle School – Equipment Installation.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 15-12, HVAC Replacement, Library Building, Medea Creek Middle School – Equipment Installation, contracted with Kaiser Air Conditioning.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about June 16, 2015 the said Oak Park Unified School District of Ventura County entered into contracts with Kaiser Air Conditioning, of Oxnard, California, for Project 15-12, HVAC Replacement, Library Building, Medea Creek Middle School–Equipment Installation on certain real property hereinbefore described: that said building and improvements were actually completed on September 15, 2015: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

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

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

Anthony W. Knight, Ed.D., Superintendent

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.1.j. APPROVE RESOLUTION 15-16 ESTABLISHING THE GANN APPROPRIATION LIMIT FOR FISCAL YEAR 2015-16

CONSENT

ISSUE: Shall the Board adopt Resolution 15-16 establishing the 2015-16 Gann Appropriation Limit for the Oak Park Unified School District?

BACKGROUND: The Gann Initiative (Proposition 4, 1979) created a constitutional requirement for school districts to annually adopt a resolution establishing its maximum appropriations limit. In compliance with this requirement, OPUSD Resolution 15-16 establishes the District’s revised Gann limit for the 2014-15 fiscal year and its projected Gann Limit for the 2015-16 fiscal year. The resolution is attached for the Board’s review and action.

The 2015-16 Gann Appropriation Limit is based on current budget estimates for 2015-16 tax proceeds. This calculation complies with the requirements of SB98 and AB198. The completed appropriation limit forms are included in the District’s Unaudited Actuals and will be submitted to the State Department of Education, and approved by the State Board of Education.

ALTERNATIVES:

1. Adopt Resolution 15-16, establishing the District’s Gann Appropriation Limit for fiscal years 2014-15 and 2015-16.
2. Do not adopt Resolution 15-16.

RECOMMENDATION: Alternative No. 1

Prepared by: 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	_____	_____	_____	_____

Oak Park Unified School District

RESOLUTION 15-16

**RESOLUTION OF THE BOARD OF EDUCATION
OF THE OAK PARK UNIFIED SCHOOL DISTRICT
ESTABLISHING THE GANN APPROPRIATION LIMIT
FOR FISCAL YEAR 2015-16**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2014-15 fiscal year and a projected Gann Limit for the 2015-16 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2014-15 and 2015-16 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2014-15 and 2015-16 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

I, the undersigned, Secretary to the Board of Education of the Oak Park Unified School District, do hereby certify the foregoing to be true and correct copy of a resolution by the governing board of the aforesaid school district at a meeting held on the 15th day of September 2015.

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

	2014-15 Calculations			2015-16 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2013-14 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2013-14 Actual			2014-15 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	29,353,785.16		29,353,785.16			29,576,205.54
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	4,510.67		4,510.67			4,555.45
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2013-14			Adjustments to 2014-15		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2014-15 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2014-15 P2 Report			2015-16 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	4,555.45		4,555.45	4,518.55		4,518.55
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			4,555.45			4,518.55
C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED TAXES AND SUBVENTIONS (Funds 01, 09, and 62)	2014-15 Actual			2015-16 Budget		
1. Homeowners' Exemption (Object 8021)	83,294.98		83,294.98	79,042.00		79,042.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	9,610,492.50		9,610,492.50	9,488,968.00		9,488,968.00
5. Unsecured Roll Taxes (Object 8042)	331,804.17		331,804.17	331,804.00		331,804.00
6. Prior Years' Taxes (Object 8043)	18,905.48		18,905.48	18,905.00		18,905.00
7. Supplemental Taxes (Object 8044)	233,491.14		233,491.14	112,655.00		112,655.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(1,140,371.69)		(1,140,371.69)	(959,311.00)		(959,311.00)
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	890,662.20		890,662.20	892,016.00		892,016.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	0.00		0.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	10,028,278.78	0.00	10,028,278.78	9,964,079.00	0.00	9,964,079.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	10,028,278.78	0.00	10,028,278.78	9,964,079.00	0.00	9,964,079.00

	2014-15 Calculations			2015-16 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			365,621.00			383,053.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			365,621.00			383,053.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	21,022,987.42		21,022,987.42	24,566,989.00		24,566,989.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	14,793.44		14,793.44	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	21,037,780.86	0.00	21,037,780.86	24,566,989.00	0.00	24,566,989.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	38,247,280.09		38,247,280.09	43,385,151.00		43,385,151.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	22,263.43		22,263.43	22,800.00		22,800.00
APPROPRIATIONS LIMIT CALCULATIONS						
D. PRELIMINARY APPROPRIATIONS LIMIT			2014-15 Actual			2015-16 Budget
1. Revised Prior Year Program Limit (Lines A1 plus A6)			29,353,785.16			29,576,205.54
2. Inflation Adjustment			0.9977			1.0382
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0099			0.9919
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			29,576,205.54			30,457,297.86
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			10,028,278.78			9,964,079.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			546,654.00			542,226.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			19,913,547.76			20,876,271.86
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			19,913,547.76			20,876,271.86
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			17,439.04			16,215.91
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			10,045,717.82			9,980,294.91
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			19,896,108.72			20,860,055.95
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			10,045,717.82			
b. State Subventions (Line D8)			19,896,108.72			
c. Less: Excluded Appropriations (Line C23)			365,621.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			29,576,205.54			

	2014-15 Calculations			2015-16 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4; if negative, then zero) If not zero report amount to: Michael Cohen, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814			0.00			
Summary	2014-15 Actual			2015-16 Budget		
11. Adjusted Appropriations Limit (Lines D4 plus D10)			29,576,205.54			30,457,297.86
12. Appropriations Subject to the Limit (Line D9d)			29,576,205.54			

* Please provide below an explanation for each entry in the adjustments column.

Barbara Dickerson, Director of Fiscal Services
Gann Contact Person

818-735-3215
Contact Phone Number

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.1.k. APPROVE RENEWAL AGREEMENT WITH VENTURA COUNTY OFFICE OF EDUCATION FOR 2015-16 ESCAPE FINANCIAL AND PAYROLL/PERSONNEL SYSTEM SERVICES

CONSENT

ISSUE: Shall the Board approve a renewal agreement with the Ventura County Office of Education (VCOE) to provide financial and payroll/personnel data processing services for the 2015-16 fiscal year?

BACKGROUND: The District has historically contracted annually with VCOE to provide data processing services. The scope of these services currently includes the hosting and support of the Escape Financial and Payroll/Personnel Systems. The current contract with VCOE for these services expired June 30, 2015. The fee for services is calculated on the District's prior year P-2 ADA, and the amount-per-ADA is increased by \$0.33 from last school year. VCOE has proposed to renew the agreement for the 2015-16 fiscal year in the amount of \$52,063 (2014-15 P-2 ADA [4543] x \$11.46). A copy of the renewal agreement is attached for the Board's review.

FISCAL IMPACT: The cost of the proposed services is included in the Business and Administrative Services departmental budget for 2015-16.

ALTERNATIVES:

1. Approve the renewal agreement with VCOE to provide financial and payroll/personnel data processing services for the 2015-16 fiscal year.
2. Do not approve the renewal.

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	_____	_____	_____	_____



AGREEMENT FOR ESCAPE FINANCIAL & PAYROLL/PERSONNEL SYSTEM

This agreement is made between the Oak Park Unified School District of Ventura County, hereinafter referred to as "District," and the Ventura County Office of Education, hereinafter referred to as "VCOE."

It is Hereby Agreed between the Parties as Follows:

1. Time Period

VCOE agrees to furnish the District services in processing and reporting for the fiscal year July 1, 2015 through June 30, 2016 and thereafter on a yearly basis unless written notice to the contrary is received by VCOE prior to the fifteenth of January of any year in which the services are rendered.

2. Services Provided

VCOE shall provide services and transactions available in the Escape Financial & Payroll/Personnel System.

3. Exclusions

Software support does not include:

- A. Programming required because of changes in computer equipment or configuration.
- B. Problems resulting from equipment failure.
- C. Unauthorized alterations to the programs.

4. Charges

Charges will be determined by multiplying the District's prior year P-2 ADA as of June 1 of the prior fiscal year by an ADA factor from the following table.

P-2 ADA	Per ADA Factor
0-999	\$40.93
1000-4999	\$11.46
5000-9999	\$9.05
10000-19999	\$8.36
20000+	\$7.59

All reports printed at VCOE will be charged at \$.0800 per page.

5. Payment Schedule

The District agrees that the ADA based fees shall be paid in a single installment to be billed in December.

Approved this _____ day of _____, 20_____.

School District Authorized Representative

Approved this _____ day of _____, 20_____.

VCOE Authorized Representative

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.1.1. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 8TH GRADE ASTROCAMP – OCTOBER 28-30, 2015

CONSENT

ISSUE: Shall the Board of Education approve the MCMS Astrocamp trip?

BACKGROUND: Medea Creek has been participating in Astrocamp, in Idyllwild, for several years. Attendance is open to all 8th graders and is completely optional. Students attending will participate in classes that extend the 8th grade science curriculum (classes include Electricity and Magnetism, Telescope Viewing, Building and Launching Rockets) as well as team building activities that encourage physical challenges (Hiking, Ropes Course, Rock-Wall Climbing). Each year students say this is an outstanding educational experience.

STATEMENT: The trip is scheduled for October 28th @8:00a.m-October 30th, 2015 @4:00p.m. The cost is a voluntary donation of \$335.00 (Includes transportation, classes, food and lodging), with participating chaperones paying half of the student donation. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Chaperones include MCMS staff members and parent volunteers. The bus company is to be determined. 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 the October overnight trip to Astrocamp in Idyllwild.
 2. Do not approve the February overnight trip to Astrocamp in Idyllwild.

RECOMMENDATION: Alternative #1.

RATIONALE: It is an outstanding opportunity to study physical science, hands-on, in a unique environment, while focusing on team-building and attempting new physical challenges.

Respectfully submitted:

Anthony W. Knight
 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: SEPTEMBER 15, 2015

SUBJECT: B.2.a. APPROVE BOARD RESPONSE TO THE OAK PARK CITIZENS' OVERSIGHT COMMITTEE 2014-15 ANNUAL REPORT

ACTION/

ISSUE: Shall the Board of Education review, comment, and as appropriate, approve a prepared draft response to the Oak Park Citizens' Oversight Committee 2014-15 Annual Report?

BACKGROUND: The Board has requested that staff prepare a draft response to the 2014-15 annual report of the Oak Park Citizens' Oversight Committee for Board consideration, comment, and input. The draft document was still being prepared as this agenda was going to press, and will be provided to the Board prior to this evening's meeting.

- ALTERNATIVES:**
1. Provide staff with the Board's comments and direction for revisions to the initial draft response, to be returned to the Board for its approval at its next meeting.
 2. Approve the initial draft as the Board response to the Oak Park Citizens' Oversight Committee 2014-15 Annual 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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.2.b. APPROVAL OF FIVE-YEAR TECHNOLOGY AND EQUIPMENT PLAN FOR MEASURE C6 GENERAL OBLIGATION BOND

ACTION

ISSUE: Shall the Board approve the five-year technology and equipment plan for the Measure C6 General Obligation bond?

BACKGROUND: District staff and the District Technology Committee have worked together to update the District’s five-year plan for the acquisition of technology and other equipment as authorized by Measure C6. The plan will identify the schedule, and types of equipment and technology to be purchased, as well as the projected duration of C6 funds under the proposed plan.

The updated plan was being finalized as this agenda was going to press. Upon its completion it will be provided to the Board under separate cover, and simultaneously posted with the Board’s meeting agenda on the District’s website.

- ALTERNATIVES:**
1. Approve the updated five-year technology and equipment plan for the Measure C6 General Obligation bond as recommended.
 2. Approve the plan with modifications as identified by the Board.
 3. Do not approve the technology and equipment plan.

RECOMMENDATION: Alternative No. 1.

Prepared by: Enoch Kwok, Director, Educational Technology
 Julie Suarez, Director, Business Operations
 Carol Ly, Director, Child Nutrition 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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.2.c. APPROVE RESOLUTION 15-17, AUTHORIZING ISSUANCE OF MEASURE C6 GENERAL OBLIGATION BONDS

ACTION

ISSUE: Shall the Board approve Resolution 15-17, and related documents, authorizing the issuance and sale of Measure C6 General Obligation bonds?

BACKGROUND: In June 2006, the voters of Oak Park approved the Measure C6 General Obligation bond, for the purpose of providing educational technology, science and computer lab equipment, acquiring safe student transportation vehicles, and replacing aging furniture and equipment. At this evening's meeting the Board is asked to approve Resolution 15-17, authorizing the fourth and final issuance and sale of Measure C6 bonds. The resolution includes the authorization for sale, the forms of the proposed bonds, preliminary official statement, and purchase contract. Assuming the Board's approval of the resolution, it is expected that the bonds will be sold November 2015, with proceeds being received by the District in early December 2015.

Resolution 15-17 has been provided to the Board under separate cover, and simultaneously posted with the Board's meeting agenda on the District's website.

ALTERNATIVES:

1. Approve Resolution 15-17, and related documents, authorizing the issuance and sale of Measure C6 General Obligation bonds.
2. Do not approve Resolution 15-17.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.2.d. APPROVE UNAUDITED ACTUAL REVENUES AND EXPENDITURES FOR FISCAL YEAR 2014-15

ACTION

ISSUE: Shall the Board review and accept the unaudited actuals of revenue and expenditures for fiscal year 2014-15?

BACKGROUND: Education Code sections 42127 and 42103 set the timelines and procedures for adoption of school district budgets. With implementation of the July 1, budget adoption, prior year total expenditures and income are not available. Therefore, once the books are closed and prior to forwarding the information to the County and the State Department of Education, the prior year actuals must be presented to the District Board of Education.

On June 16, 2015 the Board of Education reviewed and adopted the budget for fiscal year 2015-16. Included in the budget document were estimated year-end balances for each fund for fiscal year 2014-15. The District's 2014-15 books were officially closed on September 3, 2015, and fiscal year revenues, expenditures, and year-end balances have been finalized. The 2014-15 Unaudited Actuals report has been provided to the Board under separate cover, and simultaneously posted with the Board's meeting agenda on the District's website.

ALTERNATIVES:

1. Accept the unaudited actual revenues, expenditures, and fund balances for fiscal year 2014-15 as presented.
2. Do not accept the 2014-15 year end actuals.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.2.e. APPROVE CONSULTANT AGREEMENT FOR ELEMENTARY SCHOOL GARDEN PROGRAM

ACTION

ISSUE: Shall the Board approve a consultant agreement for an elementary school garden program for the 2015-16 fiscal year?

BACKGROUND: In setting its 2015-16 budget, the Board set as a priority for its one-time discretionary funds the implementation of an elementary school garden program. In response to a request by District administration, 2Eden Design Studio has submitted the attached proposal to provide a school garden program in the amount of \$50,000. Staff has reviewed the proposal and interviewed 2Eden Design Studio’s principal, Debra Leith, and enthusiastically recommends that the Board approve the agreement with 2Eden Design Studio for these services.

The cost of the proposed consultant services for an elementary school garden program is included in the District’s adopted budget for 2015-16.

- ALTERNATIVES:**
1. Approve a consultant agreement with 2Eden Design Studio for an elementary school garden program for the 2015-16 fiscal year.
 2. Do not approve the agreement for an elementary school garden program.

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	_____	_____	_____	_____



August 24, 2015

Dr Tony Knight
Superintendent
Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377

Dear Dr Knight,

OPUSD SCHOOL GARDENS PROGRAM - CONTRACT

Thank you for the opportunity to present our proposals to provide a School Garden Program for Oak Park Unified School District. We are thrilled to be considered as a service provider for this important program and look forward to 'Growing with OPUSD' to support the education of compassionate and creative global citizens.

The scope of the service provision is outlined below and supported by the attached Appendix 1 and 2 (as detailed in our email to you dated July 13, 2015 and discussed in our meeting on August 14, 2015).

SCOPE AND MANNER OF SERVICE PROVISION

LOCATION

As discussed, the contract will be delivered at the following district campuses:

- Oak Park Preschool
- Oak Hills Elementary
- Red Oak Elementary
- Brookside Elementary
- Medea Creek Middle School

SESSION BREAKDOWN

The contract will be divided into four sessions as follows (detailed in Appendix 1):

Session one – Planning and development of a School Garden Plan (SGP) for each campus and site preparation (August/September 2015 – 125 hours).

(Continued/)

Session two – Delivery of garden instruction, ongoing garden preparation and planting, culmination in a harvest and related event (October to December 2015 – 100 hours teaching/45 hours lesson and garden preparation).

Session three - Delivery of garden instruction, ongoing garden preparation and planting, culmination in a harvest and related event (January to mid March 2015 – 100 hours teaching/45 hours lesson and garden preparation).

Session four - Delivery of garden instruction, ongoing garden preparation and planting, culmination in a harvest and related event (Mid March to May 2015 – 100 hours teaching/45 hours lesson and garden preparation).

SITE SPECIFIC ALLOCATION

During each session, each site will receive at least 20 hours of instruction and 9 hours of prep time. Time will be allocated as per specific campus schedules developed in the planning phase of each SGP.

CONTENT

Specific content will be defined during the planning phase however provision will be aligned to Common Core and Next Generation Science Standards (see Appendix 2).

Additional services are available on request but are outside the scope of this contract.

PAYMENT FOR SERVICES RENDERED

Payment for services is requested in blocks in advance of each session. The proposed payment schedule is as follows:

17th August 2015 – Session one (125 hours) - \$11,160.00 (Planning phase underway)

1st October 2015 – Session two (145 hours) - \$12,946.42

1st January 2016 – Session three (145 hours) - \$12,946.42

14th March 2016 – Session four (145 hours) - \$12,946.43

TOTAL CONTRACT VALUE - \$50,000.00

(Continued/)

2EDEN STANDARD TERMS AND CONDITIONS

Services from other vendors

All services and materials required from other vendors will be agreed directly by you with the vendor and payment made directly to the vendor and in accordance with the vendor's terms and conditions. 2eden design does not accept any responsibility for other service or materials providers or the services/materials provided by them. If requested, we do work hard however to connect you with vendors that have a great track record, previous experience relative to your project and have proven themselves in providing a quality service or product.

Discretionary design and planning approvals are not guaranteed as part of our service and sometimes result in a change of scope of work or design concept to satisfy the agenda of a committee or agency. Because of this, changes to the level and type of service provision as a result of discretionary reviews are not included in this estimate and the contract will need to be renegotiated and revised accordingly and in agreement with the service provider and Oak Park Unified School District.

Surveying, soils testing/geology reports, grading plan and environmental reports are not included as services provided by 2eden landscape design unless otherwise specified in writing. At this time it is recommended that soils testing should be undertaken at each site either by students as part of Next Generation Science Standards teaching and aligned to the study of soils or as an independent test to assess the quality and constituents of the existing soil and to inform the requirement for amendment to improve fertility and maximize growing potential. Alternatively, 2eden design highly recommend soils testing from University of Massachusetts, Soil and Plant Tissue Testing Laboratory (also recommended by the UCCE California Master Gardener program), which provides comprehensive analysis for as little as \$15 per sample. www.soiltest.umass.edu. The decision and provision of funds to soil test ultimately rests with OPUSD and, although recommended as good practice, does not in any way impact the provision of this contract.

Estimate and compensation

Services described in the proposal will be provided and billed as the payment schedule outlined on page 2 of this contract, until the scope of work is complete or the client orders work to stop. Limitation of fees, if applicable, shall be described in the scope of work. At this stage we estimate payment for services to be no more than \$50,000.00

Bills for services rendered and reimbursable expenses are included in this document. Balances unpaid after thirty (30) calendar days will accrue interest from the date of invoice at the rate of one and one-half percent per month.

Termination

Either party may terminate this agreement with 21 days prior written notice. All fees accumulated up to the date of termination are due and payable.

(Continued/)

Dispute resolution

The parties agree that, in the event of any dispute under the contract in which the amount sought is \$13,000.00 or less, any litigation to resolve the dispute shall be brought only in the Los Angeles County Small Claims Court. If the amount in dispute exceeds \$13,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. The cost of the mediator shall be borne equally by the parties. If the mediator is unable to resolve the dispute, then the parties shall submit the matter to binding arbitration before a mutually agreed upon arbitrator. The prevailing party in the arbitration shall be entitled to the reimbursement of his/hers attorney's fees and costs from the non-prevailing party. If the matter is settled at any time prior to the arbitrator's rendition of an award, each party shall bear its own costs and expenses, including attorney's fees, and the arbitrator's fees shall be borne equally by the parties.

Additional services

Additional services not in the scope of this agreement may be provided at the written direction of the client, at rates to be agreed in advance of provision. The client may request a written revision to the original agreement or an additional agreement for added services prior to commencing additional work.

Independent Contractor

It is expressly understood and agreed that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of District. Contractor further understands and agrees that he or she is an independent contractor and that the filing and acceptance of this declaration creates a rebuttable presumption of his or her status as an independent contractor and that, as such, Contractor or Contractor's employees are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance or any other benefit normally conveyed to District's employees. Contractor will be responsible for payment of all Contractor's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payments under this agreement.

Insurance

Contractor shall, at Contractor's sole cost and expense, provide for and maintain in force and effect, from the commencement of services until expiration of this Agreement, a policy or policies of insurance covering Contractor's services. All insurance shall be with an insurance company with a rating of A or better, as rated by the current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858 and authorized to conduct business in the State of California.

Required insurance coverage shall include: Comprehensive general liability and property damage insurance and comprehensive automobile liability insurance covering activities and operations of the Contractor. Such liability insurance shall provide a minimum coverage of \$1,000,000.

(Continued/)

Contractor shall furnish to District, prior to commencement of services under this Agreement, Certificates of Insurance as evidence of the coverage and limits stated above. Certificates of Insurance shall:

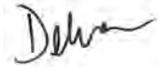
- A. Name the District as additional insured.
- B. Provide a minimum of 30 days advance written notice of cancellation or material changes.
- C. State that coverage afforded the District, as additional insured shall apply as primary and not excess to any insurance issued the District.

Indemnification

Contractor shall indemnify and hold harmless the District, its' officers, agents and employees from every claim or demand made, and every liability, loss, damages, or expense of any nature whatsoever, which may be incurred as a result of Contractor's performance under this agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, or agents who are directly employed by the District, and except for liability resulting from the active negligence of the District.

Thank you again for your interest in my services. If you have any questions regarding this proposal, please don't hesitate to contact me by phone or email.

Sincerely,



Debra Leith
Certified Landscape Designer & Master Gardener
2eden studio – design.garden.grow

Attached: Appendix 1 – OPUSD School Gardens Proposal (dated July 13, 2015)
Appendix 2 – Presentation for OPUSD School Garden Program (dated August 14, 2015)



CONTRACT FOR SERVICES RENDERED

This is a contract entered into by 2eden studio (hereinafter referred to as "the Provider") and Oak Park Unified School District (hereinafter referred to as "the Client") on this date _____.

The Provider's place of business is 7016 Rivol Road, West Hills, CA 91307 and the Client's place of business is 5801 Conifer Ave, Oak Park, CA 91377.

The Client hereby engages the Provider to provide services described herein under "Scope and Manner of Services." The Provider hereby agrees to provide the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Scope and Manner of Services – as described in pages 1&2 of the above contract and detailed in Appendix 1&2 attached. The Client shall pay the Provider for services rendered according to the Payment Schedule on page 2 of the above contract, within thirty (30) calendar days of the date on any invoice for services rendered from the Provider.

Should the Client fail to pay the Provider the full amount specified in any invoice within calendar days of the invoice's date, a late fee equal to 1.5% shall be added to the amount due and interest of percent per month shall accrue from the calendar day following the invoice's date.

APPLICABLE LAW

This contract shall be governed by the laws of the County of Ventura in the State of California and any applicable Federal law.

SIGNATURES

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

(Printed Name of Client or agent)

(Signature of Client or agent) (Date)

Debra Leith, 2eden design

(Printed Name of Provider or agent)

A handwritten signature in black ink, appearing to read "Debra Leith", written over a horizontal line.

08.24.15

(Signature of Provider or agent) (Date)



July 13, 2015

Dr Tony Knight
Superintendent
Oak Park Unified School District
5801 Conifer Street
Oak Park
CA 91377

Dear Dr Knight,

2eden design.garden.grow - SCHOOL GARDENS PROGRAM PROPOSAL

Thank you for your interest in our new school gardens program. I am delighted to submit this proposal outlining a unique and original program available from 2eden design.garden.grow - offering educational, experiential and kinesthetic, horticultural and garden-based learning for young minds.

Our program aims to promote organic and sustainable growing and food production through school gardens/edible schoolyards and, environmental stewardship of the earth through responsible use and protection of the environment and natural resources through conservation and sustainable practices.

Led by a certified University of California, Master Gardener and certified Advanced Professional Landscape Designer, 2eden design.garden.grow will:

August/September 2015 – 125 hours allocated

- Consult and evaluate on existing school garden facilities, identify issues, perform soil tests* and make recommendations for improvements, (where deemed necessary) to improve conditions for growing and teaching, including provision of plans where appropriate and/or workarounds where necessary and including drafting a district-wide list of gardening supplies/materials needed for the year ahead. (*Laboratory test fees and garden supplies/materials not included)

- Draft a proposal for each site relating to garden teaching and planting planning to run alongside curriculum opportunities and for consultation with staff and PTA and formalization into a mutually agreed school-based plan for garden-based learning for each site for the 2015-2016 school year.

Continued/

Proposed lessons to include (but, not limited to):

- Seed to harvest: the growing cycle, the business of growing, try it-you might like it!
- Basic horticulture: what plants are, parts of a plant, how plants grow.
- Soil and sustainability: soil formation/function/profile/properties/texture/structure, composting.
- Water management.
- The living garden: beneficial insects, animals and living things in the garden, and integrated, sustainable and organic pest management.

GARDEN INSTRUCTION (block schedule to coincide with seasonal production and school terms)

October-December 2015

- Provide 100 hours of onsite garden teaching (over a 6-8 week period), culminating in the coordination of harvest and sale of school-grown produce by students at a local event.
- An additional 45 hours of lesson and garden preparation will be required/included to facilitate the provision of the above 100 hours of actual teaching.

January – early March 2016

- Provide 100 hours of onsite garden teaching (over a 6-8 week period), culminating in the coordination of harvest and sale of school-grown produce by students at a local event.
- An additional 45 hours of lesson and garden preparation will be required/included to facilitate the provision of the above 100 hours of actual teaching.

Mid March – May 2016

- Provide 100 hours of onsite garden teaching (over a 6-8 week period), culminating in the coordination of harvest and sale of school-grown produce by students at a local event.
- An additional 45 hours of lesson and garden preparation will be required/included to facilitate the provision of the above 100 hours of actual teaching.
- Invite volunteers and issue a Sign Up Genius for 'Summer Care' volunteer teams for basic garden care/monitoring during the summer break.

Annual program total cost - \$50,000.

The above program is structured to maximize actual teaching time. Adequate lesson, materials and physical garden preparation will be vital to achieve this goal with much of the preparation time spent on-site, preparing an area/outdoor classroom and materials ready for garden teaching. Included in this provision is the recruitment of parent and room volunteers, especially for classes with larger numbers of students. Where parent volunteers are not forthcoming, limited provision is included in this proposal for the provision of an assistant.

Continued/

ADDITIONAL CHARGE SERVICES - AVAILABLE BY REQUEST

- Lunchtime or after school Garden Club provision.
- Management and supervision of installation of upgrades to garden facilities.
- School break 'camps' to assist in garden maintenance during winter, spring and summer breaks.
- Garden care, maintenance and oversight during school breaks.

ADDITIONAL EDUCATIONAL PROGRAMS ALSO AVAILABLE...

Science roadshows

- Wormiversity – the physiology, life cycle and ecological value of the humble earthworm and vermicomposting champion!
- Professor Rainbow's IncrEDIBLE experience – The deliciously colorful science of how 'eating the rainbow' of fruits and veggies is so good for you!

Specialist learning opportunities

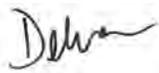
- An introduction to landscape design – a High School level program providing career insight into the history of landscape design, an introduction to landscape concepting, planning and drafting, plant selection and placement and the basic skills of residential landscape design.
- Junior Master Gardener – A High School level program exploring research based knowledge and information on home horticulture, pest management, and sustainable landscape practices to preserve and encourage healthy environments with sustainable gardening, waste reduction, and water conservation.

Please email us for details and availability of these specialist programs and science roadshows.

Finally, as our new program develops we aim to add and continually improve the range of opportunities that we provide and, as an early adopter, we look forward to 'growing with OPUSD' in our service provision and range of offerings, integration and alignment with Common Core teaching standards and in the overarching OPUSD mission of 'Educating Compassionate and Creative Global Citizens'.

I would welcome the opportunity to discuss this proposal with you, at your convenience, and thank you in advance for your consideration.

Best regards,



Debra Leith
2eden design.garden.grow

- *University of California, Master Gardener*
- *Certified Advanced Professional Landscape Designer*
- *Member of the Association of Professional Landscape Designers (APLD)*
- *First Place Winner, LAUSD, Campus Beautification and Greening at Pomelo Elementary (2010).*
- *Grant Awardee (outstanding submission), City of Los Angeles, Office of Community Beautification (Path to Access & Success, Pomelo Elementary School, 2009)*
- *Published author (An Eyeball in My Garden, Marshall Cavendish Children's' Books, 2010)*

'Growing with OPUSD' by Educating Compassionate and Creative Global Citizens

Using school garden-based learning and the practice of gardening and growing to:

- Reinforce common core math and English Language Arts Standards
- Connect next generation and common core science standards
- Provide engaging experiential and kinesthetic learning opportunities
- Promote organic and sustainable food production through edible schoolyards
- Inspire, impart and influence environmental stewardship, conservation and sustainability

1

'Growing with OPUSD' by Educating Compassionate and Creative Global Citizens

2eden will provide school garden-based learning and lead the practice of gardening and growing by:

- Providing instruction to 3 elementary schools, 1 middle school and 1 preschool
- 1 day per week lesson availability at each site in 3 block sessions aligned to growing seasons
- 20 hrs of teaching per school, per block (3 blocks – fall, winter, spring) = 60 hrs total per site
- 9 hrs of lesson and garden prep per school, per block = 27 hrs total per site
- Coordinate/facilitate a garden or harvest related event to culminate each growing season/block
- Research, consult and provide a customized School Garden Plan (SGP) for each site to:
 - Define content and allocate teaching hours
 - Involve key players
 - Review/make recommendations to improve conditions for garden instruction and growing at each site
 - Measure impact and success for ongoing program improvement
 - Facilitate program feedback to policy makers/decision makers

2

'Growing with OPUSD' by Educating Compassionate and Creative Global Citizens

Next generation science standards - Through garden-based learning we will:

- Ask questions and define problems.
- Develop and use models.
- Plan and carry out investigations.
- Follow multi-step procedures, taking measurements and performing technical tasks.
- Analyze and interpret data.
- Write informative/explanatory texts, procedure and processes.
- Use mathematics and computational thinking.
- Construct explanations and design solutions.
- Engage in argument from evidence.
- Obtain, evaluate and communicate information.

3

'Growing with OPUSD' by
Educating Compassionate and Creative Global Citizens

Common Core Math standards - Through garden-based learning students will:

- Understand relationships between numbers and quantities; connect counting to cardinality.
- Understand lines, arrays, configurations and count how many objects.
- Identify greater than, less than and equal to by using matching and counting strategies.
- Represent addition, subtraction, multiplication and division with plants and materials.
- Solve problems by using physical objects to achieve resolution.
- Describe measurable attributes of objects such as weight, length, height.
- Compare and contrast for 'more of', 'less of' and identify and understand differences.
- Classify, count and sort.
- Describe using names of shapes and relative positions such as above, below, beside.
- Measure using appropriate tools and a selection of measurement values – solids and liquids
- Estimate using inches, feet, centimeters and meters.
- Employ graphs and fractions
- Apply real-world problem solving with geometry to calculate surface area and volume
- Use random sampling to draw inferences through use of statistics and probability.

4

'Growing with OPUSD' by
Educating Compassionate and Creative Global Citizens

English Language Arts Standards - Through garden-based learning we will:

- Combine drawing, dictating and writing to tell about events, ordering and reaction.
- Recall information from experiences and/or gather information to answer questions.
- Participate and collaborate in conversations about topics/texts in small and large groups.
- Speak audibly and express thoughts, feelings and ideas clearly.
- Sort common objects and categorize.
- Identify real-life connections between concepts and words and their practical application.
- Write reports to recount events, include details, appropriate facts and relevant descriptions.
- Provide complete sentences in response to task and situation.
- Participate in shared research and writing projects.
- Ask and answer questions to clarify comprehension, gather information and or deepen understanding.
- Distinguish meaning in verbs and adjectives to define and choose appropriate responses.

5

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.2.f. APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASE - FOOD SERVICES EQUIPMENT

ACTION

ISSUE: Shall the Board approve the purchase of food service equipment for the District’s Child Nutrition Services department and school cafeterias utilizing Measure C6 bond funds?

BACKGROUND: As approved by Oak Park voters, Bond Measure C6 specifically provides for the purchase or replacement of “Food Preparation and Kitchen Equipment – to furnish and equip ...kitchen facilities at each school site for student meal preparation...” At its meeting February 19, 2013, the Board approved the 2013 Measure C6 Technology and Equipment plan. Included within the plan was the purchase of food services equipment over a three-year schedule beginning with the 2014-15 school year.

Consistent with the District’s Goals and Moral Imperatives, the Child Nutrition Services department is upgrading school kitchens and equipment to return to preparation of healthy, wholesome meals, rather than pre-packaged, heat-and-serve fare. Child Nutrition Services and District staff are requesting the Board’s authorization to purchase the food services equipment itemized on the attached quote from Action Sales, utilizing funds from the Measure C6 bond fund.

- ALTERNATIVES:**
1. Approve the purchase of food services equipment per the attached quotation from Action Sales, in the amount of \$\$61,869.48, to be funded from Measure C6 bond funds.
 2. Do not approve the purchase of a replacement photocopier.

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	_____	_____	_____	_____



ACTION SALES

FOOD SERVICE EQUIPMENT & SUPPLIES

Quote

07/10/2015

Project:
Oak Park USD - Revised 15/16 EQ.

From:
Action Sales
Jimmy Chan
17025 Gale Ave.
City of Industry, CA 91745
6268102277 253 (Contact)
6264351466 (Fax)
jimmy@actionsales.com

Project Code: OAK0715

Item	Qty	Description	Sell	Sell Total
1	1 ea	CONVECTION OVEN Blodgett Oven Model No. ZEPH-200-GESDBL Zephaire Convection Oven, gas, double-deck, bakery depth, capacity (5) 18" x 26" pans per compartment, solid state manual controls, two speed fans, flue connector, dependent glass doors, interior light, stainless steel front, sides and top, 6" stainless steel legs, 50,000 BTU each, ETL, CE, NSF, ENERGY STAR®	\$7,150.00	\$7,150.00
	1 ea	(2) year parts, (1) year labor and (1) year door warranty (parts only), standard		
	1 ea	Natural gas		
	2 ea	115v/60/1-ph, 8.0 amps, 2-wire with ground, cord & plug, 3/4 hp (per deck), standard		
	1 ea	SSI-D Top Oven: Solid State infinite with digital timer, standard		
	1 ea	SSI-D Bottom Oven: Solid State infinite with digital timer, standard		
	1 st	6" casters (set), in lieu of legs	\$200.00	\$200.00
	1 ea	NOTE: DO NOT deduct cost of standard legs		
	1 ea	Gas manifold for double ovens	\$95.00	\$95.00
	1 ea	Dormont 1675KIT48 Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, 1 SnapFast® QD, 1 full port valve (2) 90° elbows, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty Weight: 1198.85 lbs total	\$155.00	\$155.00
			ITEM TOTAL:	\$7,600.00
2	1 ea	REACH-IN REFRIGERATOR Traulsen Model No. G20010 Dealer's Choice Refrigerator, Reach-in, two-section, self-contained refrigeration with microprocessor control, stainless steel front & full height doors (hinged left/right), anodized aluminum sides & interior, (3) epoxy coated shelves per section (factory installed), 6" high casters, 1/3 HP, cULus, NSF, ENERGY STAR®	\$3,129.00	\$3,129.00
	1 ea	115v/60/1ph, 7.4 amps, NEMA 5-15P, standard		
	1 ea	3 year service/labor & 5 year compressor warranty, standard Weight: 590 lbs total		
3	4 ea	HEATED HOLDING CABINET	\$1,525.00	\$6,100.00

Initial: *al*

Item	Qty	Description	Sell	Sell Total
		Metro Model No. C517-HFC-4 C5™ 1 Series Heated Holding Cabinet, mobile, 3/4 height, non-insulated, clear polycarbonate door, removable bottom mount control module, thermostat to 190°F, fixed wire slides on 3" centers (14) 18" x 26" or (26) 12" x 20" x 2-1/2" pan capacity, 5" casters (two with brakes), aluminum, 120v/60/1-ph, 2000 watts, 16.7 amps, NEMA 5-20P, UL, CUL, NSF		
		Weight: 520 lbs total		
4	1 ea	RANGE, 36", 4 BURNERS, 12" GRIDDLE	\$2,700.00	\$2,700.00
		Imperial Model No. IR-4-G12 Restaurant Range, gas, 36", (4) open burners, (1) 12" griddle, standard oven, (1) chrome rack, removable crumb tray, stainless steel front, sides, backguard, landing ledge & kick plate, 6" legs, adjustable feet, 183,000 BTU, NSF, CE, CSA		
	1 ea	Limited one year parts and labor warranty, standard		
	1 ea	Natural gas (must specify elevation if over 2000 ft)		
	1 ea	Griddle on left (std)		
	1 ea	Stainless steel backguard with shelf standard		
	1 ea	CASTERS 5" casters, set of 4	\$100.00	\$100.00
	1 ea	Dormont 1675KIT48 Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, 1 SnapFast® QD, 1 full port valve (2) 90° elbows, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty	\$155.00	\$155.00
		Weight: 630.85 lbs total		
		ITEM TOTAL:		\$2,955.00
5	2 ea	DISHWASHER, UNDERCOUNTER	\$5,500.00	\$11,000.00
		Hobart Model No. LXER-2 LXe Advansys Dishwasher, undercounter, 23-15/16"W x 26-13/16"D x 32-1/2"H, high temperature sanitizing, Energy Recovery, 30, 24, 13 Racks/Hour, Fresh Water Rinse, .62 gal/rack, Automated Delime Cycle, Clogged Wash Arm Alert, 3 selectable cycles - light, normal, heavy (Pot & Pan cycle on heavy cycle), Advanced Service Diagnostics, 120/208-240(3W)/60/1, Detergent, Rinse Aid & Delimer Pump, ENERGY STAR®		
	2 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours		
		Weight: 330 lbs total		
6	2 ea	INDUCTION RANGE	\$470.00	\$940.00
		Vollrath Model No. 59500P Mirage® Pro Countertop Induction Range, 14"W x 15-1/4"D x 3"H, G4 Engine, 4 IGBT switches, (100) power levels 80°-450° F (27°-232°C) range, 1-80 minute timer, knob control with digital readout, digital troubleshooting display, 14" maximum pan size, overheat protection, small-article detection, pan auto-detection function, empty-pan shut-off, stainless case top & aluminum bottom, rubber feet, 120v/60/1-ph, 6 ft cord with NEMA 5-15P, 1800W, 15amps, (2) year warranty, NSF, UL, FCC, Imported, US model		
		Weight: 27.3 lbs total		

Item	Qty	Description	Sell	Sell Total
7	6 ea	FOOD PROCESSOR Robot Coupe Model No. R2 DICE Combination Food Processor, 3 qt. gray ABS plastic bowl with handle, vegetable prep attachment with external ejection, "S" blade, 27577 5/64" (2mm) grating disc, 27566 5/32" (4mm) slicing disc plus 27265 dicing kit 3/8" (10mm), on/off & pulse switch, single speed, 1725 RPM, 120v/60/1-ph, 2 HP, 13 amps, NEMA 5-15P, ETL electrical & sanitation, cETL	\$1,228.00	\$7,368.00
	6 ea	1 year parts & labor warranty		
	6 ea	3 year motor warranty		
		Weight: 210 lbs total		
8	6 ea	BLENDER Vitamix Model No. 1005 (VM0101D) Vita-Prep® 3 Commercial Food Blender, variable speed, 64 oz. (2.0 liter) high-impact, clear container with wet blade, black base, 54 page recipe and technique guide, 3 peak HP, cUL listed, NSF certified	\$498.00	\$2,988.00
	6 ea	120v, 50/60hz, 12.5 amps, standard		
		Weight: 78 lbs total		
9	2 ea	MICROWAVE OVEN Panasonic Model No. NE-12521 Pro I Commercial Microwave Oven, 1200 Watts, compact, 60 programmable memory pads, 15 power levels, timer: 15 min hi-med power/30 min defrost power, see-thru side hinged door, stainless steel cabinet and cavity, stackable, digital display, cavity dimensions: 13"Wx 12"Dx 6-7/8"H, UL, ETL, NSF	\$765.00	\$1,530.00
	2 ea	1 year parts & labor warranty and 3 year magnetron warranty (labor for magnetron replacement is not covered in years 2 and 3)		
	2 ea	120v/60/1-ph, 17.7 amps, NEMA 5-20P, standard		
		Weight: 128 lbs total		
10	2 ea	PLANETARY MIXER Vollrath Model No. 40756 Countertop Mixer, 10 quart, with guard, commercial grade table model, 5 speed direct drive transmission, digital control panel, non-skid rubber base, 100% gear driven, includes: safety guard, stainless steel bowl, flat beater, wire whisk & dough hook, 1/3 HP, 110v, 6 amp, NEMA 5-15P, 17-11/16"Lx13-1/16"Wx21-3/16"H, model # MIX1010, NSF, ETL, Imported	\$1,210.00	\$2,420.00
		Weight: 103.8 lbs total		
11	4 ea	FOOD PAN WARMER, COUNTERTOP Nemco Model No. 6101A Countertop Round Warmer, 11 qt., stainless steel construction, adjustable thermostat, 120v/60/1ph, 750 watts, 6.3 amps, 6 ft. cord & plug, NEMA 5-15P, cETLus, NSF	\$118.00	\$472.00
		Weight: 50 lbs total		
12	6 ea	DISH CART	\$680.00	\$4,080.00

Item	Qty	Description	Sell	Sell Total
		Cambro Model No. TDC30110 Dish Cart, adjustable, with 2 dividers, 23-1/4"W x 38-7/8"L x 34-1/2"H, max load capacity 500 lbs., 6" swivel casters, includes vinyl dust cover, black, NSF		
Weight: 460.02 lbs total				
13	720 ea	TRAY	\$2.80	\$2,016.00
		Cambro Model No. 1216FF110 Packed 24 ea Fast Food Tray, plastic, 11-7/8" x 16-1/8", rigid bottom, textured surface, black, NSF		
Weight: 565.2 lbs total				
14	3 ea	PLASTIC SHELVING UNIT	\$665.00	\$1,995.00
		Cambro Model No. CSDRC244875PKG Camshelving® Mobile Drying Rack Cart, 24"W x 48"L x 75"H, includes: drying racks for (3) levels, (6) mobile traverses, (2) mobile post kits, (4) premium casters (2 swivel, no brake, 2 swivel with brake), speckled gray. NSF		
Weight: 311.37 lbs total				
15	20 ea	PAN DISHWASHER RACK	\$20.00	\$400.00
		Cambro Model No. OETR314151 Packed 6 ea Camrack® Open End Tray Rack, 19-3/4" x 19-3/4" x 4", used for trays 15" x 20" or larger, 2-5/8" max. height, soft gray, NSF		
Weight: 88.9 lbs total				
16	1 ea	IMMERSION BLENDER	\$325.00	\$325.00
		Waring Model No. WSB50 Big Stik® Immersion Blender, heavy duty, 40 qt. capacity, 12" stainless steel removable shaft, variable speed motor, continuous ON feature, rubberized comfort grip, 1 HP, 120v, 750W, 6.25 amps, ETL, NSF		
	1 ea	Standard 1-year limited warranty		
Weight: 10.35 lbs total				
18	4 ea	RICE COOKER	\$288.00	\$1,152.00
		Town Equipment Model No. 57130 RiceMaster® Rice Cooker/Holder, electronic, 30 cup capacity, stainless steel exterior finish, one touch, auto cook/hold, cooks in 34 minutes, 120v/60/1-ph, 18 amps, ETL, NSF		
Weight: 96 lbs total				
19	2 ea	CART, UTILITY	\$175.00	\$350.00
		Continental Commercial Products Model No. 5800GY Utility Cart, two shelves, open base, shelf size approximately 16" x 30", structural plastic construction, 5" non-marking casters, 200 lb. capacity per shelf, 400 lb. total capacity, 34-3/8" x 17-1/2" x 33" H, smooth surface, grey		
Weight: 65.8 lbs total				

Item	Qty	Description	Sell	Sell Total
20	1 ea	CAN OPENER Edlund Model No. 1S Packed 3 ea Can Opener, manual, #1 with stainless steel base (for cans up to 11" tall), "Old Reliable"	\$113.00	\$113.00
	1 ea	1 year limited warranty, standard Weight: 9.333 lbs total		



Merchandise	\$56,933.00
Freight	\$620.00
Tax 7.5%	\$4,316.48
Total	\$61,869.48

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.2.g. APPROVE PURCHASE OF EQUIPMENT FROM MEASURE C6 BOND FUND – PURCHASE OF PHOTOCOPIER

ACTION

ISSUE: Shall the Board approve the purchase of photocopier for the District’s administrative services center utilizing Measure C6 bond funds?

BACKGROUND: As approved by Oak Park voters, Bond Measure C6 specifically provides for replacement of “Educational Technology – including...copy machines for all schools and District program offices”. At its meeting February 19, 2013, the Board approved the 2013 Measure C6 Technology and Equipment plan. Included within the plan was the purchase of site photocopiers over a three-year schedule beginning with the 2014-15 school year.

Three copiers originally purchased in 2007, one at Oak Neighborhood School and two at Red Oak Elementary School, have experienced extensive failure. This has resulted in substantial down time, and the equipment can no longer be maintained. This has had a significant and adverse impact on the affected sites and on classroom instruction. Accordingly, staff is requesting the Board’s authorize to purchase a replacement copier for each location. The total cost of the proposed purchase is \$58,340. Assuming the Board’s approval, the photocopiers will be purchased from Ricoh Americas Corporation, through its local representative, Document Systems. In order to comply with Public Contract Code bidding requirements, the Board is asked to authorize the use of the piggyback provisions of the U.S. Communities Contract #4400003732

- ALTERNATIVES:**
1. Approve the purchase of a replacement photocopier per the attached quotation, in the amount of \$58,340, utilizing the piggyback provisions of the U.S. Communities Contract #4400003732, and funded from Measure C6 bond funds.
 2. Do not approve the purchase of a replacement photocopier.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015

SUBJECT: B.2.h. APPROVE DISTRICT OF CHOICE REPORTING REQUIREMENTS ACTION

ISSUE: The board will receive a report from staff related to the mandated reporting requirements set forth in Education Code 48313 for all District of Choice districts.

BACKGROUND: Education Code 48313 establishes specific reporting requirements for all districts accepting students through the District of Choice program. This report summarizes the students enrolled into Oak Park for the current school year and is normally submitted to the local governing board at the May or June board meeting each year. Following the board’s review this information is then disseminated to local adjoining districts, the county office of education, the State Superintendent and the Department of Finance. The Education Code requires that the report show the number of requests into the district, the number granted, denied or withdrawn (and the reasons for denials), the number of pupils transferred into and out of the district, the race, ethnicity, gender, self-reported socioeconomic status, and the school district of residence of the transfers. In addition, the district is required to submit to adjoining districts information regarding the district’s status as a school district of choice for the upcoming school year. Due to a recent change in the district’s student information system some of the numbers reviewed in a previous report were erroneous. The revised current report reflects the accurate numbers and is provided to the board as a separate attachment to this cover sheet.

Staff will review with the board the data for the 2014-2015 school year and address any questions related to the information presented.

- ALTERNATIVES:**
1. Approve the District of Choice Summary Report to adjoining districts
 2. Do not approve the District of Choice Summary Report to adjoining districts.
 3. Revise the District of Choice Summary Report to adjoining districts.

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.	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: C.3.a. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK TEACHERS ASSOCIATION

ACTION

ISSUE: Should the Board of Education disclose and approve the collective bargaining agreement between the District and Oak Park Teachers Association (OPTA)?

BACKGROUND: Government Code Section 3547.5 requires local education agencies to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On August 26, 2015, the District and OPTA reached a tentative agreement for 2015-16, the third year of a three-year CBA. The agreement includes a 6.0% increase to the salary schedules for all classified bargaining unit members, retroactive to July 1, 2015. Annual District contributions for annual health and welfare benefits caps increased by \$756 for employee-only coverage, by \$1,296 for employee + 1 coverage, and by \$1,644 for family coverage. It is anticipated that the tentative agreement will be ratified by OPCA membership by September 11, 2015.

The Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 is attached to this report. Also included is the proposed revision to the certificated salary schedule.

ALTERNATIVES:

1. Approve the 2015-16 collective bargaining agreement between the District and Oak Park Teachers Association.
2. Do not approve the proposed agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

Memorandum of Understanding with OPTA to confirm maintenance of current CBA language with regard to K-3 class size grade span adjustment as required by LCFF.

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None.

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

None.

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

This agreement does not create deficit financing in the current or future years.

F. Source of Funding for the Proposed Agreement:

1. Current Year:

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

Not applicable - settlement on salary and health benefits are for 2015-16 only; these articles are subject to negotiations each year.

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$	42,913,545
b. State Standard Minimum Reserve Percentage for this District		3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$65,000 for a district with less than 1,001 ADA)	\$	1,287,406

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties	\$	0
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$	689,007
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$	1,247,163
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$	
e. Total District Budgeted <u>Unrestricted</u> Reserves	\$	1,936,170

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



 District Superintendent
 (Signature)

September 8, 2015

 Date



 District Chief Business Official
 (Signature)

September 8, 2015

 Date

Disclosure of Collective Bargaining Agreement
 School District: OAK PARK UNIFIED SCHOOL DISTRICT

	(Col. 1) Latest Board Approved Budget Before Settlement (As of July 1, 2015)	(Col. 2) Adjustment as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	33,639,052		(103,924)	33,535,128
Remaining Revenues (8100-8799)	9,746,099		16,474	9,762,573
TOTAL REVENUES	43,385,151	0	(87,450)	43,297,701
EXPENDITURES				
1000 Certificated Salaries	20,065,023	1,184,190	(200,000)	21,049,213
2000 Classified Salaries	5,914,205	335,294		6,249,499
3000 Employees' Benefits	7,986,861	421,134		8,407,995
4000 Books and Supplies	1,207,904			1,207,904
5000 Services and Operating Expenses	4,010,530		(75,000)	3,935,530
6000 Capital Outlay	418,180			418,180
7100-7499 Other	503,071			503,071
TOTAL EXPENDITURES	40,105,774	1,940,618	(275,000)	41,771,392
OPERATING SURPLUS (DEFICIT)	3,279,377	(1,940,618)	187,550	1,526,309
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT				
*CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	2,137,224	(1,940,618)	187,550	384,156
BEGINNING BALANCE	1,030,841		58,499	1,089,340
CURRENT YEAR ENDING BALANCE	3,168,065	(1,940,618)	246,049	1,473,496
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	2,000			2,000
Restricted (9740)	167,966			167,966
Committed (9750 / 9760)	0			0
Assigned (9780)	853,106		(238,583)	614,523
Reserve for Economic Uncertainties (9789)				0
Unappropriated Amounts (9790)	2,144,993	(1,940,618)	484,632	689,007

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

None.

**OAK PARK UNIFIED SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE**

2015-16 SCHOOL YEAR

Board Approved: September 15, 2015

Effective: July 1, 2015

Years of Service	Class X Teacher 185 days	Class A Teacher 185 days	Class B Teacher 185 days	Class C Teacher 185 days	Class D Teacher 185 days	Years of Service	Class F Counselor 192 days	Class G Psychologist 190 days
	BA	BA + 30	BA + 45 BA+30+MA	BA + 60 BA+45+MA	BA + 75 BA+60+MA		5 Steps	5 Steps
1	261.88	274.56	287.25	299.94	312.64	1	438.08	448.09
1	48,447.80	50,793.60	53,141.25	55,488.90	57,838.40	1	84,111.36	85,137.10
2	274.56	287.25	299.94	312.64	325.32	2	455.09	461.95
2	50,793.60	53,141.25	55,488.90	57,838.40	60,184.20	2	87,377.28	87,770.50
3	287.25	299.94	312.64	325.32	338.01	3	470.99	476.24
3	53,141.25	55,488.90	57,838.40	60,184.20	62,531.85	3	90,430.08	90,485.60
4	299.94	312.64	325.32	338.01	350.69	4	486.78	490.96
4	55,488.90	57,838.40	60,184.20	62,531.85	64,877.65	4	93,461.76	93,282.40
5		325.32	338.01	350.69	363.39	5	502.72	506.14
5		60,184.20	62,531.85	64,877.65	67,227.15	5	96,522.24	96,166.60
6		338.01	350.69	363.39	376.08	6		
6		62,531.85	64,877.65	67,227.15	69,574.80	6		
7		350.69	363.39	376.08	388.78	7		
7		64,877.65	67,227.15	69,574.80	71,924.30	7		
8		363.39	376.08	388.78	401.45	8		
8		67,227.15	69,574.80	71,924.30	74,268.25	8		
9			388.78	401.45	414.15	9		
9			71,924.30	74,268.25	76,617.75	9		
10			401.45	414.15	426.83	10		
10			74,268.25	76,617.75	78,963.55	10		
11				426.83	439.54	11		
11				78,963.55	81,314.90	11		
12	<u>Special Assignment Rates</u>			439.54	452.23	12		
12	SWAP (X1/6 Hrs)		43.65	81,314.90	83,662.55	12		
13	Home & Hospital (B1/6 Hrs)		47.88		464.92	13		
13	Saturday School (B1/6 Hrs)		47.88		86,010.20	13		
14					482.34	14		
14	Summer School (A3/6 Hrs) *				89,232.90	14		
16	Summer School (D4/6 Hrs)**			452.23		16		
16	Per Article 9.3 of contract:			83,662.55		16		
18	* Temp., Prob., Not reg employed				495.37	18		
18	** 1 or more years as permanent				91,643.45	18		
20				464.92		20		
20	Annual stipends of \$1,000 per			86,010.20		20		
22	Articles 9.5b, 9.5e, and 9.5g of contract				508.06	22		
22					93,991.10	22		
24	Longevity increments every four years			477.60		24		
24	Class C and D per Article 9.2 of contract			88,356.00		24		
26					520.78	26		
26	Substitute - Daily Rate	115.00			96,344.30	26		
30	Substitutie - Long Term Rate	135.00			533.60	30		
30	Sub rates adopted 08/19/14, effective 08/25/14				98,716.00	30		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.3.b. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK CLASSIFIED ASSOCIATION

ACTION

ISSUE: Should the Board of Education disclose and approve the Collective Bargaining Agreement between the District and Oak Park Classified Association (OPCA)?

BACKGROUND: Local education agencies are required by Government Code Section 3547.5 to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On September 1, 2015, the District and OPCA reached a tentative agreement for 2015-16, the third year of a three-year CBA. The agreement includes a 6.0% increase to the salary schedules for all classified bargaining unit members, retroactive to July 1, 2015. Annual District contributions for annual health and welfare benefits caps increased by \$756 for employee-only coverage, by \$1,296 for employee + 1 coverage, and by \$1,644 for family coverage. It is anticipated that the tentative agreement will be ratified by OPCA membership by September 11, 2015.

The Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 is attached to this report. Also included is the proposed revision to the certificated salary schedule.

ALTERNATIVES:

1. Approve the 2015-16 Collective Bargaining Agreement between the District and Oak Park Classified Association.
2. Do not approve the proposed Agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: OAK PARK UNIFIED SCHOOL DISTRICT

Name of Bargaining Unit: OAK PARK CLASSIFIED ASSOCIATION

The proposed agreement covers the period:
 Beginning: July 1, 2015
 Ending: June 30, 2016

Employee Type:
 Certified: _____
 Classified: XX

The proposed agreement will be acted upon by the Governing Board
 at its meeting on: September 15, 2015

A. Proposed Change in Compensation:

#	Compensation	Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2015-16	Year 2 2016-17	Year 3 2017-18
1.	Salary Schedule - Increase/(Decrease)	\$ 4,802,892	\$ 288,174 6.00%	\$ 288,174 6.00%	\$ 288,174 6.00%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.	\$ 4,323 0.09%	\$ 4,387 0.09%	\$ 4,389 0.09%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)	\$ %	\$ %	\$ %
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 835,703	\$ 50,894 6.09%	\$ 50,906 6.09%	\$ 50,906 6.09%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 1,039,715	\$ 48,608 4.68%	\$ 48,608 4.68%	\$ 48,608 4.68%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 6,678,310	\$ 391,999 5.87%	\$ 392,075 5.87%	\$ 392,077 5.87%
7.	Total Number (FTE) of Represented Employees	# 113	# 113	# 113	# 113
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 58,866	\$ 3,455 5.87%	\$ 3,456 5.87%	\$ 3,456 5.87%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$ 247	\$ 262 6.00%	\$ 262 6.00%	\$ 262 6.00%
	-Maximum Daily Rate *	\$ 540	\$ 572 6.00%	\$ 572 6.00%	\$ 572 6.00%
	-Substitute Daily Rate	\$ 115	\$ 115 0.00%	\$ 115 0.00%	\$ 115 0.00%
9b.	- Annual Health/Welfare Benefit amount per FTE	\$ 16,483	\$ 18,127 9.97%	\$ 18,127 9.97%	\$ 18,127 9.97%
	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> XX Capped				

Please include comments and explanations as necessary: _____

Disclosure of Collective Bargaining Agreement
School District: OAK PARK UNIFIED SCHOOL DISTRICT

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

Memorandum of Understanding with OPTA to confirm maintenance of current CBA language with regard to K-3 class size grade span adjustment as required by LCFF.

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None.

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

None.

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

This agreement does not create deficit financing in the current or future years.

F. Source of Funding for the Proposed Agreement:

1. Current Year:

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

Not applicable - settlement on salary and health benefits are for 2015-16 only; these articles are subject to negotiations each year.

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$	42,913,545
b. State Standard Minimum Reserve Percentage for this District		3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$65,000 for a district with less than 1,001 ADA)	\$	1,287,406

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Reserve for Economic Uncertainties	\$	0
b. General Fund Budgeted Unrestricted Unappropriated Amount	\$	689,007
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$	1,247,163
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$	
e. Total District Budgeted Unrestricted Reserves	\$	1,936,170

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

 District Superintendent
 (Signature)

September 8, 2015

 Date

 District Chief Business Official
 (Signature)

September 8, 2015

 Date

Disclosure of Collective Bargaining Agreement
 School District: OAK PARK UNIFIED SCHOOL DISTRICT

	(Col. 1) Latest Board Approved Budget Before Settlement (As of July 1, 2015)	(Col. 2) Adjustment as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	33,639,052		(103,924)	33,535,128
Remaining Revenues (8100-8799)	9,746,099		16,474	9,762,573
TOTAL REVENUES	43,385,151	0	(87,450)	43,297,701
EXPENDITURES				
1000 Certificated Salaries	20,065,023	1,184,190	(200,000)	21,049,213
2000 Classified Salaries	5,914,205	335,294		6,249,499
3000 Employees' Benefits	7,986,861	421,134		8,407,995
4000 Books and Supplies	1,207,904			1,207,904
5000 Services and Operating Expenses	4,010,530		(75,000)	3,935,530
6000 Capital Outlay	418,180			418,180
7100-7499 Other	503,071			503,071
TOTAL EXPENDITURES	40,105,774	1,940,618	(275,000)	41,771,392
OPERATING SURPLUS (DEFICIT)	3,279,377	(1,940,618)	187,550	1,526,309
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT				
*CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	2,137,224	(1,940,618)	187,550	384,156
BEGINNING BALANCE	1,030,841		58,499	1,089,340
CURRENT YEAR ENDING BALANCE	3,168,065	(1,940,618)	246,049	1,473,496
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	2,000			2,000
Restricted (9740)	167,966			167,966
Committed (9750 / 9760)	0			0
Assigned (9780)	853,106		(238,583)	614,523
Reserve for Economic Uncertainties (9789)				0
Unappropriated Amounts (9790)	2,144,993	(1,940,618)	484,632	689,007

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary: None.

**OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES CC & CH
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK**

2015-16 SCHOOL YEAR

Board Approved: September 15, 2015

Effective: July 1, 2015

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CLERICAL SUPPORT</u>							
Health Services Technician	10	15.74	16.68	17.72	18.79	19.94	10 Month
Student Services Assistant I	10	2728.02	2892.01	3071.77	3257.87	3456.53	10 Month
Department Clerk	10						10 Month
Guest Teacher/Interdistrict Permit Coordinator	12	16.68	17.72	18.79	19.94	21.12	11 Month
Student Services Assistant II	12	2892.01	3071.77	3257.87	3456.53	3661.35	10.5 Month
Support Services Coordinator	12						12 Month
ASB Bookkeeper/Athletics Secretary	14	17.72	18.79	19.94	21.12	22.40	10.5 Month
Student Services Assistant III	14	3071.77	3257.87	3456.53	3661.35	3882.30	11.5 Month
Student Services Bookkeeper	14						10.5 Month
Support Services Coordinator	14						12 Month
Accounting Assistant I	14.5	18.14	19.18	20.31	21.48	22.73	12 Month
		3143.88	3325.16	3519.97	3722.92	3939.43	
Department Secretary	16	19.42	20.54	21.72	22.98	24.29	11 Month
School Office Manager I	16	3366.35	3561.20	3764.11	3983.29	4210.60	10.5 Month
Credentials Technician	16						12 Month
Accounting Assistant II	16.5	20.16	21.32	22.55	23.83	25.22	12 Month
		3495.39	3695.65	3909.42	4131.30	4372.14	
School Office Manager II	17.5	20.33	21.55	22.84	24.20	25.65	11 Month
		3524.10	3736.05	3959.81	4195.32	4445.59	
School Office Manager III	18.5	20.82	22.08	23.40	24.81	26.31	11.5 Month
		3609.49	3827.30	4056.96	4301.33	4560.43	
Business Department Assistant	20	21.79	23.10	24.49	25.96	27.51	12 Month
		3777.62	4004.27	4244.51	4499.19	4769.15	
Senior Accountant	28	30.50	32.34	34.30	36.38	38.58	12 Month
		5286.79	5606.63	5945.85	6305.64	6687.28	
<u>CUSTODIAL/MAINTENANCE/GROUNDS</u>							
Custodian	14	17.72	18.79	19.94	21.12	22.40	12 Month
		3071.77	3257.87	3456.53	3661.35	3882.30	
Grounds Maintenance Worker	15	18.23	19.36	20.52	21.80	23.11	12 Month
		3160.09	3355.63	3557.47	3778.21	4005.31	
Head Custodian I	15.5	18.79	19.94	21.12	22.40	23.74	12 Month
		3257.87	3456.53	3661.35	3882.30	4115.24	
Head Custodian II	17	20.14	21.35	22.62	23.98	25.43	12 Month
		3491.69	3700.71	3921.51	4157.08	4407.31	
General Maintenance Worker	18	20.45	21.67	22.96	24.34	25.80	12 Month
		3544.68	3756.66	3980.43	4218.90	4472.08	
Head Custodian III	18.5	20.82	22.08	23.40	24.81	26.31	12 Month
		3609.49	3827.30	4056.96	4301.33	4560.43	
Maintenance Engineer	20	21.79	23.10	24.49	25.96	27.51	12 Month
		3777.62	4004.27	4244.51	4499.19	4769.15	
Grounds Maintenance Supervisor	21	23.10	24.49	25.96	27.51	29.22	12 Month
		4004.27	4244.51	4499.19	4769.15	5064.96	
<u>CHILD NUTRITION SERVICES</u>							
Child Nutrition Services Assistant I	5	13.65	14.44	15.32	16.25	17.24	180 Days
Child Nutrition Services Assistant II	7	14.44	15.32	16.25	17.24	18.25	180 Days
Child Nutrition Services Manager	10	15.74	16.68	17.72	18.79	19.94	10 Month

**OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES CC & CH
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK**

2015-16 SCHOOL YEAR

Board Approved: September 15, 2015

Effective: July 1, 2015

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
		2728.02	2892.01	3071.77	3257.87	3456.53	
Child Nutrition Services Assistant/Delivery	12	16.68 2892.01	17.72 3071.77	18.79 3257.87	19.94 3456.53	21.12 3661.35	180 Days
<u>OTHER CLASSIFIED SUPPORT</u>							
Instructional Assistant I	7.5	14.54 2520.84	15.42 2672.67	16.35 2834.75	17.34 3005.03	18.37 3183.52	180 Days
Instructional Assistant II	10	15.74 2728.02	16.68 2892.01	17.72 3071.77	18.79 3257.87	19.94 3456.53	180 Days
Library/Media Technician	13	17.35 3007.20	18.39 3187.61	19.51 3382.46	20.68 3585.40	21.95 3804.61	10 Month
College/Career Center Technician	13.5	17.46 3027.06	18.50 3207.35	19.63 3402.32	20.80 3605.26	22.06 3824.47	10.5 Month
Instructional Assistant III	14	17.72 3071.77	18.79 3257.87	19.94 3456.53	21.12 3661.35	22.40 3882.30	180 Days
Computer Technician	18	20.45 3544.68	21.67 3756.66	22.96 3980.43	24.34 4218.90	25.80 4472.08	12 Month
Certified Sign Language Interpreter	20	21.79	23.10	24.49	25.96	27.51	180 Days
Technology Department Assistant	20	3777.62	4004.27	4244.51	4499.19	4769.15	12 Month
Technology Assistant Lead	23	25.23	26.74	28.35	30.05	31.85	12 Month
Certified Repair Technician	23	4373.00	4635.38	4913.51	5208.32	5520.82	12 Month
Network Administrator	26	28.33 4910.33	30.04 5207.15	31.86 5521.91	33.78 5855.67	35.82 6209.63	12 Month
Occupational Therapist	30	34.01 5895.54	36.05 6249.26	38.22 6624.19	40.51 7021.66	42.94 7442.95	10 Month
Behavior Specialist*	G*	448.09 85137.10	461.95 87770.50	476.24 90485.60	490.96 93282.40	506.14 96166.60	190 Days

This schedule is a combination of Schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week). Employees who work a minimum of 20 hours, but less than 40 hours per week should refer to the hourly rates on the schedule above. Full-time employees may refer to either the hourly or the monthly rates. The hourly rate is determined by dividing the monthly gross by the average full-time hours per month (173.333).

* Corresponds to Certificated Salary Schedule, Class G, Psychologist; salary reflects daily and annual rates.

**OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE CL (HOURLY)
EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK**

2015-16 SCHOOL YEAR

Board Approved: September 15, 2015

Effective: July 1, 2015

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CLERICAL SUPPORT</u>							
Health Services Technician	10	16.59	17.56	18.59	19.71	20.89	10 Month
Student Services Assistant I	10	16.59	17.56	18.59	19.71	20.89	10 Month
Department Clerk	10	16.59	17.56	18.59	19.71	20.89	10 Month
Student Services Assistant II	12	17.56	18.59	19.71	20.89	22.15	10.5 Month
Guest Teacher Coordinator	12	17.56	18.59	19.71	20.89	22.15	180 Day
Student Services Assistant III	14	18.59	19.71	20.89	22.15	23.42	10.5 Month
<u>CUSTODIAL/MAINTENANCE/GROUNDS</u>							
Custodian	14	18.59	19.71	20.89	22.15	23.42	12 Month
Warehouse Worker/Delivery	18	20.29	21.50	22.76	24.08	25.52	12 Month
<u>CHILD NUTRITION SERVICES</u>							
Child Nutrition Services Assistant I	05	14.41	15.22	16.12	17.06	18.12	180 Day
Child Nutrition Services Assistant II	07	15.22	16.12	17.06	18.12	19.19	180 Day
Child Nutrition Services Bookkeeper	12	17.56	18.59	19.71	20.89	22.15	10 Month
Child Nutrition Services Assistant/Delivery	12	17.56	18.59	19.71	20.89	22.15	180 Day
<u>OTHER CLASSIFIED SUPPORT</u>							
Instructional Assistant I	7.5	15.34	16.23	17.17	18.22	19.29	180 Day
Instructional Assistant II	10	16.59	17.56	18.59	19.71	20.89	180 Day
Technology Assistant	10	16.59	17.56	18.59	19.71	20.89	180 Day
Library/Media Technician	13	18.23	19.31	20.46	21.62	22.91	10 Month
College/Career Center Technician	13.5	18.35	19.43	20.57	21.73	23.03	10.5 Month
Instructional Assistant III	14	18.59	19.71	20.89	22.15	23.42	180 Day
Social Emotional Services Specialist	27	29.01	30.49	32.04	33.68	35.39	192 Day
Occupational Therapist	30	35.69	37.82	40.10	42.51	45.06	10 Month
<u>EXEMPT POSITIONS</u>							
Campus Supervisor	X03	16.70					180 Day
Student/Casual Worker	X01	9.18					As Assigned
Child Nutrition Services Substitute	X04	13.65					As Assigned
Clerical Substitute	X04	13.65					As Assigned
Custodial Substitute	X05	14.89					As Assigned
Child Nutrition Services/Facility Use	X08	25.57					As Assigned
<u>SUMMER SCHOOL</u>							
Clerical	X02	18.25					As Assigned
Custodial	X06	16.70					As Assigned
Instructional Assistant	X07	17.20					As Assigned
Supervision	X09	15.75					As Assigned

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015

SUBJECT: B.3.c. APPROVE COMPENSATION ADJUSTMENT FOR ADMINISTRATIVE, CONFIDENTIAL, AND SPECIFIED UNREPRESENTED EMPLOYEES

ACTION

ISSUE: Shall the Board approve an increase in compensation for administrative, confidential and unrepresented employees for fiscal year 2015-16?

BACKGROUND: Consistent with the tentative OPTA and OPCA agreements, it is recommended that the Board approve a 6.0% increase to the salary schedule for all confidential and administrative employees, retroactive to July 1, 2014. It is also recommended that the annual District contribution for annual health and welfare benefits caps be increased by \$756 for employee-only coverage, by \$1,296 for employee + 1 coverage, and by \$1,644 for family coverage.

For unrepresented preschool staff members, it is recommended that the Board approve a 6.0% increase to the salary schedule for all confidential and administrative employees, retroactive to July 1, 2014. It is also recommended that the annual District contribution for annual health and welfare benefits caps be increased by \$756 for employee-only coverage, by \$1,296 for employee + 1 coverage, and by \$1,644 for family coverage. It is further recommended that the Board approve a 6.0% increase to the salary schedule for specified unrepresented positions, effective July 1, 2015. The specified employees include campus supervisors and classified substitutes.

The Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 is attached to this report. Also included is the proposed revision to the Administrative/Confidential, and Preschool salary schedules.

ALTERNATIVES:

1. Approve the proposed increases in compensation for administrative, confidential and unrepresented employees for fiscal year 2015-16.
2. Do not approve the proposed compensation increases.

RECOMMENDATION: Alternatives No. 1

Prepared by: 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	_____	_____	_____	_____

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: OAK PARK UNIFIED SCHOOL DISTRICT

Name of Bargaining Unit: ADMINISTRATION AND CONFIDENTIAL

The proposed agreement covers the period:
 Beginning: July 1, 2015
 Ending: June 30, 2016

Employee Type:
 Certificated: XX
 Classified: XX

The proposed agreement will be acted upon by the Governing Board
 at its meeting on: September 15, 2015

A. Proposed Change in Compensation:

Compensation	Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year 2015-16	Year 2 2016-17	Year 3 2017-18
1. Salary Schedule - Increase/(Decrease)	\$ 2,369,880	\$ 142,193 6.00%	\$ 142,193 6.00%	\$ 142,193 6.00%
2. Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.	\$ 2,133 0.09%	\$ 2,165 0.09%	\$ 2,165 0.09%
3. Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)	\$ %	\$ %	\$ %
4. Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 361,170	\$ 21,670 6.00%	\$ 21,670 6.00%	\$ 21,670 6.00%
5. Health/Welfare Benefits - Increase/(Decrease)	\$ 364,688	\$ 17,052 4.68%	\$ 17,052 4.68%	\$ 17,052 4.68%
6. Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 3,095,738	\$ 183,048 5.91%	\$ 183,080 5.91%	\$ 183,080 5.91%
7. Total Number (FTE) of Represented Employees	# 21	# 21	# 21	# 21
8. Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 147,416	\$ 8,717 5.91%	\$ 8,718 5.91%	\$ 8,718 5.91%
9a. Certificated Teacher's Salary (Excluding Benefits)				
-Minimum Daily Rate	\$ 247	\$ 262 6.00%	\$ 262 6.00%	\$ 262 6.00%
-Maximum Daily Rate *	\$ 540	\$ 572 6.00%	\$ 572 6.00%	\$ 572 6.00%
-Substitute Daily Rate	\$ 115	\$ 115 0.00%	\$ 115 0.00%	\$ 115 0.00%
9b. - Annual Health/Welfare Benefit amount per FTE	\$ 16,483	\$ 18,127 9.97%	\$ 18,127 9.97%	\$ 18,127 9.97%
<input type="checkbox"/> Actual <input type="checkbox"/> XX Capped				

Please include comments and explanations as necessary: _____

Disclosure of Collective Bargaining Agreement

School District: OAK PARK UNIFIED SCHOOL DISTRICT

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

Memorandum of Understanding with OPTA to confirm maintenance of current CBA language with regard to K-3 class size grade span adjustment as required by LCFF.

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None.

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

None.

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

This agreement does not create deficit financing in the current or future years.

F. Source of Funding for the Proposed Agreement:

1. Current Year:

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

Not applicable - settlement on salary and health benefits are for 2015-16 only; these articles are subject to negotiations each year.

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$	42,913,545
b. State Standard Minimum Reserve Percentage for this District		3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$65,000 for a district with less than 1,001 ADA)	\$	1,287,406

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Reserve for Economic Uncertainties	\$	0
b. General Fund Budgeted Unrestricted Unappropriated Amount	\$	689,007
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$	1,247,163
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$	
e. Total District Budgeted Unrestricted Reserves	\$	1,936,170

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

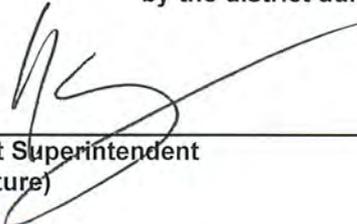
Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



 District Superintendent
 (Signature)

September 8, 2015

 Date



 District Chief Business Official
 (Signature)

September 8, 2015

 Date

Disclosure of Collective Bargaining Agreement
 School District: OAK PARK UNIFIED SCHOOL DISTRICT

	(Col. 1) Latest Board Approved Budget Before Settlement (As of July 1, 2015)	(Col. 2) Adjustment as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	33,639,052		(103,924)	33,535,128
Remaining Revenues (8100-8799)	9,746,099		16,474	9,762,573
TOTAL REVENUES	43,385,151	0	(87,450)	43,297,701
EXPENDITURES				
1000 Certificated Salaries	20,065,023	1,184,190	(200,000)	21,049,213
2000 Classified Salaries	5,914,205	335,294		6,249,499
3000 Employees' Benefits	7,986,861	421,134		8,407,995
4000 Books and Supplies	1,207,904			1,207,904
5000 Services and Operating Expenses	4,010,530		(75,000)	3,935,530
6000 Capital Outlay	418,180			418,180
7100-7499 Other	503,071			503,071
TOTAL EXPENDITURES	40,105,774	1,940,618	(275,000)	41,771,392
OPERATING SURPLUS (DEFICIT)	3,279,377	(1,940,618)	187,550	1,526,309
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT				
*CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	2,137,224	(1,940,618)	187,550	384,156
BEGINNING BALANCE	1,030,841		58,499	1,089,340
CURRENT YEAR ENDING BALANCE	3,168,065	(1,940,618)	246,049	1,473,496
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	2,000			2,000
Restricted (9740)	167,966			167,966
Committed (9750 / 9760)	0			0
Assigned (9780)	853,106		(238,583)	614,523
Reserve for Economic Uncertainties (9789)				0
Unappropriated Amounts (9790)	2,144,993	(1,940,618)	484,632	689,007

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary: None.

Disclosure of Collective Bargaining Agreement
 School District: OAK PARK UNIFIED SCHOOL DISTRICT

	(Col. 1) Latest Board Approved Budget Before Settlement (As of July 1, 2015)	(Col. 2) Adjustment as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	33,639,052		(103,924)	33,535,128
Remaining Revenues (8100-8799)	9,746,099		16,474	9,762,573
TOTAL REVENUES	43,385,151	0	(87,450)	43,297,701
EXPENDITURES				
1000 Certificated Salaries	20,065,023	1,184,190	(200,000)	21,049,213
2000 Classified Salaries	5,914,205	335,294		6,249,499
3000 Employees' Benefits	7,986,861	421,134		8,407,995
4000 Books and Supplies	1,207,904			1,207,904
5000 Services and Operating Expenses	4,010,530		(75,000)	3,935,530
6000 Capital Outlay	418,180			418,180
7100-7499 Other	503,071			503,071
TOTAL EXPENDITURES	40,105,774	1,940,618	(275,000)	41,771,392
OPERATING SURPLUS (DEFICIT)	3,279,377	(1,940,618)	187,550	1,526,309
OTHER SOURCES AND TRANSFERS IN				
OTHER USES AND TRANSFERS OUT	1,142,153			1,142,153
*CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	2,137,224	(1,940,618)	187,550	384,156
BEGINNING BALANCE	1,030,841		58,499	1,089,340
CURRENT YEAR ENDING BALANCE	3,168,065	(1,940,618)	246,049	1,473,496
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	2,000			2,000
Restricted (9740)	167,966			167,966
Committed (9750 / 9760)	0			0
Assigned (9780)	853,106		(238,583)	614,523
Reserve for Economic Uncertainties (9789)				0
Unappropriated Amounts (9790)	2,144,993	(1,940,618)	484,632	689,007

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary: None.

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE AND CONFIDENTIAL SALARY SCHEDULE**

2015-16 SCHOOL YEAR

Board Approved: September 15, 2015

Effective: July 1, 2015

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
CONFIDENTIAL							
Administrative Secretary	A	3,963.08 47,556.96	4,200.38 50,404.56	4,451.44 53,417.28	4,718.55 56,622.60	5,002.85 60,034.20	12 Month
Executive Assistant	B	4,960.44 59,525.28	5,259.65 63,115.80	5,574.90 66,898.80	5,909.65 70,915.80	6,266.17 75,194.04	12 Month
ADMINISTRATION							
Director Child Nutrition Services	C	354.60 78,721.20	365.24 81,083.28	376.20 83,516.40	387.50 86,025.00	399.13 88,606.86	222
Director Business Operations	D	445.90 98,989.80	459.28 101,960.16	473.06 105,019.32	487.25 108,169.50	501.87 111,415.14	222
Director Fiscal Services	E	451.42 100,215.24	464.96 103,221.12	478.91 106,318.02	493.27 109,505.94	508.07 112,791.54	222
Middle School Dean	F	438.08 85,425.60	455.09 88,742.55	470.99 91,843.05	486.78 94,922.10	502.72 98,030.40	195
Program Specialist	G.1	466.71 93,342.00	480.87 96,174.00	494.94 98,988.00	509.43 101,886.00	524.34 104,868.00	200 200
Middle School Assistant Principal	G.2	472.93 94,586.00	487.11 97,422.00	501.73 100,346.00	516.78 103,356.00	532.29 106,458.00	200 200
High School Assistant Principal	H	498.90 102,274.50	513.84 105,337.20	529.23 108,492.15	545.12 111,749.60	561.49 115,105.45	205
Elementary School Principal Director Alternative Education	J	512.23 107,568.30	526.95 110,659.50	542.07 113,834.70	557.67 117,110.70	573.73 120,483.30	210
Middle School Principal	K	520.36 109,275.60	535.31 112,415.10	550.68 115,642.80	566.49 118,962.90	582.82 122,392.20	210
Director Pupil Services	L	559.01 117,392.10	575.78 120,913.80	593.06 124,542.60	610.85 128,278.50	629.17 132,125.70	210
Director Teaching & Learning **	L	559.01 120,187.15	575.78 123,792.70	593.06 127,507.90	610.85 131,332.75	629.17 135,271.55	215
Director Educational Technology and Information Systems	L	559.01 124,100.22	575.78 127,823.16	593.06 131,659.32	610.85 135,608.70	629.17 139,675.74	222
High School Principal	M	580.27 128,819.94	596.63 132,451.86	612.98 136,081.56	629.44 139,735.68	645.78 143,363.16	222
Assistant Superintendent Human Resources & Curriculum	N	643.85 142,934.70	663.17 147,223.74	683.06 151,639.32	703.55 156,188.10	724.66 160,874.52	222
Assistant Superintendent Business & Administrative Services	O	643.85 142,934.70	663.17 147,223.74	683.06 151,639.32	703.55 156,188.10	724.66 160,874.52	222

Annual stipend of \$1,000 for doctorate.

** This position temporarily suspended due to State fiscal crisis, corresponding District budget reductions

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: OAK PARK UNIFIED SCHOOL DISTRICT

Name of Bargaining Unit: UNREPRESENTED

The proposed agreement covers the period:
 Beginning: July 1, 2015
 Ending: June 30, 2016

Employee Type:
 Certificated:
 Classified: XX

The proposed agreement will be acted upon by the Governing Board
 at its meeting on: September 15, 2015

A. Proposed Change in Compensation:

Compensation	Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year 2015-16	Year 2 2016-17	Year 3 2017-18
1. Salary Schedule - Increase/(Decrease)	\$ 456,284	\$ 27,377 6.00%	\$ 27,377 6.00%	\$ 27,377 6.00%
2. Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.	\$ 411	\$ 416 0.09%	\$ 417 0.09%	\$ 417 0.09%
3. Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)	\$	\$	\$	\$
4. Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 44,168	\$ 2,650 6.00%	\$ 2,650 6.00%	\$ 2,650 6.00%
5. Health/Welfare Benefits - Increase/(Decrease)	\$	\$	\$	\$
6. Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 500,452	\$ 30,438 6.08%	\$ 30,443 6.08%	\$ 30,444 6.08%
7. Total Number (FTE) of Represented Employees	# 20	# 20	# 20	# 20
8. Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 25,494	\$ 1,551 6.08%	\$ 1,551 6.08%	\$ 1,551 6.08%
9a. Certificated Teacher's Salary (Excluding Benefits)				
-Minimum Daily Rate	\$ 247	\$ 262 6.00%	\$ 262 6.00%	\$ 262 6.00%
-Maximum Daily Rate *	\$ 540	\$ 572 6.00%	\$ 572 6.00%	\$ 572 6.00%
-Substitute Daily Rate	\$ 115	\$ 115 0.00%	\$ 115 0.00%	\$ 115 0.00%
9b. - Annual Health/Welfare Benefit amount per FTE	\$ 16,483	\$ 18,127 9.97%	\$ 18,127 9.97%	\$ 18,127 9.97%
<input type="checkbox"/> Actual <input checked="" type="checkbox"/> XX Capped				

Please include comments and explanations as necessary: _____

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

Memorandum of Understanding with OPTA to confirm maintenance of current CBA language with regard to K-3 class size grade span adjustment as required by LCFF.

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None.

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

None.

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

This agreement does not create deficit financing in the current or future years.

F. Source of Funding for the Proposed Agreement:

1. Current Year:

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

Not applicable - settlement on salary and health benefits are for 2015-16 only; these articles are subject to negotiations each year.

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$	42,913,545
b. State Standard Minimum Reserve Percentage for this District		3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$65,000 for a district with less than 1,001 ADA)	\$	1,287,406

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Reserve for Economic Uncertainties	\$	0
b. General Fund Budgeted Unrestricted Unappropriated Amount	\$	689,007
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$	1,247,163
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$	
e. Total District Budgeted Unrestricted Reserves	\$	1,936,170

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

 District Superintendent
 (Signature)

September 8, 2015

 Date

 District Chief Business Official
 (Signature)

September 8, 2015

 Date

OAK PARK UNIFIED SCHOOL DISTRICT
PRE-SCHOOL SALARY SCHEDULE PSH

2015-16 SCHOOL YEAR

Board Approved: September 15, 2015

Effective: July 1, 2015

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
PRE-SCHOOL PERSONNEL							
Pre-school Assistant	PSH 001	16.68	17.71	18.79	19.91	21.10	188 Day
Pre-school Specialist	PSH 002	25.65	27.20	28.82	30.55	32.38	188 Day
Pre-school Specialist - Art	PSH 002	25.65	27.20	28.82	30.55	32.38	188 Day
Lead Pre-School Specialist	PSH 003	26.61	28.20	29.91	31.39	33.60	188 Day
Pre-school Director	PSH 004	30.24	32.04	33.96	36.02	38.16	195 Day

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.3.d. APPROVE AMENDMENT TO EMPLOYMENT CONTRACT WITH THE SUPERINTENDENT

ACTION

ISSUE: Shall the Board approve an amendment to the Employment Contract with the Superintendent?

BACKGROUND: The Board of Education would like to consider and approve an amendment to the employment contract of the Superintendent.

- ALTERNATIVES:**
1. Approve the amendment of the Employment Contract for the Superintendent.
 2. Do not approve the amendment of the Employment Contract for the Superintendent.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:	AYES	NOES	ABSTAIN	ABSENT
VOTE:				
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.3.e. APPROVE SALARY ADJUSTMENT TO SPECIFIED ADMINISTRATIVE POSITIONS

ACTION

ISSUE: Shall the Board approve salary adjustment to specified administrative positions?

BACKGROUND: A 2014-15 comparison of the employee salaries and compensation provided by the 9 unified school districts in Ventura County revealed that OPUSD teachers and classified employees ranked at the top. All of OPUSD’s administrative employees rank in the top three among these same districts, except for eight management positions. In setting its 2015-16 budget, the Board set bringing these positions into the top three as one of its priorities. The staff recommendation identifying the positions and recommended salary adjustments needed to achieve a ranking at number 3 among comparison districts is attached for the Board’s information and review.

The proposed adjustment is included in the District’s 2015-16 operating budget

ALTERNATIVES:

1. Approve the salary adjustment to the specified administrative positions.
2. Do not approve the salary adjustment to the specified administrative positions.

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT
Board Meeting September 15, 2015

Proposed Salary Adjustment to Specified Administrative Positions

JOB CLASSIFICATION		RANGE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS	INCREASE
Director Preschool	Current:	PSH 004	Hourly	27.70	29.35	31.11	32.99	34.95	195	
			Annual	43,212.00	45,786.00	48,531.60	51,464.40	54,522.00		
	Proposed:	PSH 004	Hourly	30.24	32.04	33.96	36.02	38.16	195	
			Annual	47,174.80	49,984.86	52,982.24	56,184.00	59,522.00		
Director Child Nutrition Services	Current:	C	Daily	324.00	333.72	343.73	354.05	364.68	222	
			Annual	71,928.00	74,085.84	76,308.06	78,599.10	80,958.96		
	Proposed:	C	Daily	334.53	344.57	354.91	365.57	376.54	222	
			Annual	74,265.66	76,494.54	78,790.02	81,156.54	83,591.88		
Director Business Operations	Current:	E	Daily	376.36	387.47	399.04	410.85	423.01	222	
			Annual	83,551.92	86,017.67	88,586.88	91,208.70	93,908.22		
	Proposed:	D	Daily	420.66	433.28	446.28	459.67	473.46	222	
			Annual	93,386.52	96,188.16	99,074.16	102,046.74	105,108.12		
Director Fiscal Services	Current:	E	Daily	376.36	387.47	399.04	410.85	423.01	222	
			Annual	83,551.92	86,017.67	88,586.88	91,208.70	93,908.22		
	Proposed:	E	Daily	425.87	438.64	451.80	465.35	479.31	222	
			Annual	94,543.14	97,378.08	100,299.60	103,307.70	106,406.82		
Middle School Assistant Principal	Current:	G	Daily	440.29	453.65	466.92	480.59	494.66	200	
			Annual	88,058.00	90,730.00	93,384.00	96,118.00	98,932.00		
	Proposed:	G.b	Daily	446.16	459.54	473.33	487.53	502.16	200	
			Annual	89,232.00	91,908.00	94,666.00	97,506.00	100,432.00		
Director Pupil Services	Current:	L	Daily	500.72	515.11	529.92	545.16	560.87	210	
			Annual	105,151.20	108,173.10	111,283.20	114,483.60	117,782.70		
	Proposed:	L	Daily	527.37	543.19	559.49	576.27	593.56	210	
			Annual	110,747.70	114,069.90	117,492.90	121,016.70	124,647.60		
Assistant Superintendent Human Resources & Curriculum	Current:	N	Daily	558.12	574.33	590.99	608.13	625.76	222	
			Annual	123,902.64	127,501.26	131,199.78	135,004.86	138,918.72		
	Proposed:	N	Daily	607.41	625.63	644.40	663.73	683.64	222	
			Annual	134,845.02	138,889.86	143,056.80	147,348.06	151,768.08		
Assistant Superintendent Business & Administrative Services	Current:	O	Daily	567.09	583.55	600.48	617.90	635.83	222	
			Annual	125,893.98	129,548.10	133,306.56	137,173.80	141,154.26		
	Proposed:	O	Daily	607.41	625.63	644.40	663.73	683.64	222	
			Annual	134,845.02	138,889.86	143,056.80	147,348.06	151,768.08		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.3.f APPROVE 2015-2016 DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

ACTION

ISSUE: Shall the Board of Education approve the Declaration of Need For Fully Qualified Educators form CL-500 for the 2015/2016 denoting our potential need for use of emergency credentials?

BACKGROUND: In compliance with the new California requirement to submit annual declaration of need in anticipation of need for emergency credentialed staff, the Commission on Teacher Credentialing now requires each Board of Education to approve in public session, a declaration of anticipated needs in terms of staffing vacancies where emergency credentials may be needed.

ALTERNATIVES:

1. Approve the accompanying form CL-500 denoting a revision for our potential need for the use of emergency credentials.
2. Do not approve this Declaration of Need.

RECOMMENDATION: Alternative #1

RATIONALE: While we rarely have need to use other than a fully credentialed teacher, the “declaration of need” process allows us the option to retain the services of a partially credentialed teacher in hard to fill teaching areas, if needed.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

Prepared by:
 Leslie Heilbron, Ed.D.
 Assistant Superintendent, HR

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

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



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: _____

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on ____/____/____ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

Submitted by (Superintendent, Board Secretary, or Designee):

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-Mail Address</i>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration will be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____
Visiting Faculty Permit	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?	Yes	No
--	-----	----

If no, explain. _____

Does your agency participate in a Commission-approved college or university intern program?	Yes	No
---	-----	----

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an intern program.

If no, explain why you do not participate in an intern program.

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.4.a. APPROVE CONTRACT FOR NON-PUBLIC AGENCY FOR SPECIAL EDUCATION STUDENT #01-15/16 - \$68,952

ACTION

ISSUE: Should the Board of Education approve this contract for non-public agency services for this student?

BACKGROUND: Student is in grade 9 at Oak Park High School and continues to require non-public agency specialized behavior intervention services throughout the school day. Autism Center for Treatment (ACT) is able to provide these specialized services on the school campus. The total cost for these services is \$68,952.

ALTERNATIVES: 1) Fund this non-public agency.
2) Do not fund this non-public agency.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. Autism Center for Treatment (ACT) is a certified non-public agency.

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	_____	_____	_____	_____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2015, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2016, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District			
Address		5801 Conifer Street			
City, State Zip		Oak Park, CA 91377			
LEA Case Manager		Susan Roberts			
Phone and E-Mail		sroberts@oakparkusd.org			
Student Last Name				Student First Name	
Grade	9	D.O.B.			Sex
Parent/Guardian Last Name				Parent/Guardian First Name	
Address					
City, State, Zip					
Home Phone		Work			Cell
Parent/Guardian Last Name				Parent/Guardian First Name	
Address					
City, State, Zip					
Home Phone		Work			Cell

Nonpublic School/Agency		Autism Center for Treatment (#01-15-16)			
Address		29525 Canwood Street			
City, State, Zip		Agoura Hills, CA 90301			
IEP Coordinator Name		Aimee Anderson, Ph.D.			
Phone		818 707 1717	Fax		
E-Mail					
Program Administrator Name					
Phone			Fax		
E-Mail					
Education Schedule – Regular School Year					
Number of Days		180	Number of Weeks		
Education Schedule – Extended School Year					
Number of Days		27 days	Number of Weeks		
Contract Begins		July 1, 2015	Ends	June 30, 2016	

RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>								
B. RELATED SERVICES								
1. BID Supervision		X		Ph.D: 178.50/hr PA 127.50/hr MA/MS 102.00	One hour per week	38	5	\$7675.50
2. BII Behavior Therapist		X		51.00/hour	6 hours per day/ESY 4.6 hours	180 (1080 hours)	Up to 27 (121.5 hours)	\$61,276.50

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER			Reg School Year	ESY	
					TOTAL COST		\$68,952.00	

ESTIMATED MAXIMUM COST: \$68,952.00

Other Provisions/Attachments: Non-public Agency services to address goals and objectives in student's IEP. Communication between NPA and parents to be coordinated with school staff.

Progress Reporting Requirements: X Quarterly Monthly Other (Specify _____)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

Autism Center for Treatment (ACT)
(Name of Nonpublic School/Agency)

Oak Park Unified School District
(Name of LEA)

(Signature)

(Date)

(Signature)

(Date)

(Name and Title)

Susan Roberts, Pupil Services Director
(Name of Superintendent or Authorized Designee)

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.4.b. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL FOR SPECIAL EDUCATION STUDENT #02-15/16 - \$30,003.20

ACTION

ISSUE: Should the Board of Education approve this contract for non-public school for this student?

BACKGROUND: This fifteen-year-old, ninth grade special education student has been attending school at The Help Group for the last seven years. The IEP team has determined that a non-public school is the least restrictive appropriate placement at this time. Sunrise Non-Public School (HELP Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$30,003.20. The District will receive an estimated \$8,100.00 in revenue limit funds for students in grades 7-8 to reduce the actual cost to \$30,003.20.

ALTERNATIVES: 1) Fund this non-public school placement.
2) Do not fund this non-public school placement.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group—Sunrise School is a certified non-public school.

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	_____	_____	_____	_____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2015 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2016, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District	
Address		5801 Conifer Street	
City, State Zip		Oak Park, CA 91377	
LEA Case Manager		Susan Roberts	
Phone and E-Mail		sroberts@oakparkusd.org	
Student Last Name		Student First Name	
Grade	9	D.O.B.	Sex
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell

Nonpublic School/Agency		The HELP Group (Sunrise School) (#02-15/16)	
Address		13130 Burbank Blvd	
City, State, Zip		Sherman Oaks, CA 91340	
IEP Coordinator Name		Carol Coelho, Contract Administrator	
Phone	818 779 5105	Fax	
E-Mail		ccoelho@thehelpgroup.org	
Program Administrator Name		Sue Ann Kaples	
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20 days	Number of Weeks	
Contract Begins	July 1, 2015	Ends	June 30, 2016

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Sunrise			140.23		180	20	\$28,046.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.								
3. Speech/Language a. Group b. Individual	Group			46.60 per 60 minute session		38	4	\$1957.20

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
c. Consultation								
4. Occupational Therapy								
a. Therapy								
b. Consultation								
						TOTAL COST		\$30,003.20

ESTIMATED MAXIMUM RELATED SERVICES COST: \$1957.20

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES COSTS \$28,046.00

Progress Reporting Requirements: Quarterly Monthly Other (Specify _____)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

The Help Group – Sunrise School
(Name of Nonpublic School/Agency)

Oak Park Unified School District
(Name of LEA)

(Signature)

(Date)

(Signature)

(Date)

(Name and Title)

Susan Roberts, Pupil Services Director
(Name of Superintendent or Authorized Designee)

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 16, 2014

SUBJECT: B.4.c. APPROVE CONTRACT FOR NON-PUBLIC AGENCY FOR SPECIAL EDUCATION STUDENT #03-15/16 - \$62,219.19

ACTION

ISSUE: Should the Board of Education approve this contract for non-public agency services for this student?

BACKGROUND: This eighteen-year-old student at Oak Park High School requires non-public agency services for the full school day, behavioral supervision, and up to 75 minutes after school for homework assistance.

The total cost of these services is \$62,219.19.

ALTERNATIVES: 1) Fund this non-public agency.
2) Do not fund this non-public agency.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. Inclusive Education and Community Partnership (IECP) is a certified non-public agency.

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	_____	_____	_____	_____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2015, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2016, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District			
Address		5801 Conifer Street			
City, State Zip		Oak Park, CA 91377			
LEA Case Manager		Susan Roberts			
Phone and E-Mail		sroberts@oakparkusd.org			
Student Last Name		Student First Name			
Grade	7	D.OB.		Sex	
Parent/Guardian Last Name		Parent/Guardian First Name			
Address					
City, State, Zip					
Home Phone		Work		Cell	
Parent/Guardian Last Name		Parent/Guardian First Name			
Address					
City, State, Zip					
Home Phone		Work		Cell	

Nonpublic School/Agency		The HELP Group (Bridgeport School) (#03-15/16)			
Address		13130 Burbank Blvd			
City, State, Zip		Sherman Oaks, CA 91340			
IEP Coordinator Name		Carol Coelho, Contract Administrator			
Phone		818 779 5105	Fax		
E-Mail		ccoelho@thehelpgroup.org			
Program Administrator Name					
Phone			Fax		
E-Mail					
Education Schedule – Regular School Year					
Number of Days		180	Number of Weeks		
Education Schedule – Extended School Year					
Number of Days		20 days	Number of Weeks		
Contract Begins		July 1, 2015	Ends	June 30, 2016	

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Bridgeport			140.23		180	20	\$28,046.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.	Bridgeport			66.00 per 60 minute session		38	4	\$2772.00
3. Speech/Language a. Group	Individual			88.00 per individual		76	4	\$7040.00

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.4.d. APPROVE CONTRACT FOR NON-PUBLIC AGENCY FOR SPECIAL EDUCATION STUDENT #04-15/16 - \$5,160

ACTION

ISSUE: Should the Board of Education approve this contract for non-public agency services for this student?

BACKGROUND: Student is a post-secondary student who continues to attend Oak Park High School. The student continues to require non-public agency Occupational Therapy Services.

The total cost of these services is \$5,160.

ALTERNATIVES: 1) Fund this non-public agency.
2) Do not fund this non-public agency.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. Kids Connections is a certified non-public agency.

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	_____	_____	_____	_____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2015 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2016, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District			
Address		5801 Conifer Street			
City, State, Zip		Oak Park, CA 91377			
LEA Case Manager		Susan Roberts			
Phone and E-Mail		sroberts@oakparkusd.org			
Student Last Name		Student First Name			
Grade	12+	D.O.B.			Sex
Parent/Guardian Last Name		Parent/Guardian First Name			
Address					
City, State, Zip					
Home Phone		Work	Cell		
Parent/Guardian Last Name		Parent/Guardian First Name			
Address					
City, State, Zip					
Home Phone		Work	Cell		

Nonpublic School/Agency		Kids Connections (#4-15/16)			
Address		2175 Agate Court			
City, State, Zip		Simi Valley, CA 93065			
IEP Coordinator Name		Cynthia Conway, OTR/L			
Phone		805-416-3384	Fax		
E-Mail					
Program Administrator Name					
Phone			Fax		
E-Mail					
Education Schedule – Regular School Year					
Number of Days		180	Number of Weeks		
Education Schedule – Extended School Year					
Number of Days			Number of Weeks		
Contract Begins			Ends		

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>								
B. RELATED SERVICES								
1. Occupational Therapy		X		120.00 per 50 min session	43			\$5160.00
TOTAL COST								\$5160.00

ESTIMATED MAXIMUM RELATED SERVICES COST: \$5160.00

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.4.e. APPROVE CONTRACT FOR NON-PUBLIC AGENCY FOR SPECIAL EDUCATION STUDENT #05-15/16 - \$71,242.90
ACTION

ISSUE: Should the Board of Education approve this contract for non-public agency services for this student?

BACKGROUND: Student is a post-secondary student who continues to attend Oak Park High School and continues to require non-public agency Behavior Support for the full school day, Behavioral Supervision, and up to 75 minutes after school for homework assistance.

The total cost of these services is \$71,242.90.

ALTERNATIVES: 1) Fund this non-public agency.
 2) Do not fund this non-public agency.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. Inclusive Education and Community Partnership (IECP) is a certified non-public agency.

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 _____ _____ _____ _____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2015 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2016, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District	
Address		5801 Conifer Street	
City, State Zip		Oak Park, CA 91377	
LEA Case Manager		Susan Roberts	
Phone and E-Mail		sroberts@oakparkusd.org	
Student Last Name		Student First Name	
Grade	12+	D.O.B.	Sex
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell

Nonpublic School/Agency		Inclusive Education and Community Partnership (#05-15/16)	
Address		2323 Roosevelt Blvd Suite 3	
City, State, Zip		Oxnard CA 93035	
IEP Coordinator Name		Dennis Carter, Contract Administrator	
Phone		Fax	
E-Mail			
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule - Regular School Year			
Number of Days		180	Number of Weeks
Education Schedule - Extended School Year			
Number of Days			Number of Weeks
Contract Begins			Ends

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>								
B. RELATED SERVICES								
1. Behavior Intervention Development (Supervision)		X		91.13 per hour	5 hours per month	50 hours		\$4556.50
2. Behavior Intervention Instruction (Aide)		X		46.31 per hour	Up to 8 hours per day for 180 days	Up to 1440 hours		\$66,686.40

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
					TOTAL COST		\$71,242.90	

ESTIMATED MAXIMUM COST: \$71,242.90

Additional Provisions: Non-public Agency services to address goals and objectives in student's IEP. Communication between NPA and parents to be coordinated with school staff.

Progress Reporting Requirements: _____ Quarterly _____ Monthly X Other (Specify NA)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

Inclusive Education and Community Partnership
(Name of Nonpublic School/Agency)

Oak Park Unified School District
(Name of LEA)

(Signature)

(Date)

(Signature)

(Date)

(Name and Title)

Susan Roberts, Pupil Services Director
(Name of Superintendent or Authorized Designee)

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.4.f. APPROVE SPECIAL EDUCATION LOCAL PLAN AREA (SELPA) LOCAL EDUCATIONAL AGENCY (LEA) ASSURANCES

Action

ISSUE: Should the Board approve the SELPA Local Education Agency Assurances?

BACKGROUND: Pursuant to Education Code 56195, each SELPA must have a Local Plan, which contains the required components outlined in the statute. The Local Plan outlines the special education policies and procedures as well as the services that are offered throughout the SELPA. The Ventura County SELPA Local Plan has been revised recently, and must be approved by every Governing Board of the districts who are members of the SELPA. The Ventura County SELPA Local Plan is quite lengthy and covers all aspects of special education within the twenty SELPA member districts and the Ventura County Office of Education. The Local Plan is available on the SELPA website.

ALTERNATIVES: 1) Approve the SELPA Local Educational Agency Assurances.
2) Do not approve the SELPA Local Education Agency Assurances.

RECOMMENDATION: Alternative #1.

RATIONALE: In order to receive federal and state special education funding each SELPA-member LEA is required to adopt the new Local Educational Agency Assurances.

Respectfully Submitted

Anthony 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	_____	_____	_____	_____

**Special Education Local Plan Area
Local Educational Agency Assurances**

1. Free Appropriate Public Education (20 United States Code [U.S.C.] § 1412 (a)(1))

It shall be the policy of this local educational agency (LEA) that a free appropriate public education is available to all children residing in the LEA between the ages of three through 21 inclusive, including students with disabilities who have been suspended or expelled from school.

2. Full Educational Opportunity (20 U.S.C. § 1412 (a)(2))

It shall be the policy of this LEA that all pupils with disabilities have access to educational programs, nonacademic programs, and services available to non-disabled pupils.

3. Child Find (20 U.S.C. § 1412 (a)(3))

It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services are identified, located and evaluated. A practical method is developed and implemented to determine which students with disabilities are currently receiving needed special education and related services.

4. Individualized Education Program (IEP) And Individualized Family Service Plan (IFSP) (20 U.S.C. § 1412 (a)(4))

It shall be the policy of this LEA that an individualized education program (IEP) or an individualized family service plan (IFSP) is developed, reviewed, and revised for each child with a disability who requires special education and related services in order to benefit from his/her individualized education program. It shall be the policy of this LEA that a review of an

IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions.

5. Least Restrictive Environment (20 U.S.C. § 1412 (a)(5))

It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special class, separate schooling, or other removal of a student with disabilities from the general educational environment, occurs only when the nature or severity of the disability of the student is such that education in general classes with the use of supplemental aids and services cannot be achieved satisfactorily.

6. Procedural Safeguards (20 U.S.C. § 1412 (a)(6))

It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards throughout the provision of a free appropriate public education including the identification, evaluation, and placement process.

7. Evaluation (20 U.S.C. § 1412 (a)(7))

It shall be the policy of this LEA that a reassessment of a student with a disability shall be conducted at least once every three years or more frequently, if appropriate.

8. Confidentiality (20 U.S.C. § 1412 (a)(8))

It shall be the policy of this LEA that the confidentiality of personally identifiable data information and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act (FERPA).

9. Part C, Transition (20 U.S.C. § 1412 (a)(9))

It shall be the policy of this LEA that a transition process for a child who is participating in Early Education Programs (Individuals with Disabilities Education Act [IDEA], Part C) with an IFSP is begun prior to a toddler's third birthday. The transition process shall be smooth, timely, and effective for the child and family.

10. Private Schools (20 U.S.C. § 1412 (a)(10))

It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents.

11. Local Compliance Assurances (20 U.S.C. § 1412 (a)(11))

It shall be the policy of this LEA that the Local Plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs; and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the IDEA, the Federal Rehabilitation Act of 1973, Section 504 of Public Law, and the provisions of the *California Education Code*, Part 30.

12. Interagency (20 U.S.C. § 1412 (a)(12))

It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process.

13. Governance (20 U.S.C. § 1412 (a)(13))

It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the Local Plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Educational Agency.

14. Personnel Qualifications (20 U.S.C. § 1412 (a)(14))

It shall be the policy of this LEA to ensure that personnel providing special education related services meet the highly qualified requirements as defined under federal law, including that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the CDE about staff qualifications.

15. Performance Goals & Indicators (20 U.S.C. § 1412 (a)(15))

It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE.

16. Participation In Assessments (20 U.S.C. § 1412 (a)(16))

It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments, consistent with state standards governing such determinations.

17. Supplementation of State/Federal Funds (20 U.S.C. § 1412 (a)(17))

It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA; will be used to supplement and not to supplant state, local, and other federal funds.

18. Maintenance of Effort (20 U.S.C. § 1412 (a)(18))

It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations.

19. Public Participation (20 U.S.C. § 1412 (a)(19))

It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comment available to the general public, including individuals with disabilities and parents of children with disabilities, are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA.

20. Rule of Construction (20 U.S.C. § 1412 (a)(20))
(Federal requirement for state educational agency only)

21. State Advisory Panel (20 U.S.C. § 1412 (a)(21))
(Federal requirement for state educational agency only)

22. Suspension/Expulsion (20 U.S.C. § 1412 (a)(22))

The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised.

23. Access to Instructional Materials (20 U.S.C. § 1412 (a)(23))

It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard.

24. Overidentification and Disproportionality (20 U.S.C. § 1412 (a)(24))

It shall be the policy of this LEA to prevent the inappropriate disproportionate representation by race and ethnicity of students with disabilities.

25. Prohibition on Mandatory Medicine (20 U.S.C. § 1412 (a)(25))

It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services.

26. Distribution of Funds (20 U.S.C. § 1411(e),(f)(1–3))
(Federal requirement for state educational agency only)

27. Data (20 U.S.C. § 1418 a–d)

It shall be the policy of this LEA to provide data or information to the CDE that may be required by regulations.

28. Reading Literacy (State Board requirement, 2/99)

It shall be the policy of this LEA that in order to improve the educational results for students with disabilities, special education local plan area (SELPA) Local Plans shall include specific information to ensure that all students who require special education will participate in the California Reading Initiative.

29. Charter Schools (California Education Code 56207.5 (a-c))

It shall be the policy of this LEA that a request by a charter school to participate as an LEA in a SELPA may not be treated differently from a similar request made by a school district.

In accordance with Federal and State laws and regulations, the Ventura County SELPA certifies that this plan has been adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs; and that the agency herein represented will meet all applicable requirements of state and federal laws, regulations and state policies and procedures, including compliance with the Individuals with Disabilities Education Act, 20 USC 1400 et.seq, and implementing regulations under 34 CFR, Parts 300 and 303, 29 USC 794, 705 (20), 794- 794b, the Federal Rehabilitation Act of 1973, as amended, and the provisions of the California Education Code, Part 30 and Chapter 3, Division 1 of Title V of the California Code of Regulations.

Be it further resolved, the LEA superintendent shall administer the local implementation of procedures, in accordance with state and federal laws, rules, and regulations, which will ensure full compliance.

Furthermore, the LEA superintendent ensures that policies and procedures covered by this assurance statement are on file at the Local Education Agency and the SELPA office.

Adopted this _____ day of _____, 2015_____.

Yeas: _____ Nays: _____

Signed: _____, Superintendent,
Secretary to the Board of Education

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.5.a. APPROVE ADDITIONAL COURSE FOR OAK VIEW HIGH SCHOOL – ART AND SCIENCE ENGINEERING - STEAM GUITAR BUILDING, CAD, CAM, CNC & 3D PRINTING ACTION

ISSUE: Oak View High School wishes to add STEAM Guitar Building, CAD, CAM, CNC and 3D Printing to its course selection.

STATEMENT: Oak View High School would like to add STEAM Guitar Building, CAD, CAM, CNC and 3D Printing to its course selection for the 2015-2016 school year. This is course is made possible through a partnership and grant from Ventura County Innovates. Please see the attached course syllabus.

ALTERNATIVES: 1. Approve the addition of STEAM Guitar Building, CAD, CAM, CNC and 3D Printing.
2. Do not approve the addition of STEAM Guitar Building, CAD, CAM, CNC and 3D Printing.

RECOMMENDATION: Alternative No. 1.

Prepared by Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources and Curriculum and Instruction

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	_____	_____	_____	_____

Art and Science of Engineering
STEAM Guitar Building, CAD, CAM, CNC & 3D Printing

Velma Lomax
Career Education Center
805.216.0363
Velma.lomax@venturausd.org

Course Description:

In this hands-on course, students will build a guitar to learn concepts in engineering from both an artistic perspective and scientific perspective. Students will be introduced to basic CAD drafting, CNC machining and 3D Printing all of which will be put into practice as they build their own custom electric guitar.

Course Objectives:

Students will gain some basic knowledge of computer aided drafting software and utilize this software to machine and print 3Dimensional parts. Students will learn basic 3D printing and Computer Numerical Control milling operations and will create basic parts. Students will build a fully functional electric guitar.

Texts Readings and Materials

- STEM Guitar kit
- Machinist Handbook
- Various Internet sources
- Kahn Academy
- YouTube resources

Software

- Autodesk Fusion 360
- Autodesk Inventor/HSM Works
- Solid works
- Vericam
- Google Sketch up

Grading policy

- A. 90-100%
- B. 80-90%
- C. 70-80%
- D. 60-70%
- F. Below 60%

Graded Course Content

Students will complete a variety of projects and operations in the lab which will be graded based on a pre-determined rubric. The rubric will include opportunities to reflect on mistakes to display mastery of the subject matter. There will be a variety of evaluations throughout the term which will be graded on a percentage bases and students will have an opportunity to make up or retake tests. Daily student engagement, completion of in class exercises, and participation will be noted and assessed in an ongoing fashion and will be entered periodically into the grade reporting system.

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.5.b. APPROVE ADDITIONAL COURSE FOR OAK VIEW HIGH SCHOOL – THE BUSINESS OF DIGITAL GRAPHICS, DESIGN AND HEAT TRANSFERS

ACTION

ISSUE: Oak View High School wishes to add The Business of Digital Graphics, Design and Heat Transfers to its course selection.

STATEMENT: Oak View High School would like to add The Business of Digital Graphics, Design and Heat Transfers to its course selection for the 2015-2016 school year. This is course is made possible through a partnership and grant from Ventura County Innovates. Please see the attached course syllabus.

ALTERNATIVES:

1. Approve the addition of The Business of Digital Graphics, Design and Heat Transfers.
2. Do not approve the addition of The Business of Digital Graphics, Design and Heat Transfers.

RECOMMENDATION: Alternative No. 1.

Prepared by Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources and Curriculum and Instruction

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	_____	_____	_____	_____

Course Syllabus

Ventura County Office of Education
Career Education Center

The business of: Digital Graphics, Design & Heat Transfers

COURSE DESCRIPTION:

The purpose of this one (1) school year class is to introduce students into the exciting, creative, fun, and profitable business world of Digital Graphics and Decorating, through ***Dye Sublimation and Vinyl Cutting***. Without a doubt, Dye Sublimation is one of the most effective methods for creating a wide range of customized and personalized products on demand. This course will cover all aspects of Digital Decorating from terminology, designing your own projects (using Corel Draw software), equipment needed and also how to transfer you images onto Apparel, Promotional Products, Awards and Recognition, Signage, Photo Gifts, Sporting Goods, Ceramics, Tile Murals and Vinyl Stickers.

We will also learn about Vinyl Cutting. With Vinyl Cutting we can make stickers that stick to cars, everyday signage and other materials that are made specifically for textiles (clothes) but you must use a plotter and heat press to use . We will create the artwork, send the artwork to a plotter that cuts out the design, then we will learn to weed out the pattern and then transfer it accordingly.

The third part of this class will about entrepreneurship. This means we will be learning about starting up a business with what you have learned. We will study the ins and out of starting a business from a business plan to implementing our business. This means you will be running a small business and you will learn what it takes to make it successful.

INSTRUCTOR INFORMATION:

Ruben Reyes
Ventura County Office of Education
Career Education Center
(805) 437-8040
rreyes@vcoe.org

ATTENDANCE REQUIREMENTS:

This is a one (1) year course and not a one (1) semester course.

Since we only meet for few hours each week it is very important that you not miss. Therefore, please schedule all doctor or dentist appointments for some other time and not during these class hours. If you are sick and not coming to class please contact me via e-mail or by phone before class starts that day please.

Students and parents will be contacted after two (2) class sessions have been missed. The assistant principal will require a conference after three (3) class sessions have been missed. Students are in danger of failing when four (4) or more class sessions are missed.

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 19, 2014
SUBJECT: B.6.a REVIEW, AMEND, AND APPROVE 2015-2016 MORAL IMPERATIVES, GOALS AND ACTION PLANS
ACTION

ISSUE: Shall the Board of Education review, amend and approve the 2015-2016 Moral Imperatives, Goals and Action Plans?

BACKGROUND: On June 28, 2015 at the Board Retreat, the Board of Education began the process of reviewing and amending the 2015-2016 Moral Imperatives and Goals. The Leadership Team review and amended this document at their Retreat on July 30 and 31, 2015. Staff has been visiting school sites to get their input as well. At this time, the Board will review those changes.

ALTERNATIVES: 1. Approve the amended 2015-2016 Moral Imperatives, Goals and Action Plans.
2. Do not approve the amended 2015-2016 Moral Imperatives, Goals and Action Plans.

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~AUGUST 18, 2015~~ SEPTEMBER 15, 2015

SUBJECT: B.7.a. APPROVE ADOPTION OF BOARD POLICY AND ADMINISTRATIVE REGULATION 5144.4 – REQUIRED PARENTAL ATTENDANCE – ~~First~~ Second Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5144.4 – Required Parental Attendance?

BACKGROUND: Board Policy 5144.4 is a new mandated policy and regulation for use by districts that authorize teachers to require parents/guardians to attend a portion of a school day in their child’s classroom when their child has been removed from class for specified violations. Policy and Regulation contain material formerly in BP/AR 5144.1 – Suspension and Expulsion/Due Process. Board Policy 5144.4 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5144.4 – Required Parental Attendance.
 2. Do not amend Board Policy 5144.4 – Required Parental Attendance.
 3. Adopt a modified version of the amendment to Board Policy 5144.4 – Required Parental Attendance.

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 5000

Students

BP 5144.4(a)

Required Parental Attendance

The Governing Board is committed to providing a safe school environment and setting expectations for appropriate student conduct. The Superintendent or designee may involve parents/guardians in student discipline as necessary to improve a student's behavior and encourage personal responsibility.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

(cf. 5144 - Discipline)

(cf. 6020 - Parent Involvement)

When removing a student from class pursuant to Education Code 48910 for committing an act of obscenity, habitual profanity or vulgarity, disruption of school activities, or willful defiance, the teacher of the class may require any parent/guardian who lives with the student to accompany the student for a portion of a school day in the class from which the student has been removed. (Education Code 48900.1)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

District and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. (Education Code 48900.1)

Legal Reference:

EDUCATION CODE

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48900-48927 Suspension and expulsion, especially:

48900 Grounds for suspension and expulsion

48900.1 Required parental attendance

48910 Suspension by teacher

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 5000

Students

BP 5144.4(b)

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Drug-Free Schools: <http://www.ed.gov/about/offices/list/osdfs>

Adopted:

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.7.b. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 0420 – SCHOOL PLANS/SITE COUNCILS - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 0410 – School Plans/Site Councils?

BACKGROUND: Board Policy 0420 is being updated to reflect requirements to align the district’s local control and accountability plan with the strategies in each school’s single plan for student achievement (SPSA) and the repeal of certain categorical programs that had been included in the state’s consolidated application. Policy clarifies the continuing need for schools participating in specified state or federal categorical programs to develop the SPSA. Board Policy 0420 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 0420 – School Plans/Site Councils.
 2. Do not amend Board Policy 0420 – School Plans/Site Councils.
 3. Adopt a modified version of the amendment to Board Policy 0420 – School Plans/Site Councils.

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 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0420(a)

School Plans/Site Councils

The Governing Board believes that comprehensive planning *that is aligned with the district's local control and accountability plan (LCAP)* is necessary at each district school in order to focus school improvement efforts on ~~school~~**student** academic achievement and facilitate the effective use of *available* district resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 – Local Control and Accountability Plan)

Each district school shall establish a school site council in accordance with Education Code 52852 and the accompanying administrative regulation to develop, review, and approve school plans.

For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 52055.755, 64001)

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

~~*(cf. 0450 – Comprehensive Safety Plan)*~~

~~*(cf. 0520.2 – Title I Program Improvement Schools)*~~

~~*(cf. 0520.4 – Quality Education Investment Schools)*~~

~~*(cf. 1220 - Citizen Advisory Committees)*~~

~~*(cf. 1431 – Waivers)*~~

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

~~*(cf. 4131 – Staff Development)*~~

~~*(cf. 5147 – Dropout Prevention)*~~

~~*(cf. 6020 – Parent Involvement)*~~

~~*(cf. 6142.91 – Reading/Language Arts Instruction)*~~

~~*(cf. 6151 – Class Size)*~~

~~*(cf. 6164.2 – Counseling/Guidance Services)*~~

~~*(cf. 6171 – Title I Programs)*~~

~~*(cf. 6174 – Education for English Language Learners)*~~

~~*(cf. 6190 – Evaluation of the Instructional Program)*~~

As appropriate, a school may incorporate any other school ~~plan~~ **program** into the SPSA. (Education Code 64001)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0420(b)

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirement for all programs included, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and students. He/she shall **also ensure that specific actions included in the district's LCAP are consistent with the strategies in each school's SPCA.** ~~submit to the Board his/her recommendations for plan approval or revision.~~

~~(cf. 6190—Evaluation of Instructional Program)~~

The Board shall, **at a regularly scheduled Board meeting**, review and approve each school's SPSA and any subsequent material revisions that affect the academic programs for students participating in the categorical programs addressed in the SPSA. The Board shall certify that, to the extent allowable under federal law, the SPSA is consistent with district local improvement plans required as a condition of receiving federal funding. ~~Any such review and approval shall be at a regularly scheduled Board meeting.~~ (Education Code 64001)

Whenever the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council or committee. The School site council or committee shall then revise and resubmit the SPSA to the Board for its approval.

Legal Reference:

EDUCATION CODE

52-53 Designation of schools

33133 Information guide for school site councils

36147 Open meeting laws exceptions

~~41500-41573 Categorical education block grants~~

~~52055.77-52055.770 Quality Education Investment Act~~

41540-41544 Targeted instructional improvement block grants

52060-52077 Local control and accountability plan

~~54650-54659 Education Improvement Incentive Program~~

~~8240-8244 General child care and development programs~~

~~52800-52904 School Based Program Coordination Act~~

52176 Advisory committees

52852 School site council

54000-54028 Educationally Disadvantaged Youth Programs

~~54100-54145 Miller Unruh Basic Reading Act~~

54425 Advisory committees (compensatory education)

54650-54659 Education Improvement Incentive Program

56000-56885 Special education

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

~~REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS~~

~~52890 Qualifications and duties of outreach consultants~~

HEALTH AND SAFETY CODE

~~104420 Tobacco use prevention~~

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0420(c)

CODE OF REGULATIONS, TITLE 5

3930-3937 Compliance plans

UNITED STATES CODE, TITLE 20

6311 Accountability

6312-6319 Title 1 programs; plans

6421-6472 Programs for neglected, delinquent, and at-risk children and youth

6601-6651 Teacher and Principal Training and Recruitment program

6801-7014 Limited English proficient and immigrant students

7101-7165 Safe and Drug-Free Schools and Communities

7114 Safe and Drug-Free Schools and Communities; district plan

7341-7355c Rural Education Initiative

Management Resources:

CDE PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council,
February 2014

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

CDE, Single Plan for Student Achievement: <http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

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

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

Adopted: 12-4-01

Amended: 9-17-02, 9-20-05, 11-19-13

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

AR 0420(a)

School Plans/Site Councils

School Site Councils

~~School site councils shall be established when required for participation in a categorical program. (Education Code 52852, 64001)~~

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

~~**Each school**~~ The school site council shall **have a school site council** be composed of the following: (Education Code 52852)

1. The principal
2. Teachers selected by the school's teachers
3. Other school personnel chosen by the school's other personnel
4. Parents/guardians representatives, who may include parents/guardians of students attending the school and/or community members, selected by parents/guardians of students attending the school
5. ~~In~~ **If the school is a** secondary schools, students attending the school **selected by other such students** chosen by other such students

Half of the school site council membership shall consist of school staff, the majority of whom shall be classroom teachers. For **an** elementary school site councils, the remaining half shall be parent/guardian representatives. For **a** secondary school site councils, the remaining half shall be equal numbers of parent/guardian representatives and students. (Education Code 52852)

A district employee may serve as a parent/guardian representative on the **school** site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 52852)

The bylaws of each school site council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination.

School site councils may function on behalf of other committees in accordance with law. (Education Code 52176, 54425; 5 CCR 3932)

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

(cf. 1220 - Citizen Advisory Committees)

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

AR 0420(b)

Single Plan for Student Achievement

Any district school that shall ~~In order for a school to participate in any state or federal categorical program specified in Education Code 52055.700 or 64000 on an ongoing basis the~~ ***shall have a*** school site council ***which*** shall approve and annually review and update a single plan for student achievement (SPSA). If the school does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed in the section “School Site Councils” above. (Education Code 53055.755, 64001)

~~(cf. 0450 – Comprehensive Safety Program)
(cf. 0520.4 – Quality Education Investment Schools)
(cf. 1431 – Waivers)
(cf. 3513.3 – Tobacco-Free Schools)
(cf. 4131 – Staff Development)
(cf. 5147 – Dropout Prevention)
(cf. 6020 – Parent Involvement)
(cf. 6142.91 – Reading/Language Arts Instruction)
(cf. 6151 – Class Size)
(cf. 6164.2 – Counseling/Guidance Services)
(cf. 6171 – Title I Programs)
(cf. 6174 – Education for English Language Learners)
(cf. 6184 – Continuation Education)~~

The SPSA shall be developed with the review, advice, and certification of any school advisory committees. (Education Code 64001)

The SPSA shall be aligned with ***the district’s LCAP and*** school goals for improving student achievement. School goals shall be based on an analysis of verifiable state data ***identified pursuant to law***, ~~including the Academic Performance Index (API) and the California English Language Development Test (CELDT)~~, and may consider any other data developed by the district to measure student achievement. (Education Code **52062**, 64001)

~~(cf. 0500 – Accountability)
(cf. 6162.5 – Student Assessment)
(cf. 6162.51 – State Academic Achievement Tests Standardized Testing and Reporting Program)
(cf. 6162.52 – High School Exit Examination)~~

The SPSA shall, at a minimum: (Education Code 64001)

1. Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by the ***law API***
2. Identify the means of evaluating the school's progress toward accomplishing those goals

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Philosophy, Goals, Objectives & Comprehensive Plans

AR 0420(c)

3. Identify how state and federal law governing the categorical programs will be implemented

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

In developing or revising the SPSA, the school site council or other schoolwide advisory group or school support group shall:

1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.

(cf. 6011—Academic Standards)

2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.

3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federal required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.

4. Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.

The school site council or other schoolwide group shall approve the proposed SPSA at a meeting for which public notice has been posted and then submit the SPSA to the Governing Board for approval. (Education Code 35147, 64001)

The school site council or other schoolwide group shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the ~~school~~ **principal or designee** shall evaluate results of improvement efforts and report to the Board, **schools site council**, advisory committees, and other interested parties regarding progress toward school goals.

The School site council or other schoolwide group may amend the SPSA at any time. Any revisions that would substantively change the academic programs funded through the consolidated applicable shall be submitted to the Board for approval.

Adopted 12-4-01

Amended 7-05, 8-13

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.7.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 1312.3 – UNIFORM COMPLAINT PROCEDURES - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 1312.3 – Uniform Complaint Procedures?

BACKGROUND: Mandated Board Policy 1312.3 is being updated to reflect California Department of Education (CDE) compliance requirements for 2015-16 school year. Regulation also clarifies timeline for filing complaints regarding student fees and reflects new Office of Civil Rights Guidance recommending that districts use web sites and social media to post nondiscrimination notices, policies, and procedures and contact information for compliance officer(s). Board Policy 1312.3 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 1312.3 – Uniform Complaint Procedures.
 2. Do not amend Board Policy 1312.3 – Uniform Complaint Procedures.
 3. Adopt a modified version of the amendment to Board Policy 1312.3 – Uniform Complaint Procedures.

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 1000

Community Relations

BP 1312.3(a)

Uniform Complaint Procedures

The Governing Board recognizes the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, childcare and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

(cf. 3553 – Free and Reduced Price Meals)

(cf. 3555 – Nutrition Program Compliance)

(cf. 5141.4 – Child Abuse Prevention and Reporting)

(cf. 5148 – Child Care and Development)

(cf. 6159 – Individualized Education Program)

(cf. 6171 – Title I Programs)

(cf. 6174 – Education for English Language Learners)

(cf. 6174 – Migrant Education Program)

(cf. 6178 – Career Technical Education)

(cf. 6178.1 – Work-Based Learning)

(cf. 6178.2 – Regional Occupational Center/Program)

(cf. 6200 – Adult Education)

2. Any complaint alleging ***the occurrence of*** unlawful discrimination, ~~including (such as~~ ***discriminatory harassment, intimidation, or bullying)*** ~~in district programs and activities~~ against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, ***in district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance*** (5 CCR 4610)

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 4030 – Nondiscrimination in Employment)

(cf. 4031 – Complaints Concerning Discrimination in Employment)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(b)

~~3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 0r 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics~~

~~(cf. 5131.2 – Bullying)~~

34. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 – Fees and Charges)

(cf. 3320 – Claims and Actions Against the District)

45. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 – Local Control and Accountability Plan)

56. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

67. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In ~~filing and~~ investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful discrimination, (***such as discriminatory harassment, intimidation,*** or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 – Student Records)

(cf. 9001 – Disclosure of Confidential/Privileged Information)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(c)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall ***investigate and, if appropriate***, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified ***in*** this policy and the accompanying administrative regulation.

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

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 – District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedure, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education 35186)

(cf. 1312.4 – Williams Uniform Complaint Procedures)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(d)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18179 School libraries
32289 School safety plan, uniform complaint procedure
35186 Williams uniform complaint procedure
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49490-49590 Child nutrition programs
52060-52077 Local control and accountability plan, especially
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52499.6 Career-technical education
52500-52616.24 Adult schools
52800-52870 School-based coordinated programs
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56885 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-6871 Title III, language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act, including
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title VI rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Community Relations

BP 1312.3(e)

35.107 Nondiscrimination on basis of disability, complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.8 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

CDE: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/OCR>

U.S. Department of Justice: <http://www.justice.gov>

Adopted 2-16-93

Amended 11-8-95, 1-28-95, 9-17-02, 6-17-03, 2-15-05, 5-16-06, 9-18-12, 2-17-15

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(a)

Uniform Complaint Procedures

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 – Complaints Concerning District Employees)
(cf. 1312.2 – Complaints Concerning Instructional Materials)
(cf. 1312.4 – Williams Uniform Complaint Procedures)
(cf. 4031 – Complaints Concerning Discrimination in Employment)

Compliance Officers

The district designates the individual identified below as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual also serves as the compliance officer specified in AR 5145.3 – Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Assistant Superintendent, Human Resources
Oak Park Unified School District
5801 E. Conifer Street
Oak Park, CA 91377

The compliance officer who receives a complaint may assign another compliance officer to investigate **and resolve** the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is ~~designated to investigate~~ **assigned to** the complaint.

In no instance shall a compliance officer be ~~designated to investigate~~ **assigned to** a complaint **in which** if he/she **has a bias or is mentioned in the complaint or has a conflict of interest** that would prohibit him/her from fairly investigating **or resolving** the complaint. Any complaint ~~filed~~ against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees ~~designated~~ **assigned** to investigate **and resolve** complaints receive training and are knowledgeable about the laws and programs **at issue in the complaint to** ~~for~~ which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable procedures for investigating **and resolving** complaints including those involving alleged **unlawful** discrimination (**such as discriminatory harassment, intimidation, or bullying**), applicable standards for reaching decisions on complaints, and appropriate corrective

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Community Relations

AR 1312.3(b)

measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee. (cf. 9124 - Attorney)

(cf. 4331 – Staff Development)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent’s designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district’s UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district’s UCP, **including information regarding unlawful student fees and local control and accountability plan (LCAP) requirements**, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075.5; 5 CCR 4622)

(cf. 0420 – School Plans/Site Councils)

(cf. 0460 – Local Control and Accountability Plan)

(cf. 1220 – Citizen Advisory Committees)

(cf. 3260 – Fees and Charges)

(cf. 4112.9/4212.9/4312.9 – Employee Notifications)

(cf. 5145.6 – Parental Notifications)

The annual notification and complete contact information of the compliance officer may be posted on the district website and, if available, provided through district-supported social media.

(cf. 1113 – District and School Web Sites)

(cf. 1114 – District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district’s policy, regulation, forms, and notices concerning the UCP.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(c)

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***).
4. Include statements that:
 - a. The district ~~is~~ ***has the*** primarily ***responsibility to ensure*** ~~for~~ compliance with state and federal laws and regulations governing educational programs
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
 - c. A complaint alleging retaliation ***or*** unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***) ~~or bullying~~ must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the fact of the alleged ***unlawful*** discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an education activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
 - e. The Board is required to adopt and annually update ~~the a local control and accountability plan~~ (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP

~~(cf. 0450—Local Control and Accountability Plan)~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Community Relations

AR 1312.3(d)

- f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision
- g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- h. Copies of the district's UPC are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation *or* unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***) ~~or bullying~~ confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay students fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. ***A complaint about a violation of the prohibition*** OAK

PARK UNIFIED SCHOOL DISTRICT
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Series 1000

Community Relations

AR 1312.3(e)

3. ***against the charging of unlawful student fees may be filed with the principal of the school. However, any such complaint shall be filed not later than one year from the date the alleged violation occurred.*** (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***), ~~including discriminatory harassment, intimidation, or bullying,~~ may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged ***unlawful*** discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***) ~~or bullying~~ is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant or alleged victim of unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***) ~~or bullying~~ requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

6. If a complainant is unable to put a complaint in writing due to condition such as a disability or illiteracy, district staff shall help him/her in the filing of the complaint. (5 CCR 4600)

Mediation

Within three (3) business days after the compliance officer receives the complaint, he/she may informally discuss with all parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***), ~~or bullying~~, the compliance officer

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Community Relations

AR 1312.3(f)

shall ensure that all parties agree to make the mediator a party to ~~related~~ **relevant** confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If the mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within ten (10) **business** days **after the compliance officer receives the complaint** ~~of receiving the complaint~~, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative ~~an~~ **with the** opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. **He/she** shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To ~~resolve~~ **investigate** a complaint alleging retaliation, unlawful discrimination (**such as discriminatory harassment, intimidation, or bullying**), ~~or bullying~~, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

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AR 1312.3(g)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a “preponderance of the evidence” standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district’s receipt of the complaint. Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section “Final Written Decision” below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Final Written Decision

The district's decision ***on how it will resolve the complaint*** shall be in writing and sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student

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AR 1312.3(h)

involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct of any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***), ~~including discriminatory harassment, intimidation, or bullying~~, the disposition of the complaint shall include a determination on each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

1.

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AR 1312.3(i)

For complaints of unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***), ~~including discriminatory harassment, intimidation, or bullying~~, the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
 - b. Individual remedies offered or provided to the subject of the complaint
 - c. Systemic measures the school as taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination ***based on state law (such as discriminatory harassment, intimidation, or bullying)***, ~~including discriminatory harassment, intimidation, and bullying, based on state law~~, the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

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AR 1312.3(j)

For complaints involving retaliation, unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***), ~~or bullying~~, appropriate corrective actions that focus on the victim may including but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***), ~~or bullying~~, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law

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7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parent/guardians understand the types of behavior that constitute unlawful discrimination (***such as discriminatory harassment, intimidation, or bullying***), ~~including discriminatory harassment, intimidation, or bullying~~, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians ***subject to procedures established by regulation of the State Board of Education***. (Education Code 49013, 52075)

For complaints alleging noncompliance with the law regarding student fees, ***the district shall attempt in good faith, by engaging in*** ~~such remedies, where applicable, shall include~~ reasonable efforts to ***identify and fully reimbursement all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint***. ~~ensure full reimbursement to affected students and parents/guardians.~~ (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including, but not limited to, all notes, interviews, and

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documents submitted by the parties and gathered by the investigator

5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by CDE

Adopted: 2-16-93

Amended: 9-17-02, 1-06, 3-12, 10-14

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.7.d APPROVE AMENDMENT TO BOARD POLICY 4040 – EMPLOYEE USE OF TECHNOLOGY - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 4040 – Employee Use of Technology?

BACKGROUND: Board Policy 4040 is being updated to delete outdated section on use of cell phone or mobile communications device, clarify that use of a password does not give an employee a reasonable expectation of privacy, and add material formerly in AR re: accessing/posting harmful matter and employees’ responsibility to report security problems or misuse of district technology. Regulation deleted. Board Policy 4040 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 4040 – Employee Use of Technology.
 2. Do not amend Board Policy 4040 – Employee Use of Technology.
 3. Adopt a modified version of the amendment to Board Policy 4040 – Employee Use of Technology

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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Personnel

BP 4040(a)

Employee Use Of Technology

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. *As needed*, ~~The Board will support the training of employees~~ **shall receive professional development in the appropriate use of these resources.** ~~on the use of informational and instructional technology to further the above stated goals.~~

(cf. 0440 - District Technology Plan)
(cf. 1100 – Communication with the Public)
(cf. 1113 - District and School Web Sites)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
~~*(cf. 6163.4 – Student Use of Technology)*~~

Employees shall be responsible for the appropriate use of technology and shall use ~~the district's technological resources~~ **technology** primarily for purposes related to their employment.

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)
(cf. 4119.21/4219.21/4319.21 – Professional Standards)
(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
(cf. 5125 – Student Records)
(cf. 5125.1 – Release of Directory Information)
(cf. 6162.6 – Use of Copyrighted Materials)
(cf. 6163.4 – Student Use of Technology)

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use

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BP 4040(b)

Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

It is recommended that districts notify employees that they should have no expectation of privacy when using district equipment or technological resources. In City of Ontario v. Quon, the U.S. Supreme Court held that a search of an employee's pager messages was reasonable because the search was motivated by a legitimate work-related purpose and was not excessive in scope. In addition, the city had adopted a policy stating that employees should have no expectation of privacy or confidentiality when using city equipment.

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

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BP 4040(c)

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

(cf. 4118/4218 – Dismissal/Suspension/Disciplinary Action)

~~Employees should be aware that computer files and electronic communications, including e-mail and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees or district operations without authority.~~

~~(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)~~

~~(cf. 5125 – Student Records)~~

~~(cf. 5125.1 – Release of Directory Information)~~

Online/Internet Services

~~The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)~~

~~To ensure proper use of the system, the Superintendent or designee may monitor employee's usage of technological resources, including the accessing of e-mail and stored files. Monitoring may occur, at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.~~

~~The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.~~

~~(cf. 4118 – Suspension/Disciplinary Action)~~

~~(cf. 4218 – Dismissal/Suspension/Disciplinary Action)~~

~~The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.~~

~~(cf. 4112.9/4212.9/4312.9 – Employee Notifications)~~

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Personnel

BP 4040(d)

Use of Cellular Phone or Mobile Communications Device

~~An employee shall not use a cellular phone or other mobile communications device for personal business to the extent that it interferes with their duties and responsibilities, except in emergency situations and/or during scheduled work breaks.~~

~~Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation, shall be subject to discipline and may be referred to law enforcement officials as appropriate.~~

~~(cf. 4156.3/4256.3/4356.3 — Employee Property Reimbursement)~~

Legal Reference:

EDUCATION CODE

~~51870-51874 Education technology~~

~~52270-52272 Education technology and professional development grants~~

~~52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program~~

GOVERNMENT CODE

~~3543.1 Rights of employee organizations~~

PENAL CODE

~~502 Computer crimes, remedies~~

~~632 Eavesdropping on or recording confidential communications~~

VEHICLE CODE

~~23123 Wireless telephones in vehicles~~

~~**23123.5 Mobile communication devices; text messaging while driving**~~

~~23125 Wireless telephones in school buses~~

UNITED STATES CODE, TITLE 20

~~6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D~~

~~6777 Internet Safety Management Resources:~~

~~**6777 Internet safety**~~

UNITED STATES CODE, TITLE 47

~~254 Universal service discounts (E-rate)~~

CODE OF FEDERAL REGULATIONS, TITLE 47

~~54.520 Internet safety policy and technology protection measures, E-rate discounts~~

COURT DECISIONS

~~*City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332*~~

Management Resources:

WEB SITES

CDE: <http://www.cde.ca.gov>

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

American Library Association: <http://www.ala.org>

Federal Communications Commission: <http://www.fcc.gov>

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

Adopted: 9-17-02

Amended: 3-16-04, 2-19-08

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.7.e. APPROVE AMENDMENT TO BOARD POLICY 4131 – STAFF DEVELOPMENT - First Reading

ISSUE: Should the Board of Education approve the amendment to Board Policy 4131 – Staff Development?

BACKGROUND: Board Policy 4131 is being updated to reflect new law (SB 1060, 2014) which requires any district that offers a program of professional growth for classified employees involved in the direct instruction of students to evaluate professional learning based on specified criteria. Board Policy 4131 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 4131 – Staff Development.
2. Do not amend Board Policy 4131 – Staff Development.
3. Adopt a modified version of the amendment to Board Policy 4131 – Staff Development.

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

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Personnel

BP 4131(a)

Staff Development

The Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent or designee shall continue to develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

The Superintendent or designee shall involve teachers, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district priorities for student achievement, school improvement objectives, the local control and accountability plan, and other district, school plans and moral goals and imperatives.

(cf. 0000 – Vision)
(cf. 0200 – Goals for the School District)
(cf. 0420 – School Plans/Site Councils)
~~*(cf. 0420.1 – School Based Program Coordination)*~~
(cf. 0460 – Local Control and Accountability Plan)
(cf. 0520.2 – Title I Program Improvement Schools)
(cf. 0520.3 – Title I Program Improvement Districts)
~~*(cf. 0520.4 – Quality Education Investment Schools)*~~

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of subject-matter knowledge, including current state and district academic standards

(cf. 6011 - Academic Standards)
(cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.2 – World/Foreign Language Instruction)
(cf. 6142.3 – Civic Education)
(cf. 6142.5 - Environmental Education)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6142.93 - Science Instruction)
(cf. 6142.94 – History-Social Science Instruction)

2. Use of effective, subject-specific teaching methods, strategies, and skills

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BP 4131(b)

3. Use of technologies to enhance instruction

(cf. 0440 - District Technology Plan)
(cf. 4040 – Employee Use of Technology)
(cf. 6163.4 – Student Use of Technology)

4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students with various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, foster youth, gifted and talented students, and at-risk students

(cf. 4112.22/4212.22 - Staff Teaching Students of Limited English Proficiency)
(cf. 4112.23 - Special Education Staff)
(cf. 5147 – Dropout Prevention)
~~*(cf. 5149 – At-Risk Students)*~~
(cf. 6141.5 – Advanced Placement)
(cf. 6171 – Title I Programs)
(cf. 6172 – Gifted and Talented Student Program)
(cf. 6173 – Education for Homeless Children)
(cf. 6173.1 – Education for Foster Youth)
(cf. 6174 – Education for English Language Learners)
(cf. 6175 – Migrant Education Program)

5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

(cf. 6178 – Career Technical Education)

6. Knowledge of strategies that ~~enable~~ **encourage** parents/guardians to participate fully and effectively in their children's education

(cf. 1240 – Volunteer Assistance)
(cf. 5020 – Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution, and hatred prevention

(cf. 5131 – Conduct)
(cf. 5131.2 – Bullying)
(cf. 5137 – Positive School Climate)
(cf. 5138 – Conflict Resolution/Peer Mediation)
(cf. 5145.9 – Hate-Motivated Behavior)

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Personnel

BP 4131(c)

8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

9. Ability to interpret and use data and assessment results to guide instruction

(cf. 5121 – Grades/Evaluation of Student **Achievement Performance**)
(cf. 6162.5 – Student Assessment)

10. Knowledge of topics related to student health, safety and welfare

(cf. 0450 – Comprehensive Safety Plan)
~~(cf. 3515.5 – Sex Offender Notification)~~
(cf. 5030 – Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.63 - Steroids)
(cf. 5141.21 – Administering Medication and Monitoring Health Conditions)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 – Suicide Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

11. Knowledge of topics related to employee health, safety, and security

(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)
(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 – Universal Precautions)
(cf. 4157/4257/4357 – Employee Safety)
(cf. 4158/4258/4358 – Employee Security)

The Superintendent or designee ~~may~~ **shall**, in conjunction with ~~individual~~ teachers, ~~and~~ interns, **and administrators, as appropriate**, develop an individualized program of professional growth, to increase competence, performance, and effectiveness in teaching and classroom **management** assignments, and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

(cf. 4112.2 – Certification)
(cf. 4112.21 – Interns)
(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4131.1 – Teacher Support and Guidance)
~~(cf. 4138 – Mentor Teachers)~~

Professional learning opportunities offered by the district shall be evaluated based on the criteria specified in Education Code 44277. Such opportunities may be part of a coherent plan that combines school activities within a school, including lesson student or co-teaching,

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Personnel

BP 4131(d)

and external learning opportunities that are related to academic subjects taught, provide time to meet and work with other teachers, and support instruction and student learning. Learning activities may include, but are not limited to, mentoring projects for new teachers, extra support for teachers to improve practice, and collaboration time for teachers to develop new instructional lessons, select or develop common formative assessments, or analyze student data. (Education Code 44277)

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

(cf. 4115 – Evaluation/Supervision)

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

(cf. 3100 – Budget)

(cf. 3350 - Travel Expenses)

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

~~41530-41533 Professional Development Block Grant~~

44032 Travel expense payment

44259.5 Standards for teacher preparation

44277 Professional growth requirements for individual teachers

4430 Emergency permits

44325-44329.5 District interns

44450-44468 University internship program

44570-44578 Inservice training - secondary education

44580-44591 Inservice training -elementary teachers

~~44630-44643 Professional Development and Program Improvement Act of 1968~~

~~44700-44705 Classroom teacher instructional improvement program~~

44830.3 District interns

45028 Salary schedule and exceptions

48980 Notification of parents/guardians: schedule of minimum days

52060-52077 Local control and accountability plan

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4131(e)

56240-56245 Staff development; service to persons with disabilities

99200-99206 Subject matter projects

~~99220-99227 California Professional Development Institutes~~

GOVERNMENT CODE

3543.2 Scope of representation of employee organization

CODE OF REGULATIONS, TITLE 5

13025-13044 Professional development and program improvement programs

80021 Short-term staff permit

80021.1 Provisional internship permit

80023-80026.6 Emergency permits

UNITED STATES CODE, TITLE 20

6319 High qualified teachers

6601 – 6702 Preparing, Training and Recruiting High Quality Teachers and Principals

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990)

PERB Order No. 804, 14 PERC P21, 085

Management Resources:

CSBA PUBLICATIONS

Governing to the Core: Professional Development for Common Core, Governance Brief, May 2013

~~*CDE PUBLICATIONS*~~

~~State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008~~

~~*CTC PUBLICATIONS*~~

California Standards for the Teaching Profession, 2009

WEB SITES

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

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

CDE, Professional Development: <http://www.cde.ca.gov/pd>

California Subject Matter Projects: <http://csmp.ucop.edu>

Adopted: 1-25-78

Amended: 3-6-84, 7-25-85, 1-21-92, 9-17-02, 3-16-04, 4-20-05, 3-17-09, 3-18-14

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.7.f. APPROVE AMENDMENT TO BOARD POLICY 5131.2 – BULLYING- First Reading

ISSUE: Should the Board of Education approve amendment to Board Policy 5131.2 – Bullying?

BACKGROUND: Board Policy 5131.2 is being updated to clarify the appropriate use of the uniform complaint procedures (UCP) in cases of nondiscriminatory bullying. As revised, the policy provides that the UCP be used to investigate all instances of bullying, but that conduct determined to be nondiscriminatory bullying then be resolved in accordance with the district’s student discipline policies and procedures. Board Policy 5131.4 is being submitted with language recommended from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5131.2 – Bullying.
 2. Do not amend Board Policy 5131.2 – Bullying.
 3. Adopt a modified version of the amendment to Board Policy 5131.2 – Bullying.

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 5000

Students

BP 5131.2(a)

Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, **retaliate**, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 – Conduct)

(cf. 5136 – Gangs)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

(cf. 5145.9 – Hate-Motivated Behavior)

Cybullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 – Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 – School Plans/Site Councils)

(cf. 0450 – Comprehensive Safety Plans)

(cf. 0460 – Local Control and Accountability Plan)

(cf. 1220 – Citizen Advisory Committees)

(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 – Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(b)

(cf. 1020 – Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 – Positive School Climate)

As appropriate, the district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6162.8 – Comprehensive Health Education)
(cf. 6142.94 – History-Social Science Instruction)
(cf. 6163.4 – Student Use of Technology)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective responses.

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

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness ***an act of*** bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(c)

enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare **attendance** personnel, school nurse, or other school support service personnel for case management, counseling, and/or participate in a restorative justice program as appropriate. (Education Code 48900.9)

(*cf.* 6164.2 – *Guidance/Counseling Services*)

Reporting and Filing of Complaints and Investigation

~~Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with district's uniform complaint procedures specified in AR 1312.3 – Uniform Complaint Procedures.~~

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify a district compliance officer identified in AR 1312.3.

(*cf.* 1312.3 – *Uniform Complaint Procedures*)

~~When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.~~

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages ~~sent to them~~ that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(d)

site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

~~Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policy and regulations.~~

(cf. 5138 – Conflict Resolution/Peer Mediation)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.2 – Behavioral Intervention for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(e)

(cf. 4117.3 – Dismissal)
(cf. 4118 – Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 – Professional Standards)
(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
32283.5 Bullying; online training
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices
52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime
647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v Douglas County School District, (2013) 728 F.3d 1062
J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Health Education Content Standards for California Public Schools: Kindergarten through Grade Twelve, 2008
Bullying at School, 2003

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(f)

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

~~California Cybersafety for Children: <http://www.cybersafety.ca.gov>~~

Common Sense Media: <http://www.common sense media.org>

National School Safety Center: <http://www.schoolsafety.us>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Adopted: 8-21-12

Amended: 4-13, 2-17-15

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 15, 2015

SUBJECT: B.7.g. APPROVE AMENDMENT TO BOARD POLICY 6163.4 – STUDENT USE OF TECHNOLOGY – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6163.4 – Student Use of Technology?

BACKGROUND: Board Policy 6163.4 is a mandated policy being updated to clarify circumstances under which districts may lawfully search students’ personally owned devices, delete outdated prohibition against use of district technology to access social networking sites, and include material formerly in AR re: appropriate student conduct when using the Internet or other electronic communications. Regulation deleted. Board Policy 6163.4 is being submitted as with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 6163.4 – Student Use of Technology.
 2. Do not amend Board Policy 6163.4 – Student Use of Technology.
 3. Adopt a modified version of the amendment to Board Policy 6163.4 – Student Use of Technology.

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

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Instruction

BP 6163.4(a)

Student Use of Technology

The Governing Board intends that technological resources provided by the district be used in a **safe and** responsible and proper manner in support of the instructional program and for the advancement of student learning. **All students using these resources shall receive instruction in their proper and appropriate use.**

(cf. 0440 - District Technology Plan)

(cf. 1113 - District and School Web Sites)

(cf. 4040 - Employee Use of Technology)

(cf. 5131—Conduct)

(cf. 6163.1 - Library Media Centers)

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district **technology** computers, user obligations and responsibilities and consequences for unauthorized use and/or unlawful activities in accordance with **this Board policy** district regulations and the district's Acceptable Use Agreement.

(cf. 5125.2—Withholding Grades, Diploma or Transcripts)

(cf. 5144—Discipline)

(cf. 5144.1—Suspension and Expulsion/Due Process)

(cf. 5144.2—Suspension and Expulsion/Due Process: Students with Disabilities)

(cf. 5145.12—Search and Seizure)

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pages, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personal owned equipment or devices.

Before a student is authorized to use the district's **technology** technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall 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** violations of copyright restrictions,.

**OAK PARK UNIFIED SCHOOL DISTRICT
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Series 6000

Instruction

BP 6163.4(b)

shall agree to indemnify and hold harmless the district and district ~~staff personnel~~ for any damages or costs incurred.

(cf. 6162.6 – Use of Copyrighted Materials)

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instate messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be search except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

(cf. 5145.12 – Search and Seizure)

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 – Student Reords.

(cf. 5125 – Student Records)

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update ~~this policy, the accompanying administrative regulation, and other relevant procedures~~ to enhance the safety and security of students using the district's **technology** ~~technological resource~~ and to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet **Safety** Access

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6163.4(c)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that ***protects against*** ~~blocks or filters~~ Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC ~~6777 7001~~, 47 USC 254, ***47 CCR 54.520***)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. ~~Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.~~

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

~~The Superintendent or designee also shall establish regulations to address the safety and security~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.4(d)

~~of students and student information when using email, chat rooms and other forms of direct electronic communication.~~

The Superintendent or designee shall provide age-appropriate instruction, safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

~~Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.~~

Legal Reference:

EDUCATION CODE

49073.6 Student records; social media

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education Technology

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

COURT DECISIONS

New Jersey v. T.L.O., (1985) 469 U.S. 325

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.4(e)

~~MY SPACE.COM PUBLICATIONS~~

~~The Official School Administrator's Guide to Understanding MySpace and Resolving School Networking Issues~~

~~WEB SITES~~

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

~~American Library Association: <http://www.ala.org>~~

~~California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>~~

~~CDE: <http://www.ede.ca.gov>~~

~~Center for Safe and Responsible Internet Use: <http://csriu.org> and <http://cyberbully.org>~~

~~Federal Communications Commission: <http://www.fcc.gov>~~

~~Federal Trade Commission, Children's Online Privacy Protection:~~

~~<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>~~

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

~~Web Wise Kids: <http://www.webwisekids.org>~~

Adopted: 3-19-96

Amended: 9-17-02, 2-21-06, 2-19-08, 1-17-12

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: B.7.h. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9100 – ORGANIZATION – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Bylaws of the Board 9100 - Organization?

BACKGROUND: Board Bylaw 9100 is being updated to clarify the time periods during which the annual organizational meeting must be held pursuant to law and to expand items to be addressed during the meeting to include a review of resources on board governance and leadership roles and responsibilities. Board Bylaw 9100 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve the amendment of Bylaws of the Board 9123 – Clerk.
2. Do not approve the amendment Bylaws of the Board 9123 – Clerk.
3. Adopt a modified version of the amendment to Bylaws of the Board 9123 – Clerk.

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 BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9100(a)

Organization ~~Annual Organizational Meeting~~

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

~~The Governing Board shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)~~

At this meeting the Board shall:

1. Elect a president and a clerk and vice president from its members
2. Appoint *the Superintendent as* a secretary to the Board
3. Authorize signatures
4. ~~Develop~~ *Approve* a schedule of regular meetings for the year *and a Board governance calendar stating the time when the Board will address important governance matters*
5. ~~Develop a Board calendar for the year.~~
56. Designate Board representatives *to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates.*

(cf. 9140 - Board Representatives)

(cf. 9320 ~~Meetings and Notices~~)

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

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

Series 9000

Bylaws of the Board

BB 9100(b)

(cf. 9000 – Role of the Board)
(cf. 9005 – Governance Standards)
(cf. 9230 – Orientation)
(cf. 9240 – Board Development)
(cf. 9320 – Meetings and Notices)
(cf. 9323 – Meeting Conduct)

Election of Officers

The Board shall each year elect its entire slate of officers.

(cf. 9224 - Oath or Affirmation)

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

Legal Reference:

EDUCATION CODE

5017 Term of office

35143 Annual organizational meeting date, and notice

35145 Public meetings

GOVERNMENT CODE

54953 Meetings to be open and public; attendance

ATTORNEY GENERAL OPINIONS

68 Ops. Cal. Atty. Gen. 65 (1985)

59 Ops. Cal. Atty. Gen. 619, 621-622 (1976)

Adopted: 10-19-77

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: VII.1. MONTHLY MEASURE C6 BOND FUND FINANCIAL STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on Measure C6 Fund income and expenditures through August 31st of the 2015-16 fiscal year?

BACKGROUND: On June 6, 2006, Oak Park voters approved Measure C6, School Safety, Equipment and Technology Improvement Bond, authorizing the issuance of general obligation bonds for acquisition of educational technology, classroom furniture and equipment, playground equipment, district vehicles, food preparation and kitchen equipment, and other equipment replacement. The Board understands its obligation to use this resource effectively and efficiently to benefit both students and the Oak Park community. As a tool to assist in managing and monitoring the bond program, the Administration has developed the Measure C6 Bond Fund Status Report, which will provide the Board with the most current budget and expenditure information available. Details of the report were being finalized as this agenda was going to press. Upon the report's completion, it will be provided to the Board under separate cover, and simultaneously posted with the Board's meeting agenda on the District's website.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: VII.2. MONTHLY MEASURE R BOND FUND FINANCIAL STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on Measure R Fund income and expenditures through August 31st of the 2015-16 fiscal year?

BACKGROUND: On November 4, 2008, Oak Park voters approved Measure R, School Improvement Bond of 2008, authorizing the issuance of general obligation bonds to repair and maintain school district facilities. The Board understands its obligation to use this resource effectively and efficiently to benefit both students and the Oak Park community. As a tool to assist in managing and monitoring the bond program, the Administration has developed the Measure R Bond Fund Status Report, which will provide the Board with the most current budget and expenditure information available. Details of the report were being finalized as this agenda was going to press. Upon the report's completion, it will be provided to the Board under separate cover, and simultaneously posted with the Board's meeting agenda on the District's website.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: VII.3. MONTHLY ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 1 of the 2015-16 school year?

BACKGROUND: As student enrollment and attendance plays a key roll in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared current enrollment and attendance information through the end of the most recent reporting period to assist in this review. The current report was being finalized as this agenda was going to press, and will be sent to the Board upon its completion, and simultaneously posted on the District's website.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 15, 2015
SUBJECT: VII.4. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow through August 31st of the 2015-16 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. In its 2015-16 adopted budget, the State has eliminated its practice of the last several years of deferring current year cash apportionments to subsequent fiscal years. Nevertheless, continuing its practice of the last several years, the Business Office produces a cash flow report each month as an ongoing tool to assist the Administration and Board in analyzing and managing its cash and remaining cash-solvent. The current report was being finalized as this agenda was going to press. The final monthly report will be sent to the Board upon its completion, and simultaneously posted on the District's website.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: Debra A. Burgher, Interim Principal
DATE: September 15, 2015
SUBJECT: Monthly Board Report - Brookside

SCHOOL SITE COUNCIL:

A meeting was held on September 8 at 2:00-3:00 pm. Agenda items included: Introductions, a review of Bylaws and the purpose of site council, election of President, Vice President and Secretary and clarification of duties. Meeting dates were approved. Parent members are Ty Avendano, Andrew Cook, Lisa Kommers and Eliza Parker. School members are Sara Ahl, Kim Annino, Tara Hees and Virginia Standring

LUNCHTIME ENRICHMENT:

Students have new options during lunch recess. On Tuesdays and Fridays there will be Legos, a book cart, Masters of the Playground and art. LittleBits are coming soon! Using LittleBits, students create projects with circuits that make them move and light up.

STUDENT RECOGNITION:

Spirit Sticks – The PTA is sending home a Brookside key ring and “I Love School” Spirit Stick for each child to attach to their backpack. The principal, teachers and staff, will recognize students in various categories throughout the year, using Spirit Sticks.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

FROM: Erik Warren, Principal, Oak Hills Elementary School

DATE: September 15, 2015

SUBJECT: Monthly Board Report

Oak Hills Family Picnic

On Friday evening, August 28th, the entire Oak Hills community gathered on the playground for the Oak Hills Family Picnic. We enjoyed food and entertainment. The turnout this year seemed very good, and the event proved to be a great opportunity to welcome all newcomers, and catch up with old friends after the summer. A special thanks goes out to our PTA for organizing such a successful event.

Student Council

The Oak Hills student council is off to a great start. Students from each homeroom class are elected by their classmates to represent their class at our monthly meetings. Officers are then selected from among the representatives. All students who run for office are encouraged to participate as a member at large, regardless of the outcome of the elections. The spring semester officers are:

President: Chase Huang
Vice-President: Kate Ungar
Secretary: Brianna Langberg
Treasurer: Sinjon Laughton
Publicists: Carly Ungar
Mia Jong
Brooke Herstein
Sydney Herstein
Nikki Flemming

Congratulations to all of our candidates for delivering thoughtful speeches, and running honorable campaigns. We look forward to their service and leadership.

Music Van

Our students enjoyed another visit from the New West Symphony Music Van last week. The children gained hands-on experience with an extensive variety of instruments as they rotated between the brass, woodwinds, strings, and percussion sections. Students are becoming very good at identifying specific instruments just from hearing the sound each one produces. Our before/after-school chorus and instrumental music programs are growing and we are looking forward to good-sized group again this fall. Depending on the popularity of the Band program, we may be running both 'beginning' and 'advanced' classes.

GATE and Enrichment Programs

This week I met with the 5th graders to explain one of our enrichment program. This program is designed to offer additional enrichment, beyond the differentiated, inquiry-based, hands-on projects that occur regularly for all students. The program is open to all interested fifth-grade students and is often of particular interest to many of our GATE identified students.

This lunchtime program, now in its fourth year, is based on the Science of Disney Imagineering curriculum. This series of classes provides students with an exciting "hands-on" extension of basic science concepts. Students will have the opportunity to use "outside the box" thinking to complete activities related to the subject of the week. Additionally, students will use reading, writing, art, math,

and computer knowledge to further their understanding of the science theme being taught. The program is being coordinated by our GATE coordinator Kate Loe and will be taught by Stacy Dishlip.

Back-to-School Night

Back to school night at Oak Hills will involve two sessions, K-2nd and 3rd-5th. Each group is to begin with a brief general meeting, which will include an introduction and overview of the elementary counseling program by Holly Baxter, information from the Ventura County Library, and a presentation by our PTA. Parents will then proceed to the classrooms to meet with the teachers. The parents will learn about the exciting learning opportunities that await their children over the course of the year, and what parents will need to do to support their child's learning at home.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: September 15, 2015

SUBJECT: Monthly Board Report

Back-to-School Night

Back-to-School Night was held on August 26 for all grade levels. Fifth, fourth and third grades made their classroom presentations at 6:00. A short, but informative half hour parent meeting at 7:00 was held in the Multipurpose Room prior to our lower grade classroom presentations at 7:30. The principal welcomed the parents and talked about the value of parental involvement at Red Oak Elementary School. PFA president, Shay Hass spoke about the value and purpose of the Parent Faculty Association. Our new elementary school counselor, Holly Baxter spoke about the elementary school counseling services and Mrs. Galvez from the Ventura County Library spoke about the value of reading and the services they provide. Throughout the night, teachers made presentations individually in their classrooms and also as a grade level group in our Multi-purpose Room and library. All the presentations at Back-to-School nights were well attended by parents. Dr. Knight and several school board members made classroom visitations.

School Site Council

Our School Site Council met for the first time this school year on August 24. We had one new faculty member, and two new parent members. Our SSC purpose statement was reviewed and the bylaws were passed out. New additions to our staff were introduced, enrollment reviewed and the work that was done this summer to improve our facilities was explained. Leaders were selected to report, record and lead our SSC.

Spirit Assemblies

Our first monthly Spirit Assemblies were held on September 3 and 4. The Spirit Assemblies recognize those students who best embodied the targeted positive monthly character traits. Class awards were also given out for good playground behavior, good sportsmanship and for school spirit. A new student body leadership team ran the assemblies and gave out the awards.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: SEPTEMBER 15, 2015
SUBJECT: MONTHLY SCHOOL REPORT

Color Fun Run ASB Fundraiser September 18th: Medea Creek Middle School The Drive's profits go directly to ASB and fund students and enrichment activities for the school year.

Club Fair September 4th: Students have the opportunity to sign-up for a student Club that interests them—or they may work with the Assistant Principal to, possibly, start one of their own with an adult sponsor. Thanks to ASB for hosting this, as well as the adult club sponsors for being there and sponsoring a year-long Club!

Homework Club 3:00-4:00 begins this month September 1st in the MCMS Library

W.E.B (Where Everyone Belongs) September 9th: MCMS Counselors are implementing this middle school mentoring and transition program to foster student leadership and build a culture of caring and connectedness at school. There next 6th/8th grade event is a lunchtime get-together

Mock Trial Begins at MCMS, September 2015 -April 2016: 7th and 8th grade students learn what it's like to be an attorney, witness, court clerk or bailiff in a criminal mock trial! Ms. Tristine Wenker is the sponsor

Tobacco Bus of Horrors September 30-October 2nd: Ventura County Department of Public Health will park its 'movable classroom' here to instruct students on making healthy choices and avoiding tobacco. This is part of our TUPE (Tobacco Use Prevention Education) work in the 6th grade.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified Board of Education
FROM: Kevin Buchanan, Principal, Oak Park High School
DATE: September 15, 2015
SUBJECT: Monthly Board Report

REGISTRATION

Thanks to Andrea Shapiro, PFC volunteers, and staff, who organized the fall registration. Because of several adjustments to the scheduling processes and procedures, there was less pressure on the counseling office as students adjusted their schedules. Currently, the counselors are busy balancing classes and making minor adjustments to student schedules. This year we added a freshman orientation to the 9th grade registration day and incoming freshmen received guided campus tours, a Q&A session with ASB students who presented “Tips & Tricks” for a successful freshman year. They also received their schedules with their teachers and rooms listed along with lunch on the great lawn and a goodie bag that included a new OPHS sports bottle, T-Shirt, OPHS Athletic bumper, sticker, and daily planner. We once again reassigned lockers electronically and as of today every student has an assigned locker.

FACILITIES

Despite the shorter summer, all the classrooms and landscaping was ready to go for school. Thanks go to Julie Suarez and her team for all their efforts to get us up and running. Lots of developments in technology included new Google accounts for all students, new devices including iPads, Chromebooks, and upgraded computer labs. Thanks to Enoch Kwok and the IT team for their hard work.

NATIONAL MERIT SCHOLARSHIP PROGRAM

Seven Oak Park High School students have been named among the 16,000 Semifinalists in the 61st annual National Merit Scholarship Program. About 1.5 million juniors in some 22,000 high schools entered the 2015 National Merit Scholarship Program by taking the 2013 PSAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT), which serves as an initial screen of program entrants. The nationwide pool of Semifinalists, which represents less than one percent of U.S. high school seniors, includes the highest-scoring entrants in each state. These academically talented high school seniors have the opportunity to continue in the competition for some 7,400 scholarships worth more than \$32 million that will be offered next spring. The OPHS students are Nicholas Markarian, Roshni Dugar, Thomas Qin, Taha Sutarwala, Christopher Lee, Dennis Chiu, and Grace Ye. To become a Finalist, Semifinalists must have an outstanding academic record throughout high school, be endorsed and recommended by the high school principal, and earn sat scores that confirm the student’s earlier performance on the qualifying test. The Semifinalist must submit a detailed scholarship application, which includes the student’s essay and information about his or her participation and leadership in school and community activities. Students will be notified in February if they have reached the Finalist level, and all National Merit Scholarship winners will be selected from this Finalist group.

BACK-TO-SCHOOL NIGHT

Back to School Night will be held on Sept 17. The evening will begin for our teachers with a dinner hosted by our PFC, and following a brief parent welcome in the Pavilion, the school bell will then lead parents through their student’s class schedule and to their classrooms where teachers will discuss the courses and class procedures.

You Can’t Take it With You

Under the direction of Mr. Don Enoch and produced by the Oak Park Performing Alliance (OPPAA) our students are in production of the Tony Award winning fall production of “You Can’t Take it With You”. Later in the year, we will be staging Mary Poppins and Shakespeare’s Rome and Juliet, along with a student-led production to be named later.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified Board of Education

FROM: Stewart McGugan, Director of Alternative Education

DATE: September 15, 2015

SUBJECT: Monthly Board Report



BOTH SCHOOLS



MANUFACTURING GUITARS ELECTIVE

Through the VCI grant, we were able to start a Manufacturing Guitars class for OPIS and OVHS students. This class will be offered on Fridays for both schools. In this hands-on course, students will build a guitar and learn concepts in engineering from both an artistic perspective and a scientific perspective. Students will be introduced to basic CAD drafting, CNC machining and 3D Printing. All of this will be put into practice as they build their own custom electric guitar. Students will gain basic knowledge of computer aided drafting software and they will utilize this software to machine and print 3D dimensional parts. Students will learn basic 3D printing and Computer Numerical Control milling operations and will create basic parts. Students will build a fully functional electric guitar. We have 15 students enrolled in this course. This class, like the Digital Imaging class, is taught by a VCI teacher and we have received \$15,000 to help pay for supplies, printers, etc.



OAK VIEW HIGH SCHOOL



BACK-TO-SCHOOL NIGHT

Back to School Night was held on August 27th, at OVHS. Several Board Members and Dr. Knight attended, along with over 25 parents. Parents and students learned about our new internship program and our incentive program. Teachers were able to meet with all parents regarding their perspective courses. Overall, it was a fantastic evening.

WASC YEAR

A majority of our staff meetings will be devoted to our WASC review this year. We will be holding our first parent meeting in September and we are looking forward to sharing with our goals for the future years and what we have accomplished over the past several years with the parents. This meeting will also give our parents a voice beyond the parent survey in the WASC process. Their thoughts will help us elaborate and focus in on our goals for the future.

INCENTIVE PROGRAM

Our Incentive program seems to be going extremely well. Our daily attendance for students is up from last year at this point. Our students are really trying to earn a Friday off. However, if a student is enrolled in one of our new elective classes, taught on Fridays, then they still have to attend their elective on Friday mornings. If earned, the students may leave school after the elective course has been excused for the day. The first week, we had 12 students eligible for the Friday off and 11 students for the following week. Mrs. Allen has seen a dramatic improvement with students working hard to complete their Careers course work, compared to in years past where they have procrastinated.

Having the Incentive Program and the VCI Elective Courses on Fridays has allowed our teachers more time to collaborate and work on lessons. I feel, as a leader, that the most important thing for our teachers is to give them time to prepare their lessons and to collaborate with one another. We feel very fortunate that our new programs seem to have helped in so many areas.



OAK PARK INDEPENDENT SCHOOL



At OPIS, we have worked extremely hard on making sure teachers only have two-three grade levels to oversee. This allows the teachers to focus on roughly 12 prep periods, rather than 30. In the end, it helps the students because our teachers become masters of their grade(s) that they are teaching instead of trying to teach so many grade levels. It falls into the category of quality over quantity, and I believe this change benefits everyone. From a teacher's perspective, it requires less prep time to prepare for the classes and individual meetings with students.

Our Office Manager, Cristina Sanchez, has been working diligently on enrolling all of our many new students. This is a very tenuous task that requires a lot of communication with parents and teachers. She does this task completely on her own and in addition to un-enrolling students from the program. She deserves a ton of credit for a smooth start of the year.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent